Dear Applicant

We are delighted that you have expressed an interest in our current vacancy and look forward to receiving a completed application from you.

Below are some important details for your information, as well as guidance on completing the application form.

1 Child Protection Statement

Bancroft's School is fully committed to the safeguarding of children – ensuring that the wellbeing of the child is paramount. For pupils to feel that they are able to do their best and achieve their full potential, it is important that they feel safe and supported in the school environment. Everyone working at Bancroft's, whatever their role, is very aware that issues to do with the protection of children are of the highest importance. Trust underpins everything that that we do in schools. The parents of our pupils entrust the care of their children to us and together we are responsible for their wellbeing.

In relation to safeguarding, Bancroft's aims to 'prevent', 'protect' and support all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

Bancroft's has policies which deal with safeguarding, including child protection and safer recruitment, which comply with the Independent Schools Standards Regulations and with the DoE's safeguarding children and safer recruitment statutory guidance.

2 Equal Opportunities Statement

The School is committed to the principle of equal opportunities and opposes and avoids all forms of discrimination in line with the Equality Act 2021 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.

The School takes every possible step to ensure that all employees are treated equally and fairly, including agency staff, consultants and volunteers who are not our employees, but who work at the School (collectively workers).

3 Prohibition from Teaching, Prohibition from Management and Disqualification from providing childcare

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head;
- teaching posts on the Senior Leadership Team;
- teaching posts which carry a departmental head role; and
- Senior support staff posts, including those on the Senior leadership team;

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes, 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form**.**

4 Recruitment of Ex-Offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. A criminal record will not automatically debar an applicant from employment. Instead, each case will be decided on its merits in accordance with the relevant objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy'.

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children**.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules**.

Application Form – Guidance Notes for completion

- The Application Form must be filled out completely and accurately; a CV will **not** be accepted in place of a completed application form.
- If submitting a CV in addition to the application form, do **not** write 'Please see CV'.

- Provide a full employment/educational history in **reverse** chronological order since leaving secondary education. Dates are important.
- Ensure any gaps in employment and/or education are **fully** accounted for on the application form.
- Provide details of any qualifications obtained (relevant to the post applied for) including college/university attended, level of qualification and year awarded.
- Provide contact details for two professional referees; one of these must be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be sought from the most recent employer for whom you have worked with children or vulnerable adults. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. If the School receives a factual reference ie one which contains only limited information about you, additional references may be sought.
- The declaration at Section 14 of the application form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR Team using **hr@bancrofts.org**

Forms incorrectly completed or with information omissions may, depending upon timescales for the recruitment process, either be returned to you for completion or correction (which may result in your application not being considered within the recruitment process if it is not returned by the due date), or it may **not** be considered for shortlisting at all if the recruitment timescale does not allow.

We hope that you find our pack useful and that it provides you with an insight into working at Bancroft's School.

Please don't hesitate to contact us if you have any queries at hr@bancrofts.org

Yours sincerely

On behalf of Bancroft's School

HR Department