

## **Safeguarding Information Factsheet for Bishop Auckland College**

Bishop Auckland College is committed to the safeguarding and the welfare of all learners. The College has a duty of care to all of its students. The College has a robust Safer Recruitment Policy in place to protect our students and staff from any potential harm.

Positions at the College involve work with children, young people and/or vulnerable adults. In light of this the following checks will be carried out throughout the recruitment process at Bishop Auckland College – it is a criminal offence for those who are barred from working with children or vulnerable adults to apply for a position deemed to be regulated (this is indicated on the job description). Please be advised that all applicants who are successful in gaining a position with the College will be subject to appropriate vetting checks including.

- Self-Disclosure request
- Enhanced DBS check (for all successful applicants)
- Barred List check – Adults (if eligible)
- Barred List check – children (if eligible)
- Prohibition to work as a Teacher check
- Identity Check – including thorough check for any suspicious documents
- Gaps in employment check
- Reference check, including checks on any previous work with children, young people, vulnerable adults (where applicable)
- Certificate of Good Conduct required from the relevant embassy for anybody who has worked outside of the UK.
- Risk assessment (where applicable)
- Right to work in the UK
- Fitness to teach

Staff who are classed as working in a specified place within the College (e.g. Nursery) will also be expected to complete a Disqualification by Association Disclosure Form on commencement of employment. For further guidance on this, please contact the Human Resources Department

Applicants will not be permitted to commence work in any regulated activity at the College without these checks being carried out and being satisfactory. Bishop Auckland College is nevertheless committed to promoting equality of opportunity and welcomes applications from candidates with criminal records where these are not relevant to employment at the College. The College undertakes to comply fully with the Disclosure and Barring Services (DBS) Code of Practice and does not automatically exclude applicants on the basis of convictions or other information received (unless there is a legal bar). Candidates are selected for interview and for appointment based on their skills, qualifications and experience.

***The Safer Recruitment Policy, DBS Code of Practice, Policy on Recruitment of Ex-Offenders and Safeguarding Policy (including PREVENT) are available in full from the Human Resources Department for further information***