Data Protection

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Childwall CE Primary School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by or on behalf of Childwall CE Primary School and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the school. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a Liverpool City Council Company and/or to third party organisation providing administration or other relevant services to Childwall CE Primary School.

The Liverpool City Council contact for data protection matters is: The Data Protection Officer, Cunard Building, Water Street, Liverpool, L3 1AH.

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.

Thank you for your interest in applying to Childwall CE Primary School (a Voluntary Aided Church of England school).

Childwall CE Primary School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Information on Recruitment Checks

The school will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education, including:

DBS Check

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and here.

More information about what will be filtered and will not appear on a DBS certificate can be found here.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

Criminal Record Self Disclosure

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

Disqualification Under the Childcare Act

Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Teacher Prohibition Order and Teacher Sanctions

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

https://www.gov.uk/government/collections/teacher-misconduct

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

Right to Work in the UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.