



ALP Schools Application Pack – further information.



Our Prospectus

All potential candidates are invited to locate and read the Schools Prospectus on our website <http://alpschools.org> and this can be found on each Schools home page.

All applicants who are invited to an interview will be required to bring the following:

1. Evidence of identity, address and qualifications in order for the school to verify their name, date of birth and current address.:-
 - current driving licence (including photograph) or passport or full birth certificate; and
 - two utility bills or statements (from different sources) less than three months old showing their name and home address; and
 - documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
 - documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out.

2. Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

Child Protection Policy

Please refer to the school's Safeguarding Policy for more detailed Child Protection information.

A child is defined as anyone who has not yet reached their 18th birthday.

The Company believe that every child matters and that child protection requires everyone to take responsibility. The care, protection and welfare of children is paramount and all children have the right to be protected from harm.

We have a duty of care towards all children at our schools and this includes a duty to protect children from harm or risk of harm as a result of misconduct by staff or any of our working partners, of poor practice, or of the poor design or delivery of our day to day operations.

We achieve this through compliance with UK child protection laws and internal policies and training.

ALP Schools are committed to:

- Valuing, respecting and listening to children
- Ensuring all necessary checks are made when recruiting staff
- Maintaining strong child protection systems and procedures for staff
- Training staff and providing a common practice with children and parents/carers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff through clear processes, supervision and support.

Equal Opportunities Policy

Scope and Purpose of this Policy

The Company is committed to promoting and achieving equality of opportunity for all students, parents, staff, governors, visitors and job applicants.

The Company aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The Company does not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).

The Equality Act 2010 prohibits discrimination, harassment and victimisation in employment, and the principles of non-discrimination and equality of opportunity also apply to the way in which staff treat students, parents, visitors, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not discriminate against or harass other members

of staff, regardless of their status. Your attention is drawn to our separate Anti-Harassment and Bullying Policy.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the Company who are required to familiarise themselves and comply with its contents. The Company reserves the right to amend its content at any time.

This Policy applies to the Company's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants and to individuals such as agency staff and consultants and volunteers who are not employees, but who work at the Company (collectively referred to as "Staff" in this policy).

All Staff must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Company's aims and objectives with regard to equal opportunities. Staff will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

Any questions about the content or application of this policy should be referred to Gemma Gosden in the first instance.

This policy applies to all aspects of the Company's relationship with Staff and to relations between Staff members at all levels. This includes:

- job advertisements;
- recruitment and selection;
- training and development;
- opportunities for promotion;
- conditions of service;
- pay and benefits;
- conduct at work;
- disciplinary and grievance procedures; and
- termination of employment.

The Company will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

Forms of Discrimination

Discrimination by or against a member of staff is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same

protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the Company's Anti-Harassment and Bullying Policy.

Victimisation is also prohibited. This is less favourable treatment of someone who had complained or given information about discrimination or harassment, or supported someone else's complaint.

Recruitment and Selection

The Company aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. The Company's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

Job advertisements will avoid using wording that may discourage particular groups from applying. A short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.

The Company will take steps to ensure that its vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Company.

Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which the Company may use, for example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment;
- Positive action to recruit disabled persons;
- Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without first considering whether such matters are relevant and may lawfully be taken into account.

The Company is required by law to ensure that all members of staff are entitled to work in the UK. Assumptions about immigration status will not be made

based on appearance or apparent nationality. All prospective members of Staff, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. A list of acceptable documents is available from Gemma Gosden.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the Company, the Company will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information will be removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us to take appropriate steps to avoid discrimination and improve equality and diversity.

Recruitment of ex-offenders

The Company is an organisation that uses the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust working in an environment with children and young people. The Company complies fully with the DBS Code of Practice and undertakes to treat all candidates fairly.

The Company undertakes not to discriminate unlawfully against any candidate who is required to provide information (a check) through this process. Having a criminal record will not necessarily prevent a candidate from working with the Company. Whether or not it does will depend on the nature of the position and the circumstances and background of the offences.

The Company's policy on the recruitment of ex-offenders will be made available to all candidates at the outset of the recruitment process. The Company will ensure that it makes any candidate who is subject to check aware of the DBS Code of Practice and will provide a copy of the Code on request.

As a check is part of the Company's recruitment process, the Company encourages all candidates called to interview to provide details. The Company requests that this information is sent under separate confidential cover to a designated person with the Company who may vary in case to case depending on the nature of the post being recruited. The Company guarantees that only those who need to see it as part of the recruitment process will see this information.

Unless the nature of the position is such that the Company may ask questions about an individual's entire criminal record, the Company will only ask about "unsent" convictions as defined in the Rehabilitation of Offenders Act 1974.

The Company will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal information directly relevant to the job could result in withdrawal of an offer of employment.

Staff training, promotions and conditions of service

Staff training needs will be identified through informal and formal staff appraisals.

All staff will be given appropriate access to training to enable them to progress within the Company and all promotion decisions will be on the basis of merit.

The composition and movement of staff at different levels will be reviewed from time to time to ensure equality of opportunity at all levels of the organisation.

Where appropriate the Company will take steps to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

The Company's conditions of service, benefits and facilities will be reviewed from time to time to ensure that they are available to all Staff who should have access to them and that there are no unlawful obstacles to accessing them.

Termination of employment

The Company will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The Company will also ensure that disciplinary procedures and penalties applied are without discrimination, and are carried out fairly and uniformly for all Staff, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability Discrimination

If a member of Staff is disabled, or becomes disabled, in the course of his or her employment with the Company, he or she is encouraged to tell us about his or her condition. This is to enable us to support the member of Staff as much as possible.

If a member of Staff experiences difficulties at work because of his or her disability, he or she may wish to contact their Line Manager/Head of Department to discuss any reasonable adjustments to his or her working conditions or duties which he or she considers to be reasonable and necessary or which would assist in the performance of his or her duties.

The Line Manager/Head of Department may wish to consult with the member of staff and his or her medical adviser(s) about possible adjustments. Careful consideration will be given to any such proposals and they will be accommodated where reasonable, practicable and proportionate in all the circumstances of the case.

Nevertheless, there may be circumstances where it would not be reasonable for the Company to accommodate a particular adjustment and in such

circumstances it will ensure that it provides the member of staff with its reasons and try to find an alternative solution where possible.

The Company will monitor the physical features of its premises to consider whether they place disabled staff, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonably practicable and proportionate the Company will take steps to improve access for disabled staff and service users.

Fixed-Term Employees and Agency/Temporary Workers

The Company will monitor its use of fixed-term employees and agency workers, and their conditions of service to ensure they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The Company will also, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

Part-Time Workers

The Company will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. It will also ensure that requests to alter working hours are dealt with appropriately under the Company's Flexible Working Policy.

Complaints of Discrimination, Victimisation and Harassment on the Protected Characteristics

The Company will treat seriously and will take action where appropriate concerning all complaints of discrimination, harassment or victimisation on any of the protected characteristics made by any of its staff, students or other third parties.

Any member of staff who considers that they may have been unlawfully discriminated against, victimised or harassed within the meaning of this policy should discuss the matter in the first instance with their Line Manager/Head of Department or, if inappropriate under the circumstances of the case, with the Principal. In some cases it may be possible to resolve the matter informally and reach a satisfactory resolution.

If a member of staff wishes to make a formal complaint then he or she should follow the Company's Grievance Policy and Procedure.

If an employee is accused of unlawful discrimination, victimisation or harassment, the Company will investigate the matter fully. In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation for his or her actions.

If the Company concludes that the claim is false or malicious then the complainant may be subject to disciplinary action.

If on the other hand the Company concludes that the employee's action amounts to unlawful discrimination, victimisation or harassment he or she may be subject to disciplinary action under the Company's Disciplinary Policy and Procedure, up to and including summary dismissal for gross misconduct.