St John's
School Billericay

# Safer Recruitment

| | |
|---|---|
| Date: | August 2025 |
| Those Responsible: | Mr A Angeli - Headteacher<br>Miss B Raynard |
| To be reviewed: | July 2026 |

"St. John's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment." In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

## A. Stages of the Recruitment Process

### Stage 1: Planning and advertising.

St. John's School will ensure that:

- All recruitment exercises will be carefully planned.
- That the qualities, qualifications and experience needed for each post will be carefully determined at the beginning of the recruitment process.
- Responsibilities for each recruitment exercise will be allocated to a specific individual within the leadership team.
- Sufficient time will be allocated to the process so that safeguards are not overlooked.

### Stage 2: Recruitment pack

The recruitment pack will contain the following:

- A statement stating the school's commitment to safeguarding and promoting the welfare of children, including the need for completion of an enhanced DBS check.
- The application form and explanatory note.
- Job description which will clearly state:
  a. The main duties and responsibilities of the post
  b. The individual's responsibilities for promoting and safeguarding the welfare of children.
- Person specification which will clearly state:
  a. Qualifications and experience needed.
  b. Competences required for post.
  c. Qualities for a successful candidate.
  d. An explanation of how these requirements will be tested during the selection process.

- Information on the school
- The degree of responsibility for children (including applications for support staff)
- Details of the post and salary
- Details of qualifications required
- Child safeguarding statement
- Code of conduct statement
- Statement of terms and conditions relating to the post.

**Stage 3: Application Form**

All applicants MUST complete the official application form. CVs will not be accepted in place of the application form.

All applicants will be expected to provide through the application process:

- Full details of current and former names, current address, NI number
- Full details of qualifications relevant to the position applied for, including awarding body and date of award.
- If teachers are registered, they will provide their TRN number.
- Full history, in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationships to existing or potential employees or employers
- Details of two referees – one of whom must be current or most recent employer.

For an employee not currently working with children, but who has done so in the past, it is important that the past employer should also be contacted.

- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- Statement that the post is exempt from the Rehabilitation of Offenders Act 1974.
- Satisfactory completion of the Equal Opportunities Monitoring Form.
- Satisfactory completion of the declaration of a mental / physical disability/fitness

**Stage 4: Short Listing**

All applications will be scrutinized in a systematic way by the short-listing panel.

- Any gap will be noted to be later clarified during the interview.
- Incomplete application forms will be returned to the candidate for completion.
- Any gaps or repeated changes in employment will be investigated.
- All candidates will be assessed equally. The school will carry out an online search which may help identify any incidents or issues that have happened which might be discussed with the candidate at the interview stage
- Shortlisted candidates will be asked to complete a self-declaration of their criminal record. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

**Stage 5: References**

- At least two professional references will be sought directly from the referee, one of which should be the current or most recent employer in education.
- References will be filled in by people in Senior positions (not a colleague).
- Character references will be sought for a non-teaching staff candidate who has not had any previous employment.
- The references should include specific questions to verify the suitability of candidates to work with children and to establish whether the candidates have had any disciplinary offences relating to children
- No open references or testimonials will be accepted. Any received will be destroyed.
- References will be sought for all applicants short-listed for interview.
- Any discrepancies between the references and the application form will be taken up with the candidate during the interview.
- NO candidate successful at interview will be appointed unless satisfactory references have been received by the school.

**Stage 6: Invitation to Interview**

Candidate will be provided with:

- Letter of confirmation of interview / phone call confirming the interview.
- Details of the interview day, including details of the interview panel members.
- Details of any tasks needed as part of the process for example, teaching.
- The opportunity to discuss the process further, prior to interview.

Candidates will be requested to bring the following with them to the interview:

- Photographic identity (e.g. a driving licence).
- Full birth certificate or passport.
- Utility bill / bank statement or similar
- ALL original examination certificates. Photocopies are not accepted.
- Where appropriate, change of name documentation (marriage certificate).

A copy of all documentation provided will be kept for the personnel file.

**Stage 7: The Interview**

Normally, interview panels will consist of at least two people.
At least one member of the panel will have completed the training provided by the Children's Workforce Development Council.
The panel will meet prior to the interview to consider:

- Set and agree the assessment criteria.
- Take the opportunity to review application forms and references.

During the interview there will be set questions (including Safeguarding and British Values questions), although supplementary questions can be asked by any member of the panel.
The panel will assess the suitability of candidates for the post with special reference to working with children and young people, and safeguarding children in their care.
We are committed to involving children in the recruitment and selection process where appropriate. This may be done by a short lesson observation.

**Stage 8: The Conditional Offer of Appointment**

An offer of appointment will be subject to:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity (preferably using a birth certificate) and qualifications including, where appropriate evidence of the right to work in the UK, including for EU nationals via Settled Status verification code or international work visa;
3. Where applicable, the QTS award will be verified using Teaching Regulation Agency as well as the teacher's record if the applicant is a registered teacher
4. A satisfactory enhanced DBS check including a check of the Children's Barred List
5. The enhanced DBS certificate could be checked the Update Service (after obtaining the original physical certificate)
6. For candidates from outside the UK, an enhanced UK DBS (even if the candidate has never been to the UK) and a foreign criminal record certificate (or a certificate of Good Conduct) if they have lived abroad within the previous 5 years
7. For candidates from outside the UK, a letter from the relevant teaching authorities from the foreign country, proving the candidate is not subject to a prohibition teaching order;
8. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
9. Satisfactory medical fitness;
10. Confirmation from the candidate (teaching, support staff or peripatetic staff only) that he/she is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009 or Receipt of a signed Staff Suitability Declaration form showing that he/she is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009 (see Annexe C ) ; and
11. For a candidate to be employed in a management position, a check that the candidate is not subject to a prohibition order issued by the Secretary of State (Section 128); also applicable for internal promotion;
12. A satisfactory online search

The position is subject to satisfactory completion of the probationary period.

All checks will be confirmed in writing, documented and retained on the personnel file. Checks are also recorded on the Single Central Register.

**Stage 9: Decision to Withdraw Offer of Appointment**

In the event of any of the following, the offer of employment will be withdrawn:

- Candidate found to be on Children's Barred List.

- Disqualified from working with children – usually from DBS disclosure.
- Candidate has provided false information.

**Stage 10: Central Record of Recruitment and Vetting Checks.**

All staff appointments to our school are subject to an enhanced disclosure from the Disclosure & Barring Service in line with Department of Education guidance. The school will keep a digital centralised record of recruitment and vetting checks. The Single Central Register includes all members of the proprietor body, employees, supply staff (if applicable), trainee teachers (if applicable), relevant consultants (those in regulated activity). The central record must indicate whether or not the following have been completed:

- Identity checks
- Barred list check (as relevant for those engaged in regulated activity)
- DBS certificate
- Qualification checks (if applicable)
- Application form
- Prohibition from teaching/management check (using DfE Sign-in online)
- If applicable, additional checks for candidates applying from abroad from relevant teaching regulators
- Checks of permission to work in the United Kingdom, including EU nationals
- Overseas criminal record checks where appropriate
- Medical fitness (including mental fitness)
- References
- Online checks

DBS checks on volunteers will be conducted and are also included. (*See Letter to Volunteers – Appendix B)*
This will be held in the school office and will be monitored regularly by the Child Protection Designated Officer Leads.

**Stage 11: Contractors or Agencies.**

The school will ensure that any contractor or agency employed by the school adopts and implements measures described in this procedure. The school will monitor the compliance with these measures.

I / We agree to the above Safer Recruitment Policy and Procedures of St John's School.

Signed: ……

Company / Position ……

Date: ……

**B . Referral to DBS**

St Johns will refer to the DBS anyone (staff members, volunteers, peripatetic teachers) who has harmed, or poses a risk of harm, to a child. An individual who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left the school will also be the subject of a referral. Anyone who has received a caution or conviction for a relevant offence will also be referred.

The DBS will then consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the member of staff/volunteer.

**Disclosure and Barring Service**
**PO Box 3963**
**Royal Wootton Bassett**
**SN4 4HH**
Tel : 03000 200 190
dbsdispatch@dbs.gov.uk
contactus@dbs.gov.uk

St John's will also report serious teacher misconduct to the Teacher Regulation Agency (TRA) including if a teacher has resigned or been dismissed. Serious misconduct is any behaviour that could result in a teacher being stopped from teaching. This is known as a 'prohibition order.'

Teaching Regulation Agency (TRA)
misconduct.teacher@education.gov.uk
**By post**
Cheylesmore House
5 Quinton Road
Coventry
CV1 2WT
United Kingdom

**C . Existing staff**

Should St Johns had any concerns about an existing staff member's suitability to work with children, the school will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out. Checks will also be carried out if there has been a break in service of 12 weeks or more.

**D. Supply staff**

The school will obtain written confirmation from the relevant supply agency or third party organisation that the required checks mentioned above have been carried out to the extent relevant to that person.

**E. Secure storage, Handling, Use, Retention and Disposal of Disclosure Information**

**Security and Storage of Disclosure Information.**

As an organisation using the Disclosure and Barring Service (DBS) service to help assess the suitability of applicants for positions of trust, St John's School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

**Storage and access**

Certificate information will be kept securely, in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling**

In accordance with section 124 of the Police Act 1997, Certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Certificates or Certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

**Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

**Disposal**

Once the retention period has elapsed, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Certificate or any copy or representation of the contents of a Certificate.

However, notwithstanding the above, we may keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate request, the position for which the Certificate was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

**Acting as an Umbrella Body**

Before acting as an Umbrella Body (one which countersigns applications and receives Certificate information on behalf of other employers and recruiting organisation), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Certificate information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

**Appendix A - DBS Risk Assessment Form**

| **Risk Assessment** | |
|---|---|
| **Name of person who is the subject of the risk assessment:** | |
| **Position:** | |
| **Place of work /volunteering** | St Johns School |
| **Outline of main duties:** | |
| **Date of interview** | |
| **Reason for the Risk Assessment:** | |
| **Assessment undertaken and outcome** | |
| **Measure(s) to be put in place while waiting for DBS clearance:** | |
| **Assessment undertaken by:** | |
| **Date of assessment:** | |

**Manager's declaration:**

I accept responsibility for the appointment / continued employment of the above named while awaiting the outcome of the DBS disclosure.
I confirm that until the DBS check on the above person is completed that the above named will be constantly supervised and will not deal with children without direct supervision.

Manager's designation:

Manager's name and signature:

Date:

**Appendix B - Letter to Volunteers**

Dear Volunteer,

As a volunteer at St Johns School, you might be aware that the Government has toughened up regulations regarding adults volunteering in schools and the understanding of their duty and responsibility regarding Safeguarding children.

Several measures have been put in place to guarantee our children's safety.

First of all, you have to complete a DBS check which consists of checking your criminal records to establish your suitability to help with children.

The second step is to fill in and sign the Disqualification form included with this letter. This is a highly confidential document and you should return it in the sealed envelope provided addressed to Mr Angeli.

You also need to read the St Johns Code of Conduct which is also included in this pack.

To help you on a practical level while you are on site / on a trip, we have also included with this letter a card explaining what to do if you have any concerns about a child when volunteering at St Johns.

Regards

Mrs L. Morgan and Miss B. Raynard
St Johns School Deputy Designated Safeguarding Leads

**Appendix C – Staff Disqualification Declaration Form**

St John's School Billericay

## Staff Disqualification Declaration

This form is to be completed by all relevant staff as part of employment checks, conducted before employment starts and during service time.

Full Name: _____

Address: _____

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to Mr Andrew Angeli. Please circle yes or no against each point.

| **Your personal situation** | | |
|---|---|---|
| • Have you been barred from working with children (i.e does your name appear on the DBS Barring List)? | Yes | No |
| • Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad? (Please see a list of the relevant offences set out in the Appendix below.) | Yes | No |
| **Care of children** | | |
| • Have your own children been taken into care? | Yes | No |
| • Have your own children been the subject of a child protection order? | Yes | No |
| • Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering? | Yes | No |
| • Are you 'Disqualified from Caring for Children'? | Yes | No |

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. You are also not required to disclose spent cautions. Please ask Mr Andrew Angeli for more information.

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Please note: Staff who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. A factsheet explaining the process can be found on this link: https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers .Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. **Please speak to Mr Angeli or Mrs Osen for more details.**

I understand my responsibility to safeguard children, and I am aware that I must notify Mr Angeli immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Signed …….. Date ……

For Headteacher:

I have reviewed the above and confirm that no further action is to be taken.

{Headteacher signature} …… Date ……..

OR

I have reviewed the above and the following action has been taken:

……

……

……

Signed …… Date action taken ……

Appendix: List of relevant convictions which can be found here:

https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Please note that due to changes in legislation, this list may not be exhaustive. **If you have any queries or concerns, please contact Mr Angeli.**

**Appendix D – Offer letter**

Date

Dear,

Thank you for attending the interview for the post of …….. I am delighted to confirm that subject to the appropriate checks, the School wishes to offer you employment with effect from …….. The salary for this post is £…….. per annum. All other terms will be in accordance with your contract of employment.

This offer is conditional upon the following:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of your identity and qualifications including, where appropriate, evidence of your right to work in the UK;
3. A satisfactory enhanced Disclosure and Barring Service (DBS) check and if appropriate, a check of the Barred List maintained by the DBS;
4. Receipt of a signed Self Declaration form showing that you are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
5. Verification of satisfactory medical fitness to carry out work responsibilities;
6. The position is subject to satisfactory completion of the probationary period.

Once all checks have been completed satisfactorily we will send you your Contract of Employment.

I should like to take this opportunity to welcome you to the School and look forward to a long and successful professional relationship.

If you have any queries, please contact me.

Yours sincerely,

Mrs J Osen
Principal & Bursar