



St John's
School Billericay

Safer Recruitment

Date: February 2020
Those Responsible: Mr A Angeli - Headteacher
Miss B Raynard

To be reviewed: July 2020

“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 professional referees – one of whom must be current or most recent employer.
- Details of two character referees for candidate without current/past employment

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.
- A signed statement that the applicant is not on Children's Barred List.
- Statement that the post is exempt from the Rehabilitation of Offenders Act 1974.
- Have no convictions or cautions. (If they do, details should be included in a sealed envelope.)
- Satisfactory completion of the Equal Opportunities Monitoring Form.
- Satisfactory completion of the declaration of a disability.

- A staff suitability declaration form

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.

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.
- Candidates unwilling to agree to references from current employers will not normally be interviewed.
- 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 (Preferably a passport).
- Full birth certificate.
- Utility bill / bank statement or similar
ALL original examination certificates. Photocopies are unacceptable.
- 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 three 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 and qualifications including, where appropriate evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Children's Barred List maintained by the DBS;
4. For candidates from outside the UK, a foreign DBS certificate (or a certificate of Good Conduct) if they have lived abroad within the previous 5 years
5. 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;

6. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that the candidate is not subject to any teacher sanction or restriction abroad;
7. Satisfactory medical fitness;
8. 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; and
9. 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;

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.

Risk Assessment

- Staff are not to be employed before Children's Barred List result is known.
- When Children's Barred List checks have been received by the school, but the enhanced DBS process is still being undertaken, a Risk Assessment is to be made regarding suitability to work with children. (*see Risk Assessment Form Appendix A*)
- The Risk Assessment will ensure that a member of staff with a Children's Barred List check will be supervised at all times by a member of staff with a current, enhanced DBS. This will continue until the enhanced DBS is received by the school.
- When the enhanced DBS is received and it contains a satisfactory disclosure, the provision can be lifted.

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: Post Appointment Induction

All successful candidates (teaching or non-teaching staff) will undergo a program of induction. The purpose of induction is to:

- provide training and information about the school's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been appointed via the appointment of an induction tutor;
confirm the conduct expected of staff within the school
- provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities ;
- enable the person's line manager or mentor to recognize any concerns or issues about the person's ability or suitability at the outset and address them immediately.

As far as Safeguarding and promoting the Welfare of Children is concerned, the induction program includes information about:

- policies and procedures regarding child safeguarding protection , anti-bullying, antiracism, physical restraint , intimate care, internet safety
- safer working practice (Health and safety policy) and the standards of conduct and behavior expected of staff (Code of Conduct)
- Whistleblowing
- how and with whom any concerns about those issues should be raised
- other relevant personnel procedures e.g. disciplinary, capability and whistleblowing

Stage 11: 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 centralized 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 NCTL Teacher Services System online)
- Prohibition from teaching in Europe check (EEA – using NCTL Teacher Services System online)
- Checks of permission to work in the United Kingdom
- Overseas criminal record checks where appropriate
- Medical fitness
- References

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 each month by the Child Protection Designated Officer Leads.

Stage 12: 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 181 Darlington DL1 9FA

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.

D. 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 Designated Safeguarding Leads

