

St. John's Prep. & Senior School



Safer Recruitment Policy

Last annual review by leadership team September 2018	Last annual review by advisory board November 2018
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SAFER RECRUITMENT

St. John's Prep. & Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Recruitment Procedures:

1. All applicants are made aware of the above policy statement in our adverts, on our website, in our job descriptions and in our candidate information packs.
2. Applicants will be sent an Information Pack which will include the following:
 - The application form;
 - The job description and person specification;
 - A School prospectus;
3. Applicants are asked to submit an application form when applying for positions within the School. The form asks for the following information:
 - Full identifying details of the applicant including current and former names, current address, and teacher's reference number (where appropriate);
 - a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
 - a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations of periods not in employment, education or training, and reasons for leaving employment;
 - a declaration of any family or close relationship to existing employees or employers;
 - details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. References will not be accepted from relatives or from people writing solely in the capacity of friends; and
 - a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.
4. The application form will also contain the following statement:

Rehabilitation of Offenders Act 1974

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All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not 'protected'
YES/NO

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed see Appendix 1 – Declaration of Criminal Records.

5. The application form will also record that:

- The successful applicant will be required to provide an Enhanced disclosure from the DBS or evidence of being on the DBS Update Service;
- A Prohibition from Teaching check will also be carried out with the Teaching Regulation Agency
- A Barred List check for any staff in 'regulated activity'
- For successful applicants who will be in a management position, we will undertake a section 128 check to ensure that the person is not prohibited from such a management position
- We will seek references on suitable candidates, and will approach previous employers for information to verify particular experience or qualifications, once a job offer is made, but before any contract of employment is issued;
- if the applicant is currently working with children, his or her employer will be asked about disciplinary offences relating to children, including any for which the penalty time is expired and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children, a previous employer will be asked about those issues;
- providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

6. The Job Description will state;

- the main duties and responsibilities of the post; and

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- the individual's responsibility for promoting and safeguarding the welfare of pupils s/he is responsible for, or comes into contact with.
7. The Person Specification will:
- include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people.
 - describe the competences and qualities that the successful candidate should be able to demonstrate;
 - explain how these requirements will be tested and assessed during the selection process. For example: The candidate will be required to be observed whilst teaching a lesson. At the Prep School the candidate will also be required to sit a spelling test.
8. All applications will be scrutinised by a headteacher and one other to check for gaps and inconsistencies, along with evidence that has been provided in relation to the person specification. Finally, a short list of candidates will then be drawn up as well as a list of questions relating to the post applied for. Short listed candidates will be invited to come into School to teach a lesson, sit a spelling test (Prep School only) and have an interview with the Head teacher and at least one other person. One person on each interview panel will have completed 'Safer Recruitment' training within the last five years. References will be sought before the interview takes place
9. The invitation will also stress that the identity of the successful candidate will need to be checked thoroughly and that, where a DBS disclosure is required, the successful candidate will be required to complete an application for an Enhanced DBS disclosure straight away.

Where an Enhanced Disclosure cannot be obtained before the applicant's start date, the successful applicant may start work without a DBS certificate, if it has been applied for, a clear Barred List check has been received, a risk assessment undertaken and the person is suitably supervised. Using Teacher Services, the School will check that the applicant is not subject to a prohibition order issued by the Secretary of State (teachers only) or a s128 direction (including not only Head teachers, but also SLT and Department Heads) prohibiting the person from being in a management position.

All candidates will be asked to bring with them to the interview documentary evidence of their home address and identity, for example, utility bills, a current driving licence or passport including a photograph and where appropriate, change of name documentation. Candidates will also be asked to bring along original documents confirming any educational and professional qualifications.

Overseas Teachers will also need to provide documentary evidence of their right to work in the United Kingdom. For all applicants who have lived outside of the U.K. for more than three months in the last five years, we will carry out overseas

police and/or other relevant vetting checks. We currently hold a Grade A following a Border Agency Audit on the 17th May, 2012.

A copy of the documents used to verify the successful candidate's identity and qualifications will be kept in the personnel file. The vetting checks will be recorded on the School's Single Central Record.

10. Once an offer of employment is made, applicants will be asked to complete a Medical Questionnaire, which includes questions about whether their health will affect the pupils in any way.
11. The above procedures are operated together with our Safeguarding & Child Protection Policy, which can be found within our Safeguarding Policies Folder

Selection Procedures

1. It is the School's policy to recruit the most suitable person for each vacancy, regardless of gender, race, religion/belief, age, sexual orientation, disability or any other protected characteristic. Staff involved in the recruitment process must ensure that they comply fully with our equality policy.
2. In accordance with the Disability Discrimination Act, all reasonable attempts will be made to accommodate the particular needs of any person suffering from a disability at all stages of the recruitment process.
3. Vacancies will be advertised on the TES website, in the national newspapers and in other suitable media.
4. All advertisements and information packs will make it clear that the Schools takes safeguarding seriously and successful applicants will be subject to an Enhanced Disclosure.
5. All job applications will be acknowledged within 10 days of receipt.
6. All applicants for the same post will be assessed fairly and equally.
7. All interview candidates will be interviewed by at least two people; at least one of whom will have completed Safer Recruitment training.
8. All interview candidates will be asked the same questions and their answers will be recorded.
9. Applicants who are unsuccessful will be informed of this fact as soon as possible.
10. Job offers will only be confirmed on receipt of satisfactory references and all relevant vetting checks.

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