



SAINT CHRISTINA'S SCHOOL

SAFER RECRUITMENT POLICY

This Policy applies to the whole school including Early Years Foundation Stage (EYFS), is publicly available on the School website and on request a copy may be obtained from the School Office.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The Board of Governors will undertake an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than October 2018, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require. All staff will be informed of the updated/reviewed policy and it is made available to them in either a hard copy or electronic format.

Signed: *J. Finlayson*

Jenny Finlayson
Headteacher

Date: October 2016

CONTENTS

- Mission Statement
- Introduction
- Aims
- Equality Statement
- Procedures
- Verification of Identity and address
- Criminal records check
- Recruitment of ex-offenders
- Data Protection and Record Keeping
- Single Central Record of Recruitment Vetting Checks
- Monitoring and review

Mission Statement

*Ad finem fidelis**

We share and care and forgive

For that is how Christ teaches us to live

At Saint Christina's we're a part of God's family,
Where we live, and learn and play in harmony.
Everybody here strives to follow Christ's way,
In all that they think and do and say.

At Saint Christina's we're a part of God's family,
We respect diversity and individuality.
We seek to excel in all that we do,
Grow in God's love and embrace Christ's teaching, too!

At Saint Christina's we pray and grow together,
Treating everybody like a sister or a brother.
We learn tolerance and co-operation,
Embracing people from every nation.

Saint Christina'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. It is our aim that all students fulfil their potential

**Faithful to the end*

Introduction

Saint Christina'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. Saint Christina's is committed to providing the best possible care and education to its pupils and to providing a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment.

The School complies with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE) (formerly the Department for Children, Schools and Families (DCSF)), Safeguarding Children and Safer Recruitment in Education (Guidance), Keeping Children Safe in Education (KCSIE), the DfE regulatory requirements for Independent Schools September 2015, and any guidance or code of practice published by the Disclosure and Barring Service (DBS)

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Aims

The aims of the School's recruitment policy are:

- Adopt recruitment procedures that help deter, reject or identify people who might abuse children and that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Equality Statement

At Saint Christina's School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the School, irrespective of race, gender, special educational needs, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the School feel proud of their identity and able to participate fully in School life.

Procedures

Applications

All applicants must submit a Saint Christina's Application Form. This informs applicants that any previous employer may be contacted. Applicants are asked to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Job Description

This states clearly:

- The main duties and responsibilities of the post;
- The individual's responsibility for promoting and safeguarding the welfare of the pupils.

Candidate Information Pack

This will include a copy of the Application Form containing questions about their academic and employment history and their suitability for the role, the job description, person specification the Child Protection Statement, and terms and conditions relating to the post. A curriculum vitae will not be accepted in place of the completed application form.

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Short-listing

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

References

The School will take up on short listed candidates prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

The School will only accept references obtained directly from the referee and not provided by the applicant or on open references or testimonials. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Interviews

- These will, whenever possible, be face-to-face.
- Interviews will be conducted by a minimum of two people. A larger panel will be required for senior posts.
- At least one member of the panel will have completed Safer Recruitment training
- The panel will agree a set of questions in advance relating to the requirements of the post.
- A written record will be kept of the outcome of the interview.

Pre-Appointment Checks

In accordance with the recommendations set out in the Guidance, Keeping Children Safe in Education (KCSIE) and the requirements of the Education (Independent School Standards) (England) Regulations 2010 the School carries out a number of pre-employment checks in respect of all prospective employees.

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- candidate's identity, from current photographic ID and proof of address
- a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity (See Appendix 1). Where the position amounts to "regulated activity" (see Appendix 1) confirmation that the applicant is not named on the Children's Barred List administered by the DBS. A check of the Children's Barred List is not permitted if an individual will not be undertaking 'regulated activity'. Whether a position amounts to 'regulated activity' must therefore be considered by the School in order to decide which DBS checks are appropriate.
- a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available (See Appendix 1)
- a check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities. In line with KCSIE guidance, a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Verification of the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then the School follow advice on the GOV.UK website;

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- completion of overseas check as required
- Verification of professional qualifications

Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents.

Applicants must bring:

One document from Group 1 and two further documents from either of Group 1, Group 2i or Group 2ii, one of which must verify the applicant's current address; and original documents confirming any educational and professional qualifications referred to in their application form.

List of valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2i: trusted government / state issued documents

- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK) fire arms licence (UK and Channel Islands)

Group 2ii: Financial / social history documents

- mortgage statement (UK or EEA) **
- bank / building society statement (UK and Channel Islands or EEA) *
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA) *
- financial statement ** - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement ** (UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (UK Residence Permit) **
- letter of sponsorship from future employment provider (non-UK / non-EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK)* – not mobile telephone
- benefit statement* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands) *- e.g. from the Department for Work and Pensions, the Employment Service HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)

* Less than three months' old

** Less than 12 months' old

Applicants who have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory

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declaration) he / she will be required to provide documentary evidence of the change. The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE 2016. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Criminal records check

- The School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.
- The School will verify the original DBS document provided by the applicant.
- The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' (See Appendix 1) as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).
- The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS.
- It is for the School to decide whether a role amounts to 'regulated activity' (See Appendix 1) taking into account all the relevant circumstances. The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. The original disclosure certificate is provided to the School prior to the first day of employment. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.
- If there is a delay in receiving a DBS disclosure the Headteacher has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal record check from the relevant jurisdiction(s).
- Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.
- Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- The School will verify the identity of staff supplied by contractors or an agency.
- Student Teachers-it is responsibility of the initial teacher-training provider to carry out the necessary checks. The School will ensure these have been completed prior to the student starting their placement.
- If a person working at the School moves from a post that was not regulated activity into work that is regulated activity the relevant checks for the regulated activity must be carried out.
- Under the Prevent Duty, the School ensures that all visiting speakers whether invited by staff or pupils themselves, are suitable and appropriately supervised. All visiting speakers are briefed on the School's safeguarding and child protection procedures and are not left alone with children at any time.
- The School will make referrals to the DBS and National College of Teaching and Leadership in line with the School's Safeguarding and Child Protection Policy.

Prohibition Orders

A check of any prohibition will be carried out using the Employer Access Online Service.

Disqualification by Association

From the 5 January 2015 prior to appointment, it is also a requirement that all staff who will be working in the Early Years provision up to the age of 8 (**therefore all staff in the School**) will need to self-certify whether or not they as individuals or others in their households* are disqualified from working with children including whether:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering

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- They live in the same household where another person who is disqualified lives.

*By household means living in the same house where the member of staff resides irrespective of whether they are family.

The Bursar will maintain a single central record (SCR) detailing the outcomes of the self-certification.

Recruitment of ex-offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. If an applicant has a criminal record this will not automatically bar him / her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.2 below. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (See DBS Filtering Guide 2013) A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person
- it is provided with false information in, or in support of an applicant's application
- It has serious concerns about an applicant's suitability to work with children.

Data Protection and Record Keeping

If an applicant is successful in their application, the School will retain on his / her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained for a period of six months after employment terminates after which it will be securely destroyed.

The School will retain all interview notes on unsuccessful applicants for a 6-month period, after which time the notes will be confidentially destroyed. Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Headteacher within 6 months of the interview date.

Employment Records

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. The School will store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's Senior Leadership Team, ensure that any disclosure information is destroyed by suitably secure means such as shredding and prohibit the photocopying or scanning of any disclosure information.

The School will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification/address
- Right to work
- Proof of academic qualifications

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- Contract including medical fitness form
- Evidence of the DBS clearance
- Personnel files will be kept for 6 years after the person has left.

Single Central Record of Recruitment Vetting Checks

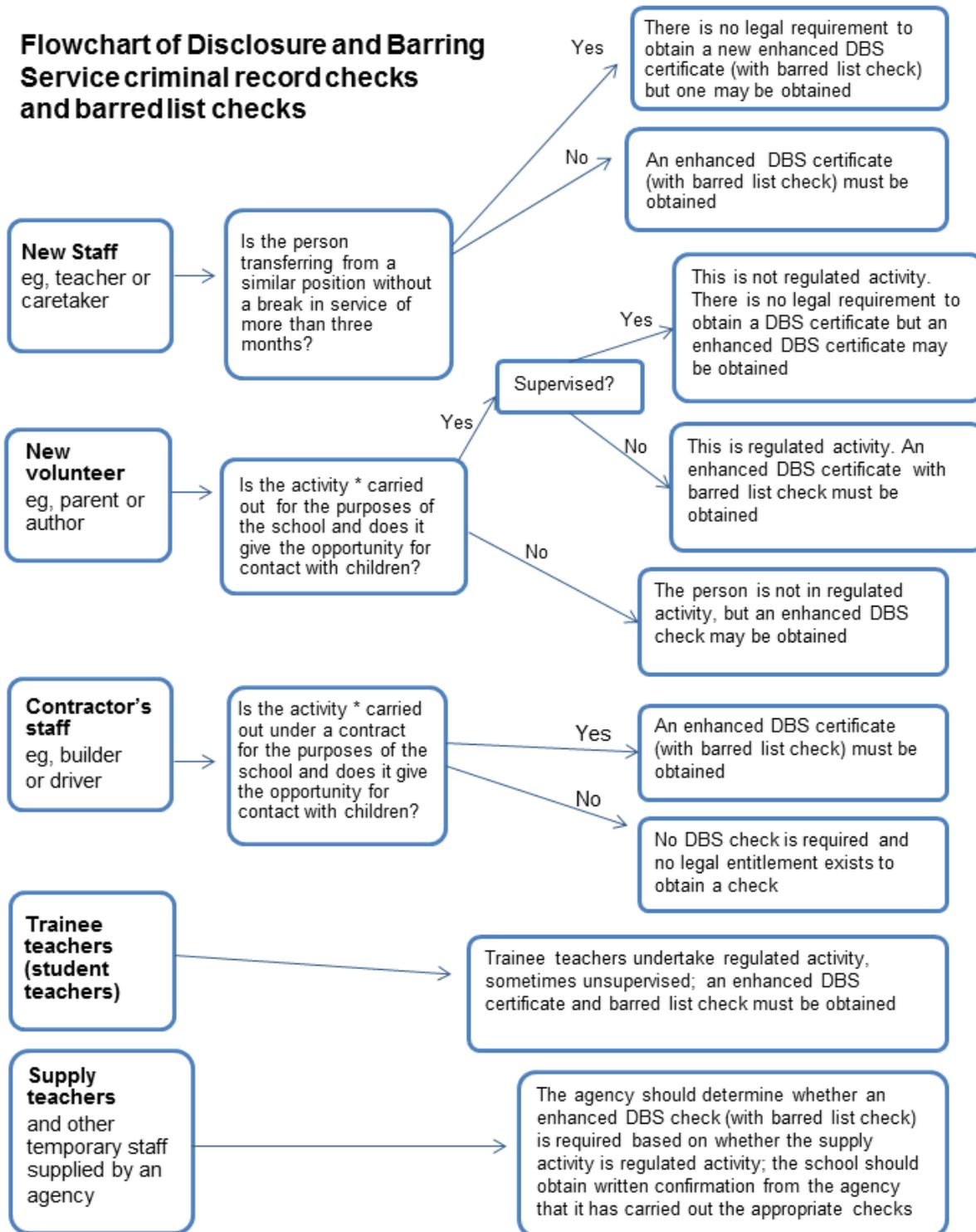
The School will keep and maintain a single central record (SCR) of recruitment and vetting checks. The SCR will record all staff who are employed at the School, including supply agency staff whether employed directly or employed by third parties, volunteers, all members of the governing body, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g.: specialist sports coach.

The SCR shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained. The School Bursar completes the SCR.

Post-Appointment Induction

- Every new member of staff is assigned a mentor who is responsible for supporting the new member of staff and ensuring they are familiar with School Policy. [Please see Mentoring and Induction Policies]

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'