



## Safer Recruitment Policy and Procedure

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## Opening statement

St John's College School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The School recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

With regard to the provisions we make for safeguarding and safer recruitment, the school takes into account the nature, age range and other significant features of the school including specifically, EYFS pupils, pupils who board, as well as choristers.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education (2022)', the Cambridgeshire and Peterborough Safeguarding Partnership Board Safer Recruitment Procedures, and the ISI Regulatory Handbook. This policy also has due regard for Prevent Duty Guidance: for England and Wales (July 2015 supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015)) and the Disqualification under Childcare Act 2006 (August 2018). The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy applies to the whole school, including the Early Years Foundation Stage.

Throughout the selection and recruitment procedure, the school will have regard to the guidance as set out in the aforementioned documents as well as the current ISI regulations. The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply generally as well as specifically to EYFS children, children who board and those who are choristers.

This policy sets out the procedures for recruiting individuals to posts within The St John's College School Cambridge, and applies to both teaching and support staff.

## Principles of Safer Recruitment

Safer recruitment is based on four principles which are:

**Deter** – deter applicants with inappropriate motivations from applying for positions, by making it clear that St John's College School Cambridge is not a 'soft target' for abuse (e.g. by referring to safeguarding policies in application processes or job advertisements);

**Reject** – identify and reject inappropriate people from the employment process (e.g. through interviews);

**Prevent** – ensure that there are no opportunities for abuse in the work context, by managing the environment, assessing risk and establishing clear standards of behaviour (e.g. through appointment and induction process); and

**Detect** – identify inappropriate behaviour or abuse with the workplace at the earliest opportunity and respond appropriately (safe working culture).

## On establishing a vacancy exists

### Job Analysis

The line manager/head of the department in which the vacancy exists needs to first carry out a job analysis to determine if a like for like replacement is needed or a different role, and whether it needs to be part time or full time, or if the role is still required. After completing the job analysis, the line manager/head of the department will send it to the Head for teaching posts and the Bursar for all non-teaching roles. The

Head/Bursar will either approve or reject the vacancy. The following will be required before the job is advertised:

- A Job Description outlining the main and general responsibilities of the role. This will be available to all applicants.
- A Person Specification. Candidates will only be recruited after demonstrating a match with the essential requirements of the specification.

### Authorisation for the position to be authorised

Once analysis and the Job Description and Person Specification are complete, the relevant line manager will need to complete a Recruitment Authorisation Form (See Appendix A) and send it to the HR & Compliance Officer who will pass to both the Headmaster and Bursar for final authorisation. Once authorised the HR & Compliance Officer will start the recruitment process.

### Advertising for suitably qualified candidates

1. Most positions will be internally and externally advertised on the school website, although the School reserves the right to advertise for some roles internally only.
2. All Senior Management Team vacancies will be externally advertised with publications/websites approved by the Head and the School will encourage applications from suitably qualified internal candidates.
3. Advertisements will specify the main subjects to be taught and/or areas of responsibility, the start date (and contract duration where relevant), remuneration and application closing date. If possible, interview dates will be published.

All advertisements will include the following statement: *"St John's College School Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to satisfactory references and an enhanced Disclosure and Barring Service check. The School is an equal opportunities employer."*

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form.

Along with the application form, applicants will receive an application pack containing the following:

- A job description
- A person specification
- A statement of the terms and conditions relating to the post
- The school's Child Protection Policy statement
- An introduction to the school, and an explanation of the application and recruitment process at SJCS.

Late applications will not be considered.

### Shortlisting of candidates:

1. The HR & Compliance Officer will supply the manager of the role with the applications and a shortlisting sheet for the manager to draw up a shortlist of candidates for all vacant posts.
  - In doing so, they may invite the assistance of a Deputy or Assistant Head and/or the relevant Head of Department.
2. For positions in the Senior Leadership Team, a governor may join a shortlisting panel.
3. Details of candidates' applications will be sent out to the shortlisting panel in advance of the meeting.
4. All shortlisted candidates will have an Internet Search carried out before being invited to attend an interview. It will be made clear on the application form that this is part of the process.

5. References will be requested where possible before candidates are interviewed with the candidate's permission.
6. A minimum of two references are required for all shortlisted candidates, one of which should be from the most recent employer. References should cover at least the last five years employment.

## Interview

1. The interviewing panel will comprise at least two people with other relevant staff being asked to meet the candidates.
  - Regard shall be given to the need to reflect a balance of gender, race and other factors in the members of the panel.
  - At least one member of the panel should have completed safer recruitment training.

All interview questions will be agreed by the interviewing panel in advance and the same questions will be asked to each candidate unless there is a good reason to ask particular questions to one candidate rather than all of them. The School reserves the right to be flexible in asking questions if this is appropriate in the context of a particular interview and is necessary in gaining information needed to make an informed decision.

- Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file. Notes on unsuccessful candidates will be kept for six months.
- All applicants will be informed in writing of the outcome of the interview. Feedback will be supplied if requested.

**Interviewing panel membership will vary as follows:**

### Teaching staff

**Main Scale or Managerial Teaching Post:** A selection panel of at least one member of the Senior Leadership team and the line manager.

**Member of the Senior Leadership Team:** A selection panel which must include the Head and preferably at least one governor.

**Head:** A selection panel of governors as directed by the Chair, which may include an external advisor. Governors will have also been involved in the shortlisting of candidates.

### Support Staff

**Member of the Senior Management Team:** as above

**All other support staff:** The Bursar or the Director of Operations along with another senior member of staff.

## On Appointment

The Head or Bursar will ideally verbally offer the position to the successful candidate but this may be delegated to the HR & Compliance Officer. On acceptance, a letter confirming the offer of the post will be sent to the successful candidate as soon as possible following the interview.

The letter will ask the candidate to confirm their acceptance of the post, and reaffirm the conditions to which the appointment is subject to.

The School follows the recommendations set out in the Independent Schools Standards Regulations with regard to the recruitment of staff by undertaking the following checks prior to the first day at of employment:

1. **Career History**
  - Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the career history section of the application form.
2. **References**
  - The school will request at least two references for each candidate, which will usually be a combination of the candidate's current or most recent employer and their most recent instance

of working with children. These should cover roughly five years in a person's career history where possible.

- Referees will be asked to state the following in the school's reference Form:
  - Any disciplinary or child protection issues
  - Any reasons why the candidate should not be employed for work with children
  - The candidate's reasons for leaving
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- The school will not accept references from relatives or referees writing solely in the capacity of friends.
- Internal appointments – the school will endeavour to obtain at least one reference for internal candidates where the internal promotion would involve the conferring of extra responsibility.

### **3. ID Check**

This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving licence (photocard) and/or birth certificate
- Proof of address as per DBS guidelines
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken and kept on the candidate's file.

### **4. Right to Work in the UK**

This will usually be the candidate's UK or Irish passport. All overseas successful candidates, will need to provide their original documents along with a 'Share Code' and the HR & Compliance Officer will then carry out an on-line check.

A copy of the evidence will be taken and kept on the candidate's file.

The school will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport.

### **5. DBS Check**

It is anticipated that all regular positions will fall within the definition of 'Regulated Activity', (with the exception of certain volunteer roles) and will therefore require an Enhanced DBS check.

Where a post is eligible, a check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately. Until the School has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the School will ask the candidate to sign a statement to say that they give SJCS permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

If the DBS is delayed, the Head may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- All other relevant checks have been completed satisfactorily
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file

- A separate Barred List check is made
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- Appropriate safeguards are taken (e.g. supervision)
- The member of staff is informed as to what these safeguards are

#### **6. Prohibited Teacher Check**

Prior to beginning work at the school, the School will undertake a Prohibited Teacher Check using the DfE Teaching Regulation Agency website.

#### **7. Prohibition from Management of Independent Schools Check (“section 128 direction”)**

The school will check whether staff appointed to certain management positions are subject to a section 128 direction. The posts which would fall under this definition are:

- Head
- Senior Leadership Team staff (including non-teaching staff)
- Positions with Head of Department or Head of Year status
- Governors

This check will also be carried out for internal promotions to roles which fit the above definition.

#### **8. Disqualification from Childcare Declaration**

Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences. This applies to any member of staff employed in early years childcare (up to the age of 5) or later years childcare (up to the age of 8) in nursery, primary or secondary school settings or the management of such settings. The school will ask members of staff to complete a Disqualification from Childcare Self-Declaration Form, both prior to the start of employment and on an annual basis thereafter. This will apply to those members of staff who work in or manage the school’s EYFS provision (Kindergarten) and those who care for pupils up to the age of eight either in before- or after-school provision (e.g. boarding), but it is likely that most staff and contractors will be asked to complete the Declaration for the sake of good practice.

#### **9. Overseas Candidates**

If a candidate has lived overseas for more than three months at any point in the past ten years, the candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country. Where this is not possible, further checks may be carried out, for instance extra references may be obtained.

Where the candidate has worked in a school in the UK since moving from overseas, without going back overseas, the School will not repeat the overseas check, in line with the ISI Commentary on the Regulatory Requirements.

#### **10. Medical Fitness Declaration**

Candidates will be asked to sign a declaration confirming that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

#### **11. Qualifications Check**

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.

If no original is to be found, the school will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

## Outcomes of the Application and Recruitment Process

Where the following apply, the school will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children

St John's College School, Cambridge reserves the right to immediately terminate employment if any of the documents or checks referred to here have been falsified in any way.

## Induction

All new staff will take part in an induction programme designed to help familiarise them with the school's policies and procedures, including confirming that they have read, understood and agree to the following:

### **SJCS Safeguarding Documents**

- Safeguarding and Child Protection Policy
- Safeguarding and Child Protection Policy – COVID 19 Annex
- Whistleblowing Policy
- Anti-Bullying Policy
- Cyber-bullying Policy
- Behaviour Policy
- Sanctions – Supplementary Guidance
- Code of conduct for Staff
- Physical Restraint and Use of Reasonable Force
- Searching and Confiscation Policy
- Dealing with Pastoral Incidents
- Use of Mobile Phones Policy
- Intimate Care Policy
- E-Safety Policy
- Anti-Bribery Policy
- Visiting Speaker Policy

### **Government Documents**

- **Keeping Children Safe in Education (KCSIE) 2022 (Part one and Annex A)**
- **Working Together to Safeguard Children**
- **What to do if you are worried a child is being abused (March 2015)**

The programme also includes attendance at Child Protection training appropriate to the role.

### **Appointment and Safeguarding Procedures for Others**

### **Supply Staff**

The School does not engage supply teaching agencies, preferring to engage supply teachers directly and conducting the same recruitment checks as would apply to fully-employed staff.

### **Self Employed Professionals (such as Sports Coaches, Therapists)**

If the individual is self-employed, the same checks will apply as those for staff.

If the individual is employed by a company, the following will apply:

### **Staff from Other Organisations**

The school will ensure that their contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself. Please see "[Procedure for Engaging Agency or Contract Staff](#)".

Where services or activities are provided separately by another body, supervising the school's pupils either on or off school site, the school will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### **Visiting Speakers**

In line with Prevent statutory guidance, the school will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised. The school will, in line with regulation, also take action to ensure that each speaker is suitable. Please see "[Visiting Speakers Policy](#)".

### **Volunteers**

New regular volunteers will be subject to the following checks, in line with current ISI guidance:

- Production of photo ID on arrival
- If the post is not classed as in Regulated Activity, a risk assessment will be carried out and kept on file; other checks may be carried out if deemed necessary
- An informal meeting and a Safeguarding introduction will be arranged where required
- Confirmation that no concerns have been raised by others in the School community
- An Enhanced DBS Certificate (including barred list check where appropriate) if the post is classed as in Regulated Activity

No DBS or Barred List checks will be carried out for those who are short term volunteers for School events or trips. However, proof of ID will be checked and the volunteer will be supervised at all times.

### **School Governors**

The School will carry out the following checks on all new Governors, in accordance with ISI requirements:

- Enhanced DBS Certificate with Children's Barred List Check
- ID Checks (in line with ISI and DBS requirements)
- Overseas Checks (where appropriate)
- Right to work in the UK
- Prohibition from management check ("section 128 direction")
- Disqualification from Childcare self-declaration (if the Governor is in regulated activity)

### **Vetting Check Exemptions**

In line with the DfE Regulatory Requirements, the School will not conduct vetting checks on the following:

- Visitors to the Head/other staff
- Those who have only brief contact with children in the presence of a member of SJCS staff
- Pupils aged under 16 on work experience or similar
- Those on the school site when pupils are not present
- Visitors carrying out repairs or servicing equipment

The School does not re-check staff returning from maternity leave, sabbaticals or similar

## The Single Central Register of Appointments

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff and governing body (where appropriate) at the school:

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or DBS Status Check)
- Barred List check
- Right to work in the UK
- Overseas checks, where applicable
- Prohibition from Teaching Check (where appropriate)
- Prohibition from management check (where appropriate)
- References
- Career History/CV Check
- Medical Declaration
- Disqualification from Childcare (where applicable)

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file.

## The Recruitment Process Summary

### Planning & Advertising

- Produce draft application pack to include documents detailed above.
- Produce draft advert, including statement re safeguarding and DBS
- Agree proposed salary band with the Bursar and research advertising methods and costs
- Authorisation from the Bursar and Headmaster must be obtained before the role is advertised (see Appendix A)

### Response to Advert

- Keep details of all enquiries on spreadsheet
- Send an application pack to each enquirer consisting of:
  - Application Pack
  - Application Form
  - Equal Opportunities Monitoring Form

### Applications

- Number each application in the order in which they arrive
- Keep original in HR Office and give copies to the interviewer
- Shortlisting Sheet for shortlisting candidates (Appendix B)

### References

- If candidate and interviewer happy to proceed with references, request references

### Interviews

- Once shortlisting has been completed, invite shortlisted candidates for interview
- Interviews will consist of skills related questions and exploring candidates' professional backgrounds. The interview will include questions covering safeguarding.
- A lesson observation will normally be carried out for teaching positions and possibly a skills test for non-teaching positions, depending on the role
- The interview panel should consist of more than one person.

### Recruitment Decision and Checks

- The Head, Bursar or delegated person will contact the successful candidate directly to informally offer them the position

- The HR & Compliance Officer will send a Letter of Appointment and Contract to the candidate offering the role, subject to successful completion of all pre-recruitment checks, all outstanding checks to be detailed in the Appendix to the letter of appointment

**Recruitment Checks**

The pre-recruitment checks required for staff are all listed on the Regulatory Recruitment Checklist.

**SJCS Paperwork**

The HR and Compliance Officer will ensure that the candidate has completed all SJCS paperwork listed on the Regulatory Recruitment Checklist, including confirmation that all relevant policies and documents have been read.

**Child Protection Training**

The HR and Compliance Officer will arrange for the necessary Child Protection training to be carried out by the Designated Safeguarding Lead.

**Data Protection**

The school will ensure the security of all employees' personal data at all times, whether prospective, current or ex-employees. Personal data will be processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018. Data will be retained and disposed of in line with the school's data retention policies.

**APPENDIX A**



**Recruitment Authorisation Form**

<b>Section 1 – Job Specifics</b>	
Role Required	
Required Start Date	
Is the role new or to replace a leaving staff member? (if new, please provide justification)	
Proposed working hours per week	
Proposed working weeks per year	
Proposed FTE salary (full time equivalent)	
Actual salary for role	
Is the role permanent or fixed term? (if fixed term, state duration)	
Is this a funded role, if yes, please state where funding is coming from e.g. Local Government, Parents.	

<b>Section 2 – Proposed advertising</b>			
Proposed advertising method(s) & costs			
Job Description attached		<i>* Recruitment cannot be approved without a job description and Person Specification</i>	
Person Specification attached			
Advert to be done by HR	Y	N	
Advert to be placed Externally (E ), Internally (I) or Both (B)	E	I	B

Please circle whichever applies

**Section 3 - Please initial to indicate approval**

	<b>HEADMASTER APPROVAL</b>	<b>BURSAR APPROVAL</b>
Job Description approved		
Salary approved		
Hours approved		
Advertising methods approved		

*\*if no to any of the above, detail changes to be made below and return to HR & Compliance Officer:*

## APPENDIX B



### Shortlisting Sheet

Criteria from the Person Specification must be used to shortlist all candidates for roles within St John's College School Cambridge, before any interviews can take place

Using the scoring method of the following: 0 = No mention of criteria, 1 = mentioned but no depth to information given, 2 = in-depth explanation given.

Candidates Name	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8