

Recruitment & Selection Policy



St John's College, Cardiff

RECRUITMENT & SELECTION POLICY

This policy applies to all three sections of the School: the Senior School, Junior School, Infants and Nursery.

Version: September 2023

EMPLOYEES RESPONSIBLE FOR THE RECRUITMENT AND SELECTION OF STAFF ARE EXPECTED TO FAMILIARISE THEMSELVES WITH AND COMPLY WITH THE PROVISIONS CONTAINED WITHIN THIS POLICY.

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1.0 Introduction

St John's College ("The College") is committed to providing high standards of professional recruitment practice and to the provision of a safe and inclusive environment for pupils and staff. This policy outlines the procedures and guidelines for the recruitment of staff, volunteers and contractors.

The College will ensure that all recruitment practices adhere to relevant laws and regulations, and that there is a transparent and fair recruitment process that supports equal opportunities and diversity, whilst upholding the highest standards of safeguarding and professional excellence. Full regard is paid to the following documents:

- Keeping Learners Safe in Education (KCSIE) Guidance document no: 283/2022;
- The Prevent Duty Guidance for England and Wales 2023;
- The Independent School Standards (Wales) Regulations 2003; and
- Guidance or code of practice published by the Disclosure and Barring Service (DBS) from time to time.

All queries on the College's recruitment process must be directed to the HR Department in the first instance.

2.0 Policy Aims

We believe in fair and equitable selection procedures, and in appointing the right employee for the job. The purpose of this policy is to provide a framework to support the fair treatment of all applicants throughout the recruitment process and to meet the legal requirements of recruitment and selection and the Safer Recruitment Practice in an education setting.

All colleagues involved in recruitment and selection activities are responsible for familiarising themselves with, and adhering to, the guidance provided by this policy. These guidelines will be regularly reviewed to ensure they continue to reflect legal obligations, and the needs of both the College and the applicant.

This policy does not form part of any employee's contract of employment, and the College may amend it at any time.

3.0 Equal Opportunity and Diversity

The College is committed to promoting equality of opportunity and diversity in all aspects of employment. All applicants will be treated fairly, and recruitment decisions will be based solely on merit and qualifications. We do not discriminate on any grounds including, but not limited to, disability, sex, gender, gender reassignment, race, religion or belief, age, sexual orientation, marital or civil partnership status, parental status, caring responsibilities or social background. We are committed to continuously improving inclusion throughout the organisation. The College's Equality & Diversity Policy can be found on our website, and is also available on request from the HR team via hr@stjohnscollegecardiff.com

4.0 Data Protection

The College is legally required to carry out the pre-employment checks detailed in this procedure. Staff, and prospective staff, will be required to provide certain information to the College, to enable the carrying out of checks that are applicable to their role. The College will also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS), and the Teaching Regulation Agency/Education Workforce Council (EWC). Failure to provide requested information may result in the College not being able to meet its employment, safeguarding or legal obligations. The College will process personal information in accordance with the Recruitment Privacy Notice Available on our website.

5.0 Recruitment Process

5.1 Authorisation to Recruit

Approval to recruit must be given by the relevant member of the Senior Leadership Team; and, in cases where a Senior appointment is being made, the Board of Trustees and will be advertised via the HR department. This is to ensure College budgets are adhered to and a formal role review has taken place.

When a vacancy arises due to an employee leaving or moving to a different role, it cannot be assumed that a 'like for like' replacement is required. A review of the job specification may highlight the fact that the existing role no longer meets current needs. Therefore, the requirements for any replacement or new role will be analysed prior to drawing up the Job Description / Specification which defines the role.

With support from the HR Department, Job Descriptions must be completed by Hiring Managers in the first instance, and must include the required skills and competencies for the role. The HR Department will ensure that the job description provides a true representation of the vacant post and will ensure that, in line with the Equality Act 2010, it places no applicant at a disadvantage by unjustifiable requirements of conditions which may have a disproportionately adverse impact on a particular group. To that end, attention will be paid to the language used within job descriptions.

Under no circumstances should a Hiring Manager directly engage a supplier or worker, unless prior authorisation has been given by the HR team.

We expect all Hiring Managers to undergo appropriate training when requested including but not limited to:

- Safer Recruitment.
- Recruitment & Interviewing Skills Training.
- Unconscious Bias.
- The Equality Act 2010.

This is to ensure those involved in the recruitment and selection process are cognisant of our recruitment policies and procedures, and commit to minimising bias wherever possible.

5.2 Job Advertisements

The College will advertise vacancies using various channels and will review these regularly to ensure that they are diverse and do not provide only or mainly applicants from a particular group.

Vacancies which are open to external candidates will be posted on the College's website and internal candidates will be welcome to apply for any external vacancies. We may, on occasion, decide to restrict roles to internal candidates only. Information about internal and external vacancies will be shared in the Weekly Staff Briefing. Where vacancies are for internal candidates only, this will be made clear. Internal candidates will be selected for an interview on the same basis as external candidates.

The HR department will ensure that employees on maternity leave have access to advertisements for posts at the College during their period of maternity leave – this may be by way of the website, or via communication from their line manager / HR Team.

5.3 Application

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying.
- A declaration of any existing contacts in the College.
- Details of referees.

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 the following:

- A job description.
- A person specification.
- The school's Child Protection Policy statement.

5.4 Shortlisting and Selection

The shortlisting & selection panel will include a member of the Senior Leadership Team (appointed by the Head,) the line manager (if different from the SLT member) and any relevant colleague /person with knowledge of the post, usually a member of the HR Department. The Board of Trustees will form the panel for Senior Leadership Team posts (unless delegated to the Headteacher / Deputy).

The panel will review applications to shortlist candidates based on pre-established criteria i.e. Job Description / Person Specification. In cases where there are several applicants, a long-list may be determined where applicants will be invited to an initial interview or assessment to enable a more accurate short-listing process. Short-listed applicants will be invited to attend a formal interview with the selection panel, at which their relevant skills and experience will be discussed in more detail.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification and will typically include a skills test in the form of an in-tray exercise, and/or an observed lesson, depending upon the role. Senior posts may require candidates to deliver a formal presentation.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment exercise.

Where possible, references will be obtained prior to interview, unless the candidate has indicated that they do not wish for these to be taken up prior to the offer stage (for example in the case of a current employer who is not aware of their wish to leave their employment).

By design, the interview process will support the panel in gaining a better understanding of the candidate's attitudes, motivations and suitability to work with children. It will also include discussion on any matters arising from the pre-obtained references. Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section, 'Appointment Procedures for Staff'.

6.0 Appointment Procedures for Staff

If it is decided that an offer of employment will be made, following a formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment.
- verification of the applicant's identity (where that has not previously been verified); the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory.
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (TRA) or the Education Workforce Council (EWC) which renders them unable or unsuitable to work at the College.
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the College; where the position amounts to "regulated activity", the receipt of an enhanced disclosure from the DBS which the College considers to be satisfactory.
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*.
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the College.
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the College.
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable).
- verification of the applicant's medical fitness for the role.
- verification of the applicant's right to work in the UK.
- any further checks which the College decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.
- verification of professional qualifications which the College deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*The College is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The College is required to carry out an enhanced DBS check for all staff, supply staff and Trustees who will be engaging in regulated activity. However, the College can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which checks are appropriate. It is however likely that in nearly all cases the College will be able to carry out an enhanced DBS check and a Children's Barred List check.

6.1. Medical Fitness

The College is legally required to verify the medical fitness of anyone to be appointed to a post at the College, after an offer of employment has been made but before the appointment can be confirmed. It is the College's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire.

If the College feels that it is necessary, it will arrange for the information contained in the Health Questionnaire to be reviewed by the College's appointed occupational health specialist. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the College etc. If the College's medical advisor has any doubts about an applicant's fitness the College will consider reasonable adjustments in consultation with the applicant.

The College may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

6.2 Pre-employment checks

In accordance with the recommendations set out in Keeping Learners Safe, Disqualification Under Child Care Act and the requirements of The Education (Independent College Standards) Regulations 2003 national minimum standards, the College carries out a number of pre-employment checks in respect of all prospective employees. In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the College. This may include internet and social media searches.

6.3 Verification of identity, address and the right to work in the UK

All candidates invited to interview will be required to bring with them evidence of identity, their right to work in the UK, address and qualifications, as set out in the list of valid identity documents issued by GOV.UK. These requirements comply with DBS identity checking guidelines. Where an applicant has changed name by deed poll or any other means then he/she will be required to provide documentary evidence of the change. The College also asks for the date of birth of all applicants (and proof of this) to assist in the verification of identity. The College does not discriminate on the grounds of age.

6.4 References

References will be taken up on short listed candidates prior to confirmation of appointment. 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 College.

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.

All 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. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* and disciplinary record.
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious.
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious (*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made).

The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The College 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. The College may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.

6.5 Criminal Records Check

The College 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 College which amount to "regulated activity" 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 and to obtain other relevant suitability information.

Any position undertaken at, or on behalf of the College will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the College to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the College amount to regulated activity.

Limited exceptions could include an administrative post undertaken on a temporary basis in the College office outside of term time or voluntary posts which are supervised.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the College. It is a condition of employment with the College that the original disclosure certificate is provided to the College upon receipt. Original certificates should not be sent by post. A convenient time and date for doing so should be arranged as soon as the certificate has been received.

Applicants who have worked or resided overseas for six months or more in the previous five years (excluding members of UK armed forces and their families) will be advised to seek certificates at their own cost from the relevant countries in accordance with the relevant DBS Guidance. Work can only commence once the overseas information has been received and only if the College has considered that information and confirmed that the applicant is suitable to commence work at the College.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.

If there is a delay in receiving a DBS disclosure, the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. 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. A risk assessment will be put in place and arrangements will be reviewed every two weeks until the DBS arrives.

6.6 Prohibition from Teaching Check

The College is required to check whether staff who carry out "teaching work" are prohibited from doing so. The College uses the TRA/EWC Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the TRA/EWC. In addition the College asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the TRA or the EWC. It is the College's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work".

Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the TRA/EWC (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.

The College carries out this check, and requires associated information, for roles which involve "teaching work". Typical teaching activities that amount to "teaching work" are defined as follows:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Headteacher.

If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken.

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK, the College will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the TRA/EWC systems.

6.7 Prohibition from Management Check

The College is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent College (a section 128 direction).

This check applies to appointments to the following positions made on or after 12 August 2015:

- Headteacher.
- Teaching posts on the senior leadership team.
- Teaching posts which carry a departmental head role.
- Support staff posts on the senior leadership team.
- It also applies to appointments to the Board of Trustees.

The relevant information is contained in the enhanced DBS disclosure certificate (which the College obtains for all posts at the College that amount to regulated activity). It can also be obtained through the TRA/EWC systems. The College will use either, or both, methods to obtain this information.

In addition the College asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent College.

It is the College's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, TRA/EWC or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.

6.8 Disqualification from acting as a charity trustee or senior manager

Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who is covered?

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent College, the Trustees will typically be the governors of the College. Senior managers include those employees who report directly to the charity Trustees or have responsibility for the overall management and control of the charity's finances. At the College, the disqualification rules will be applicable to all Trustees, the Head & Deputy, Finance Manager, and potentially other senior staff who work alongside or directly with the Trustees.

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose relevant information, or the provision of false information, which subsequently comes to the College's attention may result in the termination of an appointment as a Trustee or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence. All those who are required to complete a self-declaration form are also under an ongoing duty to inform the College if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a Trustee or senior manager.

Checks by the College

To ensure that it has accurate and up-to-date information, the College will also check the following registers in respect of each Trustee and senior manager who is already in post or is appointed in future:

- a) The Insolvency Register.
- b) The register of disqualified directors maintained by Companies House.
- c) The register of persons who have been removed as a charity trustee.

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification. The College may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the Board of Trustees if a waiver application becomes necessary or is rejected by the Charity Commission. The College is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

7.0 Contractors and Agency staff

Contractors engaged by the College must complete the same checks for their employees that the College is required to complete for its staff. The College requires confirmation that these checks have been completed before employees of the Contractor can commence work at the College. Agencies who supply staff to the College must also complete the pre-employment checks which the College would otherwise complete for its staff. Again, the College requires confirmation that these checks have been completed before an individual can commence work at the College. The College will independently verify the identity of staff supplied by contractors or an agency in accordance with section 6.3 above and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at the College.

This will not usually apply to delivery and emergency maintenance personnel who are supervised.

8.0 Volunteers

The College will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the College. The College will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the College has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the College permit an unchecked volunteer to have unsupervised contact with pupils. It is the College's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the College for three consecutive months or more. Those volunteers who are likely to be involved in activities with the College on a regular basis may be required to sign up to the DBS update service as this permits the College to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the College will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers.
- character references from the volunteer's place of work or any other relevant source.
- an informal safer recruitment interview.

9.0 The Prevent Duty Guidance

The Prevent Duty Guidance requires the College to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The College is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the College or perform any other regular duties for or on behalf of the College.

All visiting speakers will be subject to the College's Visitors Policy. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

10.0 Recruitment of Ex-offenders

The College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The College makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the College. Each case will be decided on its merits in accordance with the objective assessment criteria set out below. All positions within the College 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 those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 6.5 above). 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 College 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 apply for a position at the College. The College 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.

10.1 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question.
- the seriousness of any offence or other matter revealed.
- the length of time since the offence or other matter occurred.
- whether the applicant has a pattern of offending behaviour or other relevant matters.
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud. If the post involves access to money or budget responsibility, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

10.2 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will carry out a risk assessment by reference to the criteria set out above.

The assessment form must be signed by the Head before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the College may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

11.0 Post Employment Induction.

The College ensures that there is an induction programme for all staff and volunteers. The purpose of the induction is to:

- Provide training and information about the organisation's safeguarding and child protection policies and procedures. This training is at a level appropriate to the member of staff role and responsibilities with regard to children.
- Support individuals in a way that is appropriate for their role.
- Confirm the conduct expected of staff.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

- Ensure that the person receives written statements of:
 - Policies and procedures in relation to safeguarding.
 - The identity and responsibilities of staff with designated safeguarding responsibilities.
 - Safe practice and the standards of conduct and behaviour expected.
 - Other relevant personnel procedures e.g. whistle blowing, disciplinary procedures.

Newly appointed staff will typically undergo a probationary period, the duration of which will be specified in their contract. During this time, their performance will be closely monitored, and they will receive regular feedback and support.

The College reserves the right to extend this period.

An established policy is in place for confidential reporting or whistle blowing of any behaviour towards children or young people which is abusive, inappropriate or unprofessional. This includes:

- Conduct which is a breach of the law.
- Conduct which compromises health and safety.
- Conduct which falls below established standards of practice with children and young people.

12.0 Retention of records

The College is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the College will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify right to work in the UK, medical fitness and qualifications. Medical information may be used to help the College to discharge its obligations as an employer e.g. so that the College 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 College for the duration of the successful applicant's employment with the College and in accordance with the College's Retention of Records Policy after employment terminates. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months. The same policy applies to any suitability information obtained about volunteers involved with College activities

13.0 Referrals to the DBS and the Teacher Regulation Agency/Education Workforce Council

This policy is primarily concerned with the promotion of safer recruitment and details the pre employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the College also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the College despite being barred from working with children; or
- has been removed by the College from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the College may also decide to make a referral to the TRA and the EWC.

14.0 Referrals to the Charities Commission

As St John's College is a registered charity, there is a requirement to report serious incidents to the Charity Commission. This is in addition to reporting any and all safeguarding concerns to the local authority Social Services. If a serious incident takes place within St John's College, a disclosure is required to be made to the Commission.

15.0 Monitoring and Review

This Recruitment Policy will be periodically reviewed annually and updated as necessary to ensure its compliance with legal requirements and best practices. The school will also keep records of recruitment activities and decisions in line with GDPR compliance.

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