



St. John Vianney School

Steps to Independence & Education for Life

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SAINT JOHN VIANNEY R C SCHOOL



THE MISSION

STATEMENT OF

SAINT JOHN VIANNEY SCHOOL

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give of their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

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Statement of intent

St John Vianney RC School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school, complementing the wider Child Protection and Safeguarding practice at school.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- The UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Education Act 2002
- Equality Act 2010

1.2. This policy has due regard to guidance including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education'
- DfE (2017) 'Staffing and employment advice for schools'
- Childcare disqualification regulations 2018
- Safer Recruitment Consortium, Safer working practice (2022)

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy (Global Policing)
- Equality Policy (June 2023)

2. Definitions

2.1. Regulated activity – includes:

- Being responsible, on regular basis in a school or college for teaching, training, instructing, coaching, caring for or supervising children if the person is

- unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
 - Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.
- The above definitions are classified as regulated activity if they are done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:
 - Relevant personal care, or health care provided by or provided under the supervision of a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability or in connection with toileting, washing/bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

2.2. **Teaching role** – refers to a role involving 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. These activities are **not teaching work** for the purposes of Keeping Children Safe in Education (KCSIE) 2023 if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of

a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

- 2.3. **Standard DBS (Disclosure and Barring Service)** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitations of Offenders Act 1974.
- 2.4. **Enhanced DBS** – this provides the same information as the standard check, plus any additional information held by the police, which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- 2.5. **Enhanced with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.
- 2.6. **Children’s barred list** – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced certificate is obtained, and this includes a barred list check, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002 prohibiting that individual from taking part in the management of independent educational institutions.
- 2.7. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools).
- 2.8. **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process – its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

3. Roles and responsibilities

3.1. The Governors of St John Vianney RC School are responsible for:

- Ensuring effective policies are implemented to make certain recruitment at the school is in accordance with the legislation outlined in section 1.

- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Ensure that monitoring of the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Ensuring the success of any advertising methods used are benchmarked, as well as the overall success of the recruitment process.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training within the past 5 years.
- Appointing a recruitment panel when the candidate is to become a new Headteacher.
- Ensuring a member of the board is on the recruitment panel when the candidate is to become a new Headteacher and that they are Safer Recruitment trained.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE 2023.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring the school accommodates the needs of new employees and making reasonable adjustments when necessary.
- Appropriately delegating responsibility for recruitment to the Headteacher.
- The Governing Body will, in part, monitor the accomplishment of these tasks through HR committee reports.

3.2. The Headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.

- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Ensuring that appropriate supervision of employees/volunteers is organised and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Actively and appropriately advertising any vacancies.
- Leading the interview when the candidate is at a lower level than Headteacher.
- Monitoring the school's single central record (SCR), to ensure that the necessary vetting checks for potential employees are carried out.
- Ensuring that the successful candidate receives the appropriate training, e.g. safeguarding and induction.
- Ensuring that the salary of the successful candidate is determined.
- Ensuring that the school's business manager reviews this policy.

3.3. The Recruitment Panel is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that the interview addresses the skills and competencies in the job description and person specifications. It will also assess leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.

- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

4. Equal opportunities

- 4.1. When recruiting, the school will adhere to its Equality Policy.
- 4.2. St John Vianney RC School will not discriminate against any protected characteristics, as identified in the Equality Policy, and will always promote difference and inclusion throughout the school.
- 4.3. St John Vianney RC School will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.
- 4.4. The Governing Body will review recruitment procedures to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 4.5. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
 - Positive action to recruit disabled persons
 - Equal opportunities monitoring (which will not form part of the decision-making process)

5. Planning, advertising and shortlisting

- 5.1. The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.
- 5.2. Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

- 5.3. The Headteacher (and governors if appointing a Headteacher) will:
- Decide on the recruitment timeframe.
 - Decide who will be involved in the process and what their roles will be, e.g. recruitment panel and who will lead interviewing.
 - Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
 - Ensure that application packs, where relevant, state that candidates must be willing to sign a self-declaration form to obtain information about staff disqualification, in line with the Childcare Act 2006.
- 5.4. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.
- 5.5. The Headteacher will create the advertisement, (or in the case of a Headteacher appointment this will be the Chair of Governors).
- 5.6. The Headteacher, (or in the case of a Headteacher appointment this will be the Chair of Governors) will ensure the advertisement includes the following requirements:
- That the advertisement includes information specific to the role on offer
 - The benefits of the role are highlighted
 - The advertisement is relevant to the target audience
 - Applications can be submitted electronically
 - Requests for further information from applicants are replied to promptly
 - All applications are replied to with a letter notifying candidates whether they have been shortlisted or not
 - Interviews are arranged for the shortlisted candidates
 - There is an expectation of all candidates to disclose relationships either in or out of school and online that may have implications for safeguarding children. (Safer Recruitment Consortium Guidance; Safer working practice 2022).

- 5.7. Vacancies will be advertised through a range of external media; including through the local newspaper and the LEA vacancies bulletin, considering the school's Equality Policy and ensuring that the advertisement reaches a wide range of groups. Advertisements will contain a statement of SJV's commitment to ensuring equal rights and a statement of the school's commitment to safeguarding and promoting the welfare of pupils, whilst making clear that safeguarding checks will be undertaken.
- 5.8. Advertisements will include how applicants can access a job description, person specification and details of the closing date.
- 5.9. Details of the application process will be clearly outlined.
- 5.10. Application forms will be accessible on the school's website.
- 5.11. The school also uses social media for recruitment (eg Twitter), and when doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.
- 5.12. When an advert receives a response, the school admin team will ensure that candidates receive the application pack. This will include:
 - A copy of the advertisement
 - A comprehensive Job Description and Person Specification
 - Equal Rights material
 - A brief outline of the school, its values and aims
 - Application form (CES)
- 5.13. The school will never accept a CV alone, only completed applications on Catholic Education Service forms.
- 5.14. During the recruitment process, and especially during the initial stages, the recruitment panel and the Headteacher will be watchful of candidates displaying the following characteristics:
 - No understanding or appreciation of children's needs
 - Expressing that they want the role to meet their needs at the expense of children
 - Using inappropriate language in relation to children
 - Expressing extreme views or views that don't support safeguarding practices
 - Displaying unclear boundaries with children

- Providing vague answers when asked about their experience and being unable to explain gaps in their employment
- 5.15. When shortlisting candidates for an interview, all application forms will be considered.
 - 5.16. At least two members of the recruitment panel will be involved in the shortlisting process.
 - 5.17. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
 - 5.18. Candidates who are shortlisted for interviews will be informed that online searches will be carried out.
 - 5.19. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel will read through all applications.

6. Invitation to interview

- 6.1. After the return of completed applications (on Catholic Education Service forms) the recruitment panel will sift applications.
- 6.2. Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the school admin team and a suitable interview time will be decided.
- 6.3. The school admin team will ensure that all shortlisted candidates receive information about the interview arrangements, how it will be conducted, the areas that will be explored and what documents they should bring.
- 6.4. The school admin team will send shortlisted candidates the self-declaration of criminal record form.
- 6.5. Upon inviting candidates to interview, the school admin team will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 6.6. Where possible, the recruitment panel will obtain two references before interviews to allow for any concerns to be explored with the referee and discussed with the candidate.

- 6.7. One of the references will be from the candidate's most recent employer. Wherever possible, at least one reference will be from employment through which the candidate worked with children.
- 6.8. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 6.9. References will be from a senior member of staff and not a colleague.
- 6.10. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 6.11. Electronic references will be vetted to ensure they originate from a credible source.
- 6.12. References from internal candidates will also always be scrutinised before interview.
- 6.13. Permission will be sought from the candidates on the application form before the recruitment panel contacts referees.
- 6.14. Where required, structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- 6.15. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

7. Pre-interview checks

- 7.1. The recruitment panel will complete the necessary pre-interview checks.
- 7.2. Pre-interview checks will include the following:
 - Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference relating to the role in which the candidate worked with children will be obtained
 - The school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts of any substantiated safeguarding concerns or allegations,

including a group of low-level concerns about the same individual, that meet the harm threshold.

- Any repeated concerns or allegations which do not meet the harm threshold which have been found to be false, unfounded, unsubstantiated, or malicious will not be included in any reference.
- Verifying that the candidate has qualifications or experience relevant to the post.
- Checking references against application forms and noting down discrepancies or concerns and following these concerns up with referees.
- Checking and, where necessary, following up candidates' self-declaration forms.

8. Digital footprints

8.1. St John Vianney RC School is committed to ensuring that safeguarding is a top priority; therefore the Business Manager will complete online searches as part of their due diligence checks on shortlisted candidates.

8.2. This process may include a search for the candidate via:

- Google
- Facebook/Twitter/Instagram
- LinkedIn

8.3. Any concerns identified will then be addressed during the interview process.

9. The interview

9.1. References for all applicants called for interview will be asked for prior to the interview day, and followed up for any not received within 3 days of the interview.

9.2. During the interview process candidates will be asked standard questions and their responses will be recorded for ease of comparison.

9.3. Any concerns raised through contact with referees will be discussed with the candidate at this stage.

- 9.4. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and suitability to work with children.
- 9.5. The recruitment panel will give the candidate the opportunity to declare anything in light of the requirement for a DBS check.
- 9.6. Where applicable, and where this has not been done prior to the interview, the recruitment panel will follow up concerns regarding the content of a self-declaration form.
- 9.7. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 9.8. The interview will always comprise of a face-to-face interview; however, the recruitment panel may also request that candidates complete one or more of the following exercises:
 - Role play exercises
 - Presentations
 - Group exercises
 - Written exercises
 - Aptitude/ability tests
 - Personality questionnaires
 - Getting the candidate to work in supervised activity with pupils

10. After the interview

- 10.1. After the interview has been completed, the recruitment panel will:
 - Assess all candidates' performance using the same agreed criteria.
 - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible, but prior to starting employment at school.
 - Contact and provide feedback to the unsuccessful candidates. Feedback will be verbal and based on evidence of their performance against the person specification for the role
- 10.2. Interview notes and assessment materials will be held securely for an appropriate amount of time, in line with the Compliance Records

Management Policy, after the interviews, in case any aspect of the recruitment process is challenged.

10.3. After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

11. Pre-appointment checks

11.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

11.2. When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity (best practice is to additionally check the applicants birth certificate if possible).
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list check before the candidate can start work.
- Obtain a separate children's barred list check if the individual will start work in regulated activity with children before the DBS certificate is available.
- Verify a candidate's mental and physical fitness to carry out their role (based on verifying self-declaration on the application form).
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- Complete a section 128 check for individuals taking up a management position or a role on the Governing Body.

11.3. The school Business Manager will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction, or restriction imposed (that remains current) by the GTCE

(Graduate Teaching Council for England) before its abolition in March 2012.

- 11.4. If the school has reason to believe that an individual is barred, it is an offence, under section 9 of Safeguarding Vulnerable Groups Act 2006, for the school to allow the individual to carry out any form of regulated activity.
- 11.5. The school will contact the Teaching Regulation Agency Teacher Services to check if a proposed Governor is barred as a result of being subject to a section 128 direction.
- 11.6. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' webpage.

Volunteers

- 11.7. If volunteers are engaging in regulated activity, and are new to the school, an enhanced DBS check with a barred list check will be required, which are free of charge to the volunteer.
- 11.8. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.
- 11.9. If a volunteer is not in regulated activity, the school will use their professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required. All staff who are volunteers will be fully supervised whilst working at St John Vianney RC School.

Candidates who have lived outside the UK

- 11.10. No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out including an enhanced DBS check, along with additional checks where necessary.
- 11.11. The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

Agency and third-party staff

- 11.12. In the case of any employee working at St John Vianney RC School who is sourced from an agency or third-party organisation, confirmation will be obtained from the organisation, in writing, that all necessary checks that the School would make have been completed.
- 11.13. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept, as appropriate.

Trainee/student teachers

- 11.14. The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 11.15. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training organisation to undertake checks and confirmation in writing will be obtained from the training provider in advance of all ITT teachers starting at St John Vianney RC School.
- 11.16. If a member of staff moves from one role that did not involve the provision of education to one that does, the school will treat it as if the individual were a new member of staff and all required pre-appointment checks will be carried out.
- 11.17. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.
- 11.18. St John Vianney RC School will refer to the DBS and the Teacher Regulation Agency (TRA) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence;
 - The individual has been removed from working in regulated activity, or would have been removed had they not left.

Contractors

- 11.19. The school will ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in

regulated activity will require an enhanced DBS certificate (including barred list information).

- 11.20. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 11.21. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.
- 11.22. If a contractor working at St John Vianney RC School is self-employed, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 11.23. The school (through the Estates Manager), will always check the identity of contractors and their staff on arrival at the school or college.

Adults who supervise children on work experience

- 11.24. If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm. Before commencing a work-based placement, a risk assessment of the placement is undertaken by the school to assure it is fit for purpose and meets the needs of the child.
- 11.25. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school will consider the specific circumstances of the work experience, in this case. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations in the risk assessment will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:
 - Unsupervised themselves;
 - Providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

- 11.26. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity; in this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 11.27. If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.
- 11.28. Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so Governors will not need a barred list check unless, in addition to their Governance duties, they also engage in regulated activity.

12. After the pre-appointment checks

- 12.1. Once the pre-employment checks have been completed, the recruitment panel and school business manager will:
- Agree a start date with the candidate.
 - Retain information about any criminal disclosure.
 - Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
 - Add the required details of the checks carried out to the school's SCR.

Where a potential employee declares a criminal offence or caution in a self-declaration form the school will undertake a CES Risk Assessment (Blemished DBS Disclosure) of the applicant to determine whether to pursue employment or placement in the school.

13. Single central record (SCR)

- 13.1. St John Vianney RC School will maintain and regularly update our SCR.

- 13.2. All new employees will be added to the record, which will include:
- All staff (including supply staff) who work at the school.
 - All others who work in regular contact with children in the school or college, including volunteers.
- 13.3. The bullet points below set out the minimum information that will be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:
- An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - Further checks on people living or working outside the UK
 - A check of professional qualifications
 - A section 128 check (if in a management position)
 - A check to establish the person's right to work in the UK
- 13.4. For supply staff, the school will include whether written confirmation has been received that the employment business, supplying the member of supply staff, has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. This is recorded on the SCR.
- 13.5. If checks are carried out on volunteers, this will be recorded in the SCR.

14. Safer recruitment training

- 14.1. At least one member of the recruitment panel will have completed formal safer recruitment training. The Headteacher, who is part of all recruitment processes, is safer recruitment trained. Additionally, other members of SLT and the Chair and Vice Chair of the Governing Body are also safer recruitment trained.
- 14.2. As a measure of good practice, the school will ensure that this training is renewed every three years.

15. Use of data and confidentiality

- 15.1. Personal data relating to references will be handled in line with the Data Protection Policy. All references will be properly addressed and marked private and confidential.
- 15.2. Copies of documents used to verify the successful candidate's identity, right to work and required qualifications will be kept on their personnel file.
- 15.3. Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article, where we choose to retain a copy, there will be a valid reason for doing so and it will not be kept for longer than six months.
- 15.4. In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.
- 15.5. Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.
- 15.6. The person requesting a reference will be offered the opportunity to see it before it is sent, unless the Headteacher decides this is not appropriate; however, the school is aware that ultimately, they cannot prevent the person receiving a copy in line with the Data Protection Act. If the person raises comments about the reference before it is sent, the member of staff responsible for the reference will consider the comments and, if they decide to leave it unchanged, record the reason(s) behind their non-agreement.

16. Monitoring and review

- 16.1 This policy is reviewed every 2 years by the Headteacher.
- 16.2 Any changes made to this policy will be communicated to staff as part of our safer recruitment training process.

16.3 The next scheduled review date for this policy is June 2025. Annually updates are included to reflect national and Diocesan recommended statutory and other changes to practice.

Appendix 1

Flowchart of Disclosure and Barring Service

