



STAFF RECRUITMENT – short version

For All Staff, including from Early Years upwards

Last review date: July 2024 (ahead of September 2024)

Latest review date: July 2025 (ahead of September 2025)

Staff responsible: Florence Clayton (Assistant Head Pastoral & DSL) and Henry Marshall (Head and DSL in Mrs Clayton's absence)

Governor responsible: Keith Brown (Safeguarding Governor) and Jacky Austin (Deputy Safeguarding Governor)

Chair of Governors: Mark Taylor

St. Michael's is committed to the 'safer recruitment' of all staff, i.e. to taking all possible measures to ensure that its staff are safe to work with children. This includes the selection and vetting of all staff – employees, contractors and volunteers. The school takes all possible steps to ensure that unsuitable people are prevented from working with children through its recruitment checks and procedures, criminal record and barred list (barred from working with children) checks and induction procedures. This is in compliance with legislation and government guidance. Safe recruitment practice also includes the requirement to check that all those employed as teachers are not subject to any prohibition order issued by the States of Jersey/Secretary of State and all staff in management roles are not subject to any prohibition order from management. All staff who have contact with early years' children and pupils up to the age of eight in before and after school care must complete a declaration confirming they are not disqualified from childcare.