



RECRUITMENT POLICY

For All Staff, including from Early Years upwards

Last review date: July 2025

Latest review date: July 2026

Staff responsible: Henry Marshall (Head) and Ella Moore (Recruitment)

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

Chair of Governors: Mark Taylor

Safer Recruitment:

St. Michael's is committed to safeguarding and promoting the welfare of children and young people. The school will follow best practice guidelines to enable the recruitment of candidates who have the skills, knowledge and aptitudes to work, whether paid or unpaid in the school, but helps to deter, reject or identify people who are unsuitable. The recruitment process will set out all the steps required and describe the vetting and pre-employment checks required. All staff and Governors have an Enhanced and Barred DBS on file.

The following statement will, where possible, be included on the school website, recruitment websites, advertisements, job descriptions, candidate information packs etc.

St Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Step 1 - DETER

Advert

The advert will include:

- St Michael's commitment to safeguarding and promoting the welfare of children and make it clear that safeguarding checks will be undertaken. Please refer to our Safeguarding and Child Policy available on our website.
- A statement for regulated activity roles that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children
- The safeguarding responsibilities of the post as per the job description and person specification
- A person specification and job description

Application form

Our application forms will contain the following:

- a section that allows us to fully identify the individual concerned. The job application form will ask for any name changes (previous names).
- a full employment history, including any reasons for gaps in employment
- qualifications obtained with dates and awarding bodies



- a section that asks applicants to state how they meet the criteria from the person specification (with examples)
- the names and contact details of at least two referees (and a statement to the effect that referees will be asked about whether the applicant has been the subject of any safeguarding concerns). At least one referee should be the Head from their current or most recent school (if applicable). The job application form should say when references will be collected. If professional references cannot be obtained, two character references will be collected for every professional reference.
- A CV on its own will not be accepted. The CV be accompanied by an application form.

Step 2 - REJECT

Looking through the applications

- The panel will go through the application forms and compare this to the job specification
- They will note down any gaps or inconsistencies that concern them
- They will consider carrying out an online search as part of due diligence on short-listed applicants
- We will consider carrying out online searches on shortlisted applicants

Interview

- For face-to-face and video interviews, St Michael's will ensure there are a minimum of two people conducting the interview, one of which will be a member of SMT.
- The panel will discuss the structure of the interview beforehand and agree who is going to ask what types of questions.
- Before the interview, the panel will compile a list of core interview questions and make a note of any extra questions that have come about as a result of what they have said on their application form or what the referees have said.
- The panel will document all the answers each candidate gives and keep them for reference for when they discuss all of the candidates after the interviews are completed.
- It is considered good practice to use other selection techniques, in addition to interviewing; for example, written exercises, putting them into a group so that St Michael's can see how candidates interact in a team scenario, presentation, role play or carefully supervised activity with children
- When an applicant arrives for interview, their identity will be checked and a copy of their passport or driving licence will be taken
- We will also ask applicants to sign their application form if received electronically



Addressing selection concerns

During the interview or other selection activities, the panel may hear candidates say things that give them cause for concern. These areas need to be explored in more detail with the candidate. For example, a candidate may:

- demonstrate a lack of understanding of children's or young people's needs or capabilities
- have little or no knowledge about children's developmental stages
- fail to satisfy you about any gaps or inconsistencies on their application form
- use inappropriate language when talking about or to children or young people
- be unclear, imprecise or ambiguous when talking about their past experience
- want the role to meet their own needs rather than the needs of children or young people
- show a lack of understanding about the role itself
- imply that safeguarding is a procedural necessity (a tick box exercise) rather than demonstrate a personal commitment to the safety of children and young people
- exhibit an inability to work as part of a team.

Reference request

- Two written references must be taken. One must be from the person's most recent employer. The reference should be from the Head or a member of the Senior Leadership Team, or by a Senior person. If not currently working with children we will secure a reference from the relevant employer from the last time the applicant worked with children
- Where a candidate is not currently employed, verification of their most recent employment and reasons for leaving should be obtained.
- When St Michael's asks for a reference from another employer, they will always enclose a copy of the job description.
- St Michael's will always ask for the referee's opinion on their suitability to work with children and young people.
- Referee identities and contact details should be checked using professional directories/sources. Referees should be contacted directly, using business telephone numbers or business email addresses where possible. Where electronic references are received employers should ensure they originate from a legitimate source.
- We will not allow applicants to obtain their own references
- We will not accept open references eg. "To whom it may concern"
- Ensure any concerns regarding references are resolved prior to appointment being confirmed.



Medical fitness

St Michael's have statutory responsibility to verify a candidate's medical fitness to satisfy the School that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed.

Verifications

- Photographic evidence (with address details) to prove they are who they say they are and take a photocopy for your file.
- Documentation that proves they are eligible to work in Jersey. If a person has lived outside of Jersey or the UK, we may make further checks we consider appropriate
- Originals of their qualification certificates that also show awarding bodies.
- A completed disclosure of criminal convictions form.

Step 3 - PREVENT

DBS checks

All members of staff should have an Enhanced and Barred list DBS check prior to them starting work.

Section 128

The School must check that anyone who is taking up a management position is not subject to Section 128, direction made by the Secretary of State. This will include Governors.

TRA

The School will also check the TRA employer access service for any restrictions and barred lists.

Single Central Record

It is a statutory duty for St Michael's to maintain a single central record so that there is evidence to demonstrate to inspectors that they have carried out the range of checks required by law. The single central record (SCR), as a minimum must have the following information:

- an identity check
- a barred list check
- an enhanced DBS number
- a prohibition from teaching check
- a professional qualification check
- a check to establish the person's right to work in the Jersey/UK
- further checks on people who have lived or worked outside of the UK.

St Michael's may also include:

- risk assessment check (where applicable)
- medical checks



- reference check
- training
- Confirmation that members of staff have read and understood Keeping Children Safe in Education and the Safeguarding and Child Protection Policy.

Staff not in regulated activity

- Staff not in “regulated activity” (working directly with children), will also have DBS enhanced checks.

Visiting speakers

- Visiting speakers will be supervised at all times by a member of staff, but school will also take action to ensure that they are suitable, by meeting with them beforehand to discuss the age appropriateness of what is going to be delivered. We may also run internet checks and confirmation from employers.
- The visiting speakers' ID will always be checked.

Volunteers

- If volunteers are supervised, this is considered “unregulated activity”.
- If volunteers are unsupervised, an enhanced DBS check with barred list information will be conducted, as well as other potential checks.
- The volunteers ID will always be checked.
- If we have a regular volunteer attending school, the Regular Volunteer Registration Form (Appendix 4) will be completed and added to the Single Central Register.
- Volunteers will be asked to read our Safeguarding “Quick Guide” (see Appendix 4), upon arrival to the school building.

Visiting professionals

- Individuals working at the school but employed by third parties should have been checked by their employing organisations and a DBS check is not necessary. However, St Michael's will obtain written confirmation that a DBS and any other appropriate checks have been performed. We will check the identity of the individual on arrival.
- Regular visiting professionals attending school will be asked to complete the Regular External Provider Registration Form (Appendix 4). These details will be added to the Single Central Register.
- Visiting Professionals will be asked to read our Safeguarding “Quick Guide” (see Appendix 5), upon arrival to the school building.

Employees of contractors

- Employees of contractors who are working at the school on a long-term basis will have an appropriate DBS check, an identity check on arrival and written confirmation supplied by the employing organisation.
- Where the employees of shorter term contractors such as builders, will have access to areas where unsupervised contact with children is possible, St Michael's will request written confirmation from the company that the required DBS checks have been undertaken. We will also check ID on arrival.

Self-employed contractors

- Self-employed contractors will usually be checked by their professional associations (as you can't check your own DBS account). If it cannot be confirmed in writing that the person has been checked by other organisations, the school will consider obtaining the DBS check themselves.
- If the person is in regulated activity, St Michael's will treat self-employed workers as



staff, rather than as a contractor, for the purposes of vetting checks. For regular self-employed workers at the school, we will encourage them to join the DBS update service.

Supervision of contractors

- Unchecked contractors will not be left unsupervised in school when children are on the premises.

Governors

Governors in maintained schools are required to have an enhanced DBS check.

Policy on the employment of ex-offenders

Staff will not be employed if recruitment checks disclose that they have been convicted of any offence which indicates they may be unsuitable persons to work with, or to have regular contact with, children.

Where a conviction is recorded on the DBS, he/she will be asked to attend a meeting to discuss the circumstances of the recorded conviction. A risk assessment will be undertaken, which will assess the extent of any risk to the welfare of the children, and offences that do not indicate any significant risk to the children will not necessarily debar applicants from employment.

In addition, the relevance and age of the disclosed offence will also be taken into account. A motoring offence, for example, may affect the appointment of a Games Teacher who would be required to drive a minibus but not that of a Classroom Assistant, whilst a minor offence for theft as a student some 20 years ago may disqualify from some posts but not others.

The 'potential risk to the welfare of the children' will be the determining factor in all cases.