



# Safer Recruitment Policy 2018-2019



## St Aloysius' College

Hornsey Lane,  
Highgate,  
London N6 5LY



Person responsible	Ms J Heffernan
Review Frequency	Annually
Last Reviewed	November 2017
Next Review Date	November 2018
This policy is communicated by the following means: Ratified by the Governors (Date): Governor's Signature:	Staff Shared Area and Website November 2017 
Head Teacher's Signature:	



March 2012





# St Aloysius' College: Safer Recruitment Policy

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## Introduction

St Aloysius' College emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the following guidance provided by the Department for Education (DfE hereafter):

["Keeping Children Safe in Education" \(KCSIE hereafter\) issued July 2015.](#)

In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy.

The purpose of this policy is to provide guidance for Head teachers and managers involved in the recruitment and selection of staff to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary preemployment checks.

- To give the necessary tools to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) and the Disclosure & Barring Service (DBS).
- To give guidance on the Disclosure & Barring Service (DBS) checks, single central record (SCR) and childcare disqualification requirements.
- This guidance has been produced in line with the Department for Education (DfE) Keeping children safe in education, a statutory guidance for schools and colleges (July 2015) and the supplementary advice (October 2014) on childcare disqualification requirements.

## Our Aims

This policy has been developed to ensure that the recruitment of staff or volunteers to work at St Aloysius 'College is fully compliant with DfE guidance and the guidance issued by the Catholic Education Service (CES) regarding recruitment. This is so that the risk of recruiting someone who intends to harm is minimised. It applies to all people who carry out work at our school, whether paid, voluntary, supplied by an agency or under a service term agreement.

## The Role of the School in Safeguarding

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2013.

- Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy e.g. employee code of conduct. Both should be provided to all staff – including temporary staff and volunteers.
- Each school should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.



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- The Teacher Standards 20121 state that teachers, including Head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

### Safer Recruitment

We must ensure that we do everything we can to prevent appointing people who may pose a risk to children, as this is an essential part of safeguarding. Safer recruitment practice is not just about the Disclosure & Barring Service (DBS) check, in fact most people who abuse children do not have a criminal conviction.

Therefore a range of systems, processes and vetting checks need to be in place to prevent unsuitable people from working with children and young people.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on; the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The safer recruitment process identifies the following approach as good practice for schools.

### The Recruitment Process

The importance of safeguarding and protecting the children attending our school will be promoted as much as possible throughout the recruitment process in order to deter would-be abusers. For all employment vacancies, St Aloysius' will use the current Catholic Education Service Application Form, Contracts, Guidance Documents and associated policies.

Please be aware that separate guidance issued by the Westminster Catholic Diocese exists for the recruitment of a Headteacher or Deputy Headteacher.

### Timeline

The need for a thorough Safe Recruitment process is paramount and timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period. We recognise that appointments often need to take place speedily to ensure continuity of provision for the children/young people in our school; however, no appointment process will circumvent the measures described in this policy for the sake of expediency.



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### Job Descriptions and Person Specifications

At the start of the recruitment process it is important to define what the responsibilities of the post holder will be, as well as the qualifications and experience needed to perform the role. All Job Descriptions will, as a minimum detail:

- Job Title
- Grade/Scale of Post
- Review Date
- Job Purpose
- Line Management
- Specific Responsibilities
- Skills & Abilities
- The post holder's specific responsibility towards the promotion and the practice of safeguarding
- The welfare of children that they may have contact with through their job.

All Person Specifications will as a minimum, have details of the following:

- The Qualifications required
- Any Professional Registrations required
- Define the skills, competencies and previous experience required
- The requirement for clearance by the Disclosure and Barring Service, to be able to work with children and where appropriate disqualification by association.

Each requirement on the Person Specification will be graded as either 'Essential' or 'Desirable'. These grades will be used for shortlisting purposes after the closing date. How these requirements will be tested, for example Application Form, Interview, or the In-tray Task, will be stated in the Person Specification and will vary dependant of the varying posts.

### Advertisements

The Recruitment Adverts for a vacancy will demonstrate our commitment to safer recruitment and vetting procedures in order to act as a deterrent to would-be abusers. All Recruitment Adverts will display the following:

- St Aloysius College name and logo
- Post Title
- Hours (this should indicate if full or term time)
- Pay Grade or Scale
- Salary including any allowances offered e.g. TLR
- Permanent or Fixed Term (if fixed term the duration of the contract should be stated)

Advert Text (which should detail the main responsibilities of the post)



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- Safeguarding Children Statement:

” St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment”. □ Closing Date

and Interview Date **Application Packs**

The following, as a minimum, will be provided to Applicants:

- Catholic Education Service Application Form and Guidance for Applicants
- Job Description
- Person Specification
- Catholic Education Service Recruitment Monitoring Declaration Form
- Catholic Education Service Rehabilitation of Offenders Declaration Form
- Safer Recruitment Policy
- DBS (Disclosure and Barring Service) – A Guide for Applicants
- Disqualification by Association guidance where appropriate

### Shortlisting

After the closing date, the Recruitment Monitoring Declaration will be removed from the Application documents before shortlisting.

If the post is a Teaching post then the candidates will be checked against the **Prohibited from Teaching List** through the **Employer Access Online service**. If the outcome of the check is clear then the application will proceed to shortlisting. If the check is **not** satisfactory; for example, the candidate is prohibited from teaching then the necessary authorities will be informed and there will be no further contact with the applicant.

The shortlisting panel will review all applications and match them against the published person specification. Those who meet all of the relevant essential criteria will form a 'long list'.

### Invitation to Interview

Candidates will receive an invitation to interview email which re-iterates the Schools' commitment to safeguarding and stipulates that each candidate must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking. **See Pre-Employment Checks below. Interviews**

On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. The copies will be verified, initialled and dated and held with the Pre-Employment Checklist pending the outcome of the interviews. The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children. The Panel will be certain they have explored all relevant areas before they offer a post.

All interviews will be carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing. All interview



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panels should include a representative of the schools Governing Body and will include at least one person who has successfully completed Safer Recruitment Training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer. The composition of an interview panel will reflect the nature of the post.

### References

These will be requested prior to interview and be available to the Chair of the Panel on the day of the interview. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted neither will references which have been provided by the candidate. Referees for all candidates will be asked specific role, Safeguarding and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

**St Aloysius College reserves the right to seek references from the current employer even if they are not listed as referees on the application form.**

When references are received prior to interview, the HR/Business/Office Manager will follow up any discrepancies or issues to enable the panel to make a decision with reference to all the facts available at the time. Any gaps and inconsistencies in the candidate's employment history will be followed up before an offer of employment is made.

### Employment Gaps

The CES application form allows for candidates to inform us of any gaps in their employment history. The HR/Business/Office Manager will check for these gaps and highlight any found to the panel. These will be investigated at interview, along with the reason for them not being disclosed on the application form. The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored.

### Qualification Verification

At interview, essential qualifications required for the post, including those set by statute, will be verified by the HR/Business/Office Manager. Any concerns will be made known to the Panel immediately. A photocopy of all the original qualification certificates will be taken and if the candidate is successful, these will be placed on their personal file. If the candidate is unsuccessful, then these, along with evidence of identity documents will be securely destroyed in line with the Data Protection Policy.

### Pre-Employment Checks

#### Disclosure of Criminal Record (DBS)

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates to disclose any



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unspent and spent convictions during the application stage by including space for this on our application form. Disclosing a criminal background will not be used as a reason to not shortlist a candidate, unless it involves violence and/or the safety of children.

Having a criminal conviction will not necessarily bar a person from working with children. Successful candidates will be required to complete a DBS application form (and Disqualification by Association where appropriate). Once Enhanced DBS with barred list clearance is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

On 1 December 2012 the Independent Safeguarding Authority (ISA) merged with the Criminal Records Bureau (CRB) to form the Disclosure & Barring Service (DBS).

The process by which the DBS provides criminal record data is called DBS certificate or a DBS check (formerly CRB check). The DBS is responsible for administering three types of checks:

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced with barred list information:** for people working in regulated activity with children. This adds checks of the DBS children's barred list<sup>3</sup> to the enhanced check.

**More information is available on the DBS website:**

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

For school staff, an enhanced DBS check with barred list information is appropriate as the majority of staff will be engaged in regulated activity.

### Regulated Activity

An Enhanced DBS check is needed for all staff engaging in regulated activity. For most appointments, an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity. The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on [Regulated Activity in relation to Children: Scope](#).

A person will be considered to be in 'regulated activity' if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a Contractor); or



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Will regularly come into contact with children under 18 years of age.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. All Enhanced DBS Checks must be completed through the Islington Disclosure Barring Service Portal.

## Guidance for schools on DBS checks

Schools should ensure that all those employed in any capacity that is directly responsible for supervising and/or caring for children or have access to pupil data have a current enhanced DBS with barred list check certificate. It is the London Borough of Islington policy that a DBS check is renewed every 3 years. Alternatively, if the applicant has subscribed to the DBS Update Service and gives consent, the school or Islington Human Resources Services may undertake an online update check through the DBS Update Service.

Prior to taking up employment an enhanced DBS with barred list check disclosure must be requested.

The applicant must show the DBS certificate to the school before they take up post or as soon as practicable afterwards. If a school allows an individual to start work before the DBS certificate is available then the school should ensure that a risk assessment is undertaken, the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

Employees are required to join the DBS Update Service. The benefits to schools are:

- Instant online checks
- Portability of DBS certificates (employees may never need to apply for a new DBS check)
- Enhanced safeguarding processes - the online system is updated every week for disclosures with conviction and barring service information, and every nine months for non-conviction information

Further details on the DBS Update Service please visit:

<https://www.gov.uk/dbs-update-service>

## Post Interview Checks

Any offer of employment to any post at St Aloysius' College will be subject to the following:

### Employment history

We will always ask for written information about previous employment history and check that information is not contradictory or incomplete.

If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.

### References:

Will be sought on all shortlisted candidates, including internal ones, before interview, so that any issues of concern that may arise can be explored further with the referee, and taken up with the candidate at interview.





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~~On receipt, satisfactory references will be checked by the HR/Business/Office Manager to ensure that all specific questions have been answered satisfactorily.~~

The referee will be contacted to provide further clarification as appropriate; for example if the answers are vague. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

## **Verification of Candidates Identity**

It is vital that we know who our employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check. We will verify a candidate's identity from current photographic ID and we will ask to see proof of address. Photocopies of documentation will be taken by the HR/Business/Office Manager and kept on file for anyone appointed to work at St Aloysius' College.

Where a candidate is not appointed, this documentation will be securely destroyed in line with the Data Protection Policy.

## **Enhanced DBS check with Children's Barred List Check:**

All employees will be considered to take part in regulated activity and therefore we will require them to be checked against the Children's Barred List and obtain an enhanced DBS check.

There is no requirement to obtain an additional enhanced DBS check if in the three months prior to beginning work in their employment, the candidate already has DBS enhanced clearance with Children's barred List checks and has worked:

- In a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006;

**OR**

- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

The Headteacher will review the completed DBS check and determine if it meets the required standard. Where it does not, the subject to contract offer of employment will be withdrawn with immediate effect. Advice and guidance should be sought from the Islington HR Legal Advisor in this instance.

## **Medical Clearance**

Successful candidates will be required to complete a medical questionnaire. Depending on the answers given by the candidate, a referral to Occupational Health may be required to assess fitness for work. If a referral is made then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

## **Prohibition Order**

The HR/Business/Office Manager will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Secure Employer Access Online Service to check this detail.

## **Right to work in the UK:**

The HR/Business/Office Manager will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. Where the

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right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Border Agency notified of the details of the applicant.

## **Overseas Check**

If the candidate has lived or worked outside of the UK, the HR/Business/Office Manager will complete any further checks which are appropriate.

## **Verification of Professional Qualifications:**

The HR/Business/Office Manager will request that successful candidates provide evidence of the qualifications that they have detailed on their application form. A copy of the certificates will be kept on the personnel file of the employee. **Verification of Professional Registration:**

Some posts require a professional registration with regulatory body. This will be evidenced and placed on file, if the Person Specification states it is an essential criteria. The HR/Business/Office Manager will verify the registration and will make a copy of this and place it on file.

These checks will be listed on the Pre-Employment Checklist and will be made clear to candidates at interview. Any offer of employment will be subject to satisfactory checks being received and verified. When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The HR/Business/Office Manager will oversee this process.

**The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.**

## **Other Considerations**

### **Starting Employment before Receipt of DBS Check:**

If the Headteacher wishes for an individual to start work in regulated activity before the DBS certificate is available then a List 99 Check must be requested from Islington HR and risk assessment should be completed and held by the HR/Business/Office Manager to identify any risks that this should pose to the students. The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document.

### **Trainee/Student Teachers**

Where applicants for initial teacher training are salaried by the school – St Aloysius College will ensure that all necessary pre-employment checks are carried out. As trainee teachers can undertake regulated activity, sometimes unsupervised, an enhanced DBS certificate and barred list check must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training providers to carry out the necessary checks.

The initial teacher training provider/university should provide the trainee teacher/school with documentation which clearly states that all vetting checks, including enhanced DBS and barred list check has been carried out. The individual should be asked to provide evidence of photo ID on their first day on the school premises.



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The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

A signed copy should be kept on file under student Teachers

### **Temporary Staff Employed Directly By St Aloysius' College:**

Staff employed on a temporary contract issued by the Academy will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

### **Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers):**

All Service Providers/Staffing Agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that St Aloysius' College would complete if they were directly employing the staff themselves. This should be submitted in writing and in advance of the provider starting work and should be agreed as part of any contract between St Aloysius' and the Provider. We reserve the right to view the original copy of the disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record by HR/Business/Office Manager.

If evidence is not provided then St Aloysius' will not allow the Peripatetic Tutors or Agency staff to have unsupervised access to children.

### **External Contractors:**

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs, however this will be managed by the Headteacher who will use their professional judgement to determine supervision levels.

Anyone entering school premises to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with company or Council ID.

### **Volunteers Engaging in Regulated Activity:**

Many volunteers in School have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff when seeking help or support. An Enhanced DBS check incorporating a Children's Barred List Check must be carried out prior to the volunteer starting their duties. Two references will also be required: one of these must be from their current or most recent employer/voluntary organisation. Open references will not be accepted neither will references which have been provided by the candidate. These checks will be carried out for all volunteers engaging in regulated activity.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the School.



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### Volunteers Not Engaging in Regulated Activity

A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. If such a volunteer becomes a paid employee, then all pre-employment checks must be completed including an Enhanced DBS check should be sought to reflect the change from volunteer to employee status. **Single Central Register**

The Single Central Record is to ensure that all the necessary information about the school's recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place. Ofsted inspectors will check the schools' single central record early in the inspection with the expectation that it will be complete and meet statutory requirements.

St Aloysius College keeps an up-to-date single central record of all people who work in regular contact with children to ensure compliance with its obligations to ensure that children are safe. The single central record covers the following people:

- All staff (including Supply and Contract staff) who work at the school
- All others who work in regular contact with children in the school including volunteers

Our Central Record of all staff provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Children's Barred List check
- Disclosure and Barring Service check
- Employer Access Online (List of persons prohibited from teaching)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)
- Professional references (Two)
- Medical Health check
- QTS check
- Right to work in the UK

This record is kept secure and up to date by the HR Officer: Anita Hollis.

The Ofsted document 'Inspecting safeguarding in maintained schools and academies' is useful for schools to read prior to an Ofsted inspection. This document is reviewed regularly - please check the Ofsted web page for latest information:

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>



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### Safer Recruitment Training

From 1 September 2014, Safer Recruitment Training no longer needs to be approved by the Secretary of State. However, schools are still required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance.

It is strongly recommended that Head teachers, Governing Body Members and Managers that have responsibility for recruitment and selection attend the Safer Recruitment Training organised by the Education Welfare Service and Schools Human Resources.

The Head teachers, Governing Body Members and Managers and, especially the school designated safeguarding lead should undergo updated child protection training every two years.

The training consists of four modules:

1. How safer recruitment fits within the wider context of safeguarding and promoting the welfare of children and the Every Child Matters agenda, the scale of abuse, some aspects of the characteristics of abusers and the detail of how child sex offenders typically operate within organisations, and relating that to recruitment.
2. The importance of planning a recruitment campaign by sending the right messages to potential applicants and following a consistent and thorough process to obtain relevant information about each applicant, and short listing candidates for interview.
3. The importance of making the right decisions and using structured interviews questions as well as pre-employment checks for the appointed candidates.
4. Examining the need for on-going awareness and vigilance and considering how organisations can develop and maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.

There is also a safer recruitment half-day refresher training looking at updates and changes that impact on safer recruitment and the safer workforce cycle – a reminder of safer recruitment and selection procedures and the measures that help deter, reject or identify people who might abuse children. Only those people who have attended the whole day safer recruitment training within five years can book onto this course.

The Department for Education (DfE) no longer coordinates arrangements for accredited safeguarding training, or maintain the online training site. The National Society for the Prevention of Cruelty to Children (NSPCC) has developed an online training safer recruitment package in education.

For further details on the NSPCC online training course, please check website:

[http://www.nspcc.org.uk/Inform/trainingandconsultancy/onlinetraining/safer-recruitment-in-education\\_wda103382.html](http://www.nspcc.org.uk/Inform/trainingandconsultancy/onlinetraining/safer-recruitment-in-education_wda103382.html)



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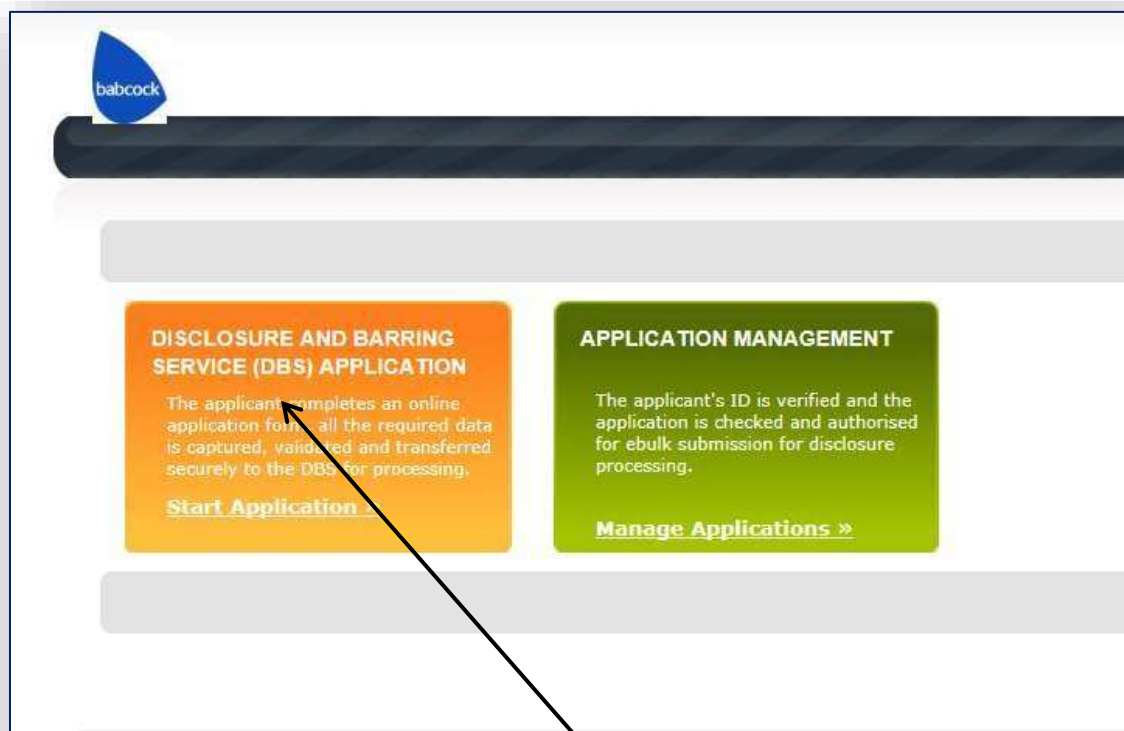
Safer Recruitment Training		
Staff Name	Job Title	Date Training Completed

### Appendix 1: How to Apply for your DBS (Disclosure and Barring Service) Online Application

Before starting work at St Aloysius 'College you will need to apply for DBS clearance. To start the process of applying for your DBS certificate, you will need to go to the following website:

<https://disclosure.capitarvs.co.uk/islington/>

You will find yourself on the following page:



**You will need to click on the Orange box and start your Application**

Once you have selected to start an Application you will then be asked for the Organisation Reference Number and Password. Please enter the below details:



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<b>Organisation Reference Number:</b>	<b>StAloysius</b>
<b>Applicant Password:</b>	<b>StAloysius</b>

You will then be asked to complete the Application for DBS clearance.

**Miss Anita Hollis – HR and Exams Officer will be able to provide a Full guidance Booklet on the Application Process if needed.**

Once you have completed the Online Application, you will need to provide the school with **three** forms of identification from the following lists:

<b>List of Valid Identity Documents</b>
<b>Group 1: Primary Trusted Identity Credentials</b>
<ul style="list-style-type: none"><li>• <b>Current Valid Passport</b></li><li>• <b>Biometric Residence Permit (UK)</b></li><li>• <b>Current Driving Licence (UK) (Full or provisional) - Photo card Type only</b></li><li>• <b>Birth Certificate (UK &amp; Channel Islands) - issued at time of birth – full or short form acceptable</b></li></ul>
<b>Group 2a: Trusted Government/State Issued Documents</b>
<ul style="list-style-type: none"><li>• <b>Current UK Driving Licence (Old Style Paper)</b></li><li>• <b>Birth Certificate UK &amp; Channel Islands (issued after time of birth)</b></li><li>• <b>Marriage/Civil Partnership Certificate (UK &amp; Channel Islands)</b></li><li>• <b>Adoption Certificate (UK &amp; Channel Islands)</b></li><li>• <b>Fire Arms Licence (UK, Channel Islands &amp; Isle of Man)</b></li><li>• <b>HM Forces ID Card (UK)</b></li><li>• <b>Current Non-UK Photo Driving Licence (can be used up to 12 months from the date the applicant entered the UK but may also be used to verify the identity for individuals prior to arriving in the UK).</b></li></ul>
<b>Group 2b – Financial/Social History Documents</b>



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- **Credit Card Statement \*** (UK or EEA)
- **Bank/Building Society Statement \*** (UK or EEA)
- **Utility Bill \*** (UK) – Not Mobile Telephone
- **Benefit Statement\***- e.g. Child Allowance, Pension
- **Financial Statement \*\***- e.g. pension, endowment, ISA (UK)
- **Document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)\*** - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- **Mortgage Statement \*\***
- **Council Tax Statement (UK & Channel Islands)\*\***
- **P45/P60 Statement (UK) \*\***
- **Work Permit/Visa UK** (valid up to the expiry)
- **Bank/Building Society Account Opening Confirmation Letter (UK)**

- **EU National ID Card**
- **Cards carrying the PASS accreditation logo (UK & Channel Islands)**
- **Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only)** – Valid only for applicants residing outside of the UK at time of application
- **Letter from a Head Teacher or College Principal (UK)** - 16/19 year olds in full time education (Only to be used in exceptional circumstances when all other documents have been exhausted).

### **Please Note:**

**If a document in the List of Valid Identity Documents is:**

- **Denoted with \*** - it should be less than three months old.
- **Denoted with \*\*** - it should be issued within the past 12 months.
- **Not denoted** – it can be more than 12 months old.

Once the school have received proof of your identification, your application will be processed and your Certification will be posted to you at your home address.

Once you receive this certificate, it is important that that the certificate is brought into the school and shown to **Anita Hollis** - HR and Exams Officer.





### Disclosure of Criminal Record – Disclosure & Barring Service (DBS) Update Service

You are required to subscribe to the DBS Update Service – this will give you more flexibility as checks are transferrable and you can use the same DBS certificate from role to role within the same workforce.

You can apply for the online service (Update Service) after your DBS certificate number is issued – you will have **19 days** only from the issue date to join up the Update Service. Please keep note of your DBS certificate number and go to web page [www.gov.uk/dbs](http://www.gov.uk/dbs).

The **£13** annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

You must keep your DBS certificate safe and secure as the DBS will not issue a replacement and you may need to use it again.

Please be informed that it is the employees' responsibility to maintain and keep the Update Service account up-to-date including the renewal of your annual subscription. Failure to comply, will result in the employee incurring all charges for DBS check.

### Disclosure & Barring Service

#### Single Certificate Issued To Applicant Only Agreement to present original certificate to the school

From 17 June 2013 only one copy of a disclosure certificate is issued and it will be your responsibility to present the DBS certificate to the school.

St Aloysius College & Islington Schools Human Resources Services require that all of our employees/volunteers present issued (original) DBS certificate.

You are reminded that failure to disclose a criminal record may lead to the withdrawal of employment/volunteer offer and if already an employee may lead to disciplinary action.

By signing below you are agreeing to present the original DBS certificate to the school within 7 days of receipt and that you are aware that failure to comply will lead to further action from HR department/school office.



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E-Bulk Online Reference Number	
Full Name	
School	
Signature	
Date	

**Please note that the hard copy of this signed document, should be stored in the appropriate staff file and a copy should be scanned and emailed to the following address:**

[islingtonHR@islington.gov.uk](mailto:islingtonHR@islington.gov.uk)

## DBS Status Check Consent Form for the DBS Update Service

I give my consent to St Aloysius College and Islington Schools Human Resources Services to perform a status check as many times as required on my Disclosure & Barring Service (DBS) certificate whilst employed/volunteering at the school.

Full name	
Date of birth	
DBS certificate (12 digit reference number)	
DBS certificate issue date	
The date your DBS certificate has been added to your Update Service account	
School	



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Post title	
Signature	
Date	

If you have not subscribed for the Update Service as yet, please go online to [www.gov.uk/dbs](http://www.gov.uk/dbs) and click the link for the DBS Update Service. You have **19 days** only to join up the Update Service from the DBS certificate issue date.

The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through your payslip whilst employed. After you have received your DBS certificate and have subscribed to the DBS online service, please present this form completed along with the original DBS certificate.

Please be informed that it is your responsibility to maintain and keep your Update Service account up-to-date including the renewal of your annual subscription. If the subscription is not renewed, you are required to apply for a new DBS check and then re-subscribe to the Update Service. The cost of the DBS check will be charged to you and will not be refunded to you.

You must keep your original DBS certificate safe as the DBS will not issue a replacement DBS certificate. If you lose your certificate, you will have to apply for a new DBS check. The cost of the DBS check will be charged to you and will not be refunded to you.

**Please note that the hard copy of this signed document, should be stored in the appropriate staff file and a copy should be scanned and emailed to the following address:**

[islingtonHR@islington.gov.uk](mailto:islingtonHR@islington.gov.uk)

# St Aloysius' College: Safer Recruitment Policy



## Appendix Two: Pre-Employment Checklist

Employee Name:					
Employee Start Date:				Date of Leaving:	
Employee Job Title:					
Department:					
DBS Reference Number:				Date of Issue:	
Document	Mandatory Y/ N	Tick and date when put into the file	Does a copy go to Islington HR? Y/N	Please date when sent to HR Islington	Comments
Application Form	Y		Y		
DBS Online Application Intent form	Y		Y		
DBS ID Check Documents	Y		Y		
Signed DBS Update Consent Form:	Y		Y		
Barred List Check (IF DBS not cleared by start date)	N		N/A		
Health Assessment Form	Y		Y		
Bank Details	Y		Y		
Proof of ID: Passport	Y		Y		
Proof ID: Birth Certificate	Y		Y		

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Proof of meeting the Asylum and Immigration Act 1996 (E.g.: Proof of Right to work in the UK/ Valid Visa)	y		Y		
Copy of P45	y		Y		
Next of Kin / Emergency Contact Form			Y		
Proof of Qualification if Required	y		Y		
Copy of Satisfactory Reference 1:	y		Y		
Copy of Satisfactory Reference 2:	y		Y		
Post Offer of Contract Letter	N		N		

## Appendix 3: Offer of Appointment Letter

Dear

### **Re: Offer of Appointment of Post**

On behalf of the Governing Body and St. Aloysius' College, I am pleased to confirm that you have been successfully appointed for the post of **XXXXX** with effect from **Date**. Your contract will be with Governing Body of St. Aloysius' College.

You will be paid on the 26<sup>th</sup> of each month by BACS in accordance with the School NJC Pay & Conditions and your salary will be Enter Scale (£**Enter figure** approximately per annum or **Pro Rata**).

Please find enclosed the following pre-employment documents to be **completed in full and returned to the school**.

- HMRC check-list form (formerly P46) – to enable us to set up the correct tax record
- next of kin form
- health assessment questionnaire
- criminal record disclosure (online DBS)

Please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/islington/>

To enter the following details to start your DBS online application:

**Organisation Reference: StAloysius**

**Password: StAloysius**

- bank details form

**Please ensure that the following original documents are also brought into the office:**

- Proof of identity (**passport / UK birth certificate / photo ID UK driving licence with the associated counterpart licence**).
- Proof of address (e.g. 2 utility bills, credit card statement, council tax statement).
- Meeting the requirements of the Asylum & Immigration Act 1996 (proof of right to work in the UK / valid visa (indefinite leave/settlement) - (if applicable).
- Proof of qualifications: Support staff relevant to the role and Teaching staff. QTS certificate with Induction certificate, degree certificate (BEd, BA, BSc, Cert Ed), skills tests (newly qualified teacher), PGCE (newly qualified teacher), Master in Teaching & Learning).
- P45 from your last employer

### **Disclosure of Criminal Record – Disclosure & Barring Service (DBS) Update Service**

You are required to subscribe to the DBS Update Service – this will give you more flexibility as checks are transferrable and you can use the same DBS certificate from role to role within the same workforce. You



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can apply for the online service (Update Service) after your DBS certificate number is issued – you will have **19 days** only from the issue date to join up the Update Service. Please keep note of your DBS certificate number and go to web page [www.gov.uk/dbs](http://www.gov.uk/dbs).

The **£13** annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

You must keep your DBS certificate safe and secure as the DBS will not issue a replacement and you may need to use it again.

Please be informed that it is the employees' responsibility to maintain and keep the Update Service account up-to-date including the renewal of your annual subscription. Failure to comply, will result in the employee incurring all charges for DBS check.

Your final offer of employment will be subject to satisfactory completion of:

- two satisfactory references
- criminal conviction check
- medical clearance
- proof of date of birth
- meeting the requirements of the Asylum & Immigration Act 1996

I would like to take this opportunity to wish you every success in your new post.

I would be grateful if you would sign and return the attached copy of this letter confirming your acceptance of this offer. I will then arrange for full contracts of employment to be forwarded to you.

Yours sincerely

Head Teacher



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## Appendix 4: Internal Risk Assessment (DBS Pending)

**Purpose:** To be used to assess the suitability of a person who is working with the school on a one-off basis i.e. parent volunteer going on a school trip.

If a volunteer is not engaging in regulated activity, the school should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS with barred list check. They should consider:

- The nature of the work with children;
- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- Whether the role is eligible for an enhanced DBS with barred list check.

For one-off volunteers (helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but appropriate risk assessments must be undertaken and under no circumstances should a volunteer/visitor in respect of whom no checks have been obtained be left unsupervised with children.

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is four days a month or overnight) will be required to obtain an enhanced DBS disclosure with barred list check.

<b>Applicant name</b>	
<b>Role in the school</b>	
<b>Proposed/actual start date</b>	
<b>Risk assessment undertaken by</b>	
<b>Date of risk assessment</b>	

<b>Section 1: Applicant Summary</b>	
<b>Question</b>	<b>Applicant Explanation/Comments</b>





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In what capacity will the person be visiting the school?	Volunteer		Attending a Trip	
	Other Visiting Professional (please specify)			
How regularly will this person be visiting the school and how long will the person spend at the school during each visit?				
Does this person have previous experience working with children?				
If Yes, please specify				

Question	Applicant Explanation/Comments			
Has the person been interviewed by someone in the school?	Yes		No	
	Interviewed by:			
	Date			
Has the person at the school e.g. teacher in charge been given guidance on volunteers assisting in school?	Yes		No	
Has the individual had a DBS clearance previously?	Yes		No	
	If yes, please complete below:			
	DBS Certificate Number:			
	DBS Issue Date:			
	Issuing Organisation:			

### Section 2: Head teacher / Appointing Manager Risk Assessment

Question	Details: please tick correct answer			
What is the nature of the contact the individual has with children?	Frequent direct contact		Frequent indirect contact	
	Infrequent indirect contact		Intensive	
Decision and rationale from the appointing manager /Head teacher taking into account risks				
Head teacher's discretion: Do you wish to proceed with volunteer/visiting professional	Yes		No	
Has two references been received?	Yes		No	
Do you have proof of ID?	Yes		No	



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<b>Head teacher's signature:</b>	
<b>Date</b>	
<b>Name (Printed):</b>	