

ST CHRISTOPHER'S HAMPSTEAD

RECRUITMENT POLICY

Policy to be reviewed annually		
Reviewed and Updated	HR and Compliance Officer	February 2023
Approved by	Head and DSL	February 2023
Approved by	Board	March 2023

To be published on	
School network	.
School website	.

Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request

Contents

1. THE SAFEGUARDING TEAM.....	3
2. WHAT INFORMS OUR POLICY?	3
3. RELATED POLICIES.....	3
4. AIMS OF THE POLICY	4
5. GUIDING PRINCIPLES FOR SAFER RECRUITMENT	4
6. STANDARD CHECKS	5
7. DBS CHECKS.....	6
8. THE SINGLE CENTRAL RECORD OF STAFF APPOINTMENTS (SCR)	7
9. RECRUITMENT PROCESS	7
10. VOLUNTEERING AND WORK EXPERIENCE	8
11. REPORTING ISSUES OF STAFF MISCONDUCT	9
12. REPORTING TO THE DBS ISSUES OF STAFF MISCONDUCT	9
APPENDIX A: Example of an Advert for Teaching Position	10
APPENDIX B: Application Form and Notes.....	12
APPENDIX C: Request for references - pro forma	27
APPENDIX D: Reference Request Form.....	28
APPENDIX E: Induction Procedures for all staff.....	33
APPENDIX F: Self-Declaration Disqualification from Working with Children for all staff	35

St Christopher's School – Recruitment Policy – February 2023

This Policy applies equally to the Early Years Foundation Stage Setting, Key Stage 1 and Key Stage 2 as taught at St Christopher's School. ***This Policy is reviewed annually by the HR and Compliance Officer, the Designated Safeguarding Lead and by the Governing Body.***

For the purposes of this policy, the term "Staff" refers to the Head, Teachers, Teaching Assistants, administration, domestic and grounds personnel.

1. THE SAFEGUARDING TEAM

These senior staff are considered to have the appropriate status and authority to take responsibility for Child Protection matters:

Designated Safeguarding Lead ("DSL")	Emily Poster
Deputy Designated Safeguarding Leads	Sandrine Paillasse Stephanie Martineau Ella Schierenberg Amy Ullman Jennifer McGovern
Safeguarding Governor	Sarah Kavanaugh

2. WHAT INFORMS OUR POLICY?

Keeping Children Safe in Education, DfE, September 2022

- including supplementary advice on: childcare disqualification requirements

Working Together to Safeguard Children, 2018 (updated December 2020)

DfE guidance on safer recruitment

Independent Schools Inspectorate Handbook – Commentary on the Regulatory Requirements
September 2020

Statutory Framework for the Early Years Foundation Stage, 2021

3. RELATED POLICIES

Child Protection and Safeguarding Policy

Online Safety Policy

Anti-Bullying Policy

PSHCE Policy

Behaviour Policy

Staff Code of Conduct

Whistleblowing Policy

4. AIMS OF THE POLICY

St Christopher's recognises that safer recruitment practices are an essential part of creating a safer environment for children and will ensure that staff working in the School are suitable to do so and that they do not pose any kind of risk to children.

5. GUIDING PRINCIPLES FOR SAFER RECRUITMENT

The Governors and the School comply fully with statutory guidance contained in *Keeping Children Safe in Education*, September 2022 and general guidance on good recruitment practice. The Designated Safeguarding Lead and the Bursar are specifically trained in Safer Recruitment and receive updated training as necessary. A record of their training is held for inspection purposes. The Head, HR and Compliance Officer, Teaching Assistant Coordinator, Chair of Governors and the Safeguarding Governor are also trained in safer recruitment and all Governors are invited to the School's annual safeguarding training, alongside the staff at the start of each academic year, which includes a module on safer recruitment requirements.

All new members of staff, volunteers, contractors and Governors working in, or likely to work in, regulated activity must have an enhanced DBS (Disclosure and Barring Service) check before they commence work with children. This is a condition of employment and the requirement is stated clearly in advertisements and at interview.

All application forms and reference forms include questions about the suitability of the candidate to work with children. Child protection questions are part of the interview procedure. Assurance is obtained that appropriate checks and procedures apply to staff employed by another organisation and working with the pupils on another site.

The School will follow the *Keeping Children Safe in Education* guidance, September 2022.

- The School will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and Governors, in accordance with statutory requirements. No staff member, volunteer or Governor will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.
- All applicants for positions that involve regulated activity will be subject to checks with the Disclosure and Barring Service to ensure they have not been barred from working with children.
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.
- Staff, and Governors where appropriate, who normally sit on interview panels are trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training.

St Christopher's School – Recruitment Policy – February 2023

- Although the Head will have day-to-day responsibility for the recruitment of staff, the Board of Governors will ensure that they maintain an overview of recruitment systems in order to scrutinise practice and ensure all statutory checks are carried out.
- School staff with responsibility for carrying out recruitment checks ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- Checks are taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.
- The HR and Compliance Officer is responsible for keeping a Single Central Record of all staff and volunteers who are in regulated activity with pupils, to include details of all checks carried out and the outcome of these checks.
- Where staff are recruited via third parties such as employment agencies, the HR and Compliance Officer will:
 - seek written confirmation from the agency that the agency has carried out all necessary checks on the individual
 - request written confirmation of the outcome of all checks
 - ask to see the DBS disclosure prior to making any decision regarding the individual's employment
 - check the identity of agency staff when they first present for work to ensure they are the person against whom the checks were taken out and that they have the right to work in the UK.

6. STANDARD CHECKS

The School will verify the following information for all new staff in line with ISI and KCSIE (September 2022) requirements and guidelines:

- Barred List (for all delayed DBS applications, staff transferring from similar roles with a portable DBS within three months of leaving or in any other situation where a separate Barred List check is deemed to be necessary)
- DBS check – see 7 below.
- Identity check – this is verified against the applicant's passport or other photographic ID; proof of address is also taken.
- Medical fitness – staff are asked to complete a pre-employment health questionnaire/self-declaration form so the school can satisfy itself of the medical fitness of that member of staff to carry out the duties of the post applied for. If the form highlights any potential issues, applicants will be asked in more detail about their condition and an external occupational health expert may be consulted for an assessment.
- Previous employment history (this will not be a CV but based on the completion of a full application form).
- References – applicants are asked to provide a full employment history and details of at least two referees, including their current employer. All references are taken up prior to interview

St Christopher's School – Recruitment Policy – February 2023

where possible and are requested direct from the referee. Referees are contacted to resolve any issues that emerge from the references provided. Gaps in employment history noted on application forms are checked at interview.

- Qualifications – these are checked against suitable documentation where appropriate (in cases where qualifications are required for the post).
- Overseas checks – overseas checks as prescribed by the Home Office are taken for applicants who have worked or lived abroad for more than 3 months in the last five years or ten years, depending on circumstance, unless the applicant has worked in a school in the UK since moving from overseas (in line with KCSIE September 2022).
- With respect to teachers coming from abroad, we use our best endeavours to obtain a letter of professional standing from the professional regulating authority in the country where they have previously worked.
- Right to work in the UK – this is evidenced through documentation, normally a passport and/or visa. Only original documentation is accepted.
- Prohibition from Teaching – for applicants carrying out teaching work who have been appointed since 1 April 2012, a prohibition check is carried out using the DfE Employer Access service.
- Prohibition from Management – for appointments made since September 2015 applying for management positions, including internal promotions, a check is carried out that the staff member is not subject to a Section 128 direction. This check can be done via the DBS application or via the Employer Access service.
- Disqualification from Working with Children – staff involved in early years and later years (under-8s) childcare plus management roles are asked to complete a self-declaration that they are not disqualified from working with children under the Childcare Act 2006. (In practice, all staff are asked to complete the self-declaration on appointment even if they do not fall into the above category.)
- The School will keep copies of the following documents (as a minimum) on staff personnel files:
 - documents used as proof of identity such as passports or driving licences
 - a summary of the DBS certificate (DBS number and date)
 - documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

7. DBS CHECKS

In order to ensure that people who work in the School are suitable to do so and are not barred from working with children, the school will apply to the Disclosure and Barring Service (DBS) for police checks and other Barred List information as part of the recruitment process.

Enhanced DBS checks are taken out on individuals who are involved in regulated activity, which is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training
- supervising
- care
- guidance and advice
- driving a vehicle for children

St Christopher's School – Recruitment Policy – February 2023

- health care
- personal or intimate care.

The activity must be carried out regularly as part of the staff member's day-to-day responsibilities and the checks will be reasonable in order to safeguard children.

Decisions on whether a person's role requires a DBS check will be made by the Head and Bursar, and the following will be taken into consideration when deciding on whether or not to take out a DBS check:

- the age of the children
- their level of vulnerability
- the numbers of children in the group
- the nature of the role
- opportunities for regular or continuous unsupervised contact with the children.

The School has robust procedures for day-to-day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

If, in exceptional circumstances, an applicant is permitted to start work before an enhanced DBS check can be completed, a separate Barred List check will always be obtained before the applicant is allowed to work with children in the school. Risk assessments will also be completed and reviewed as necessary, alongside a supervision plan pending disclosure by the applicant of a satisfactory DBS certificate.

8. THE SINGLE CENTRAL RECORD OF STAFF APPOINTMENTS (SCR)

The School maintains a record of all staff appointments and the checks undertaken as required by statutory guidance. The record is monitored on a regular basis by senior staff and Governors to ensure that there is full compliance with statutory guidance and school standards.

9. RECRUITMENT PROCESS

- VACANCY ADVERTISED (where appropriate) - advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked
- SHORTLIST PREPARED
- REFERENCES – sought directly from referee on short-listed candidates: the referee is asked recommended specific questions and is reminded about their responsibility to provide accurate information
- REFERENCES – checked and verified against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible)
- ONLINE SEARCH – Conducted on the shortlisted candidates to identify any issues which might need consideration
- INVITATION TO INTERVIEW - includes all relevant information and instructions

St Christopher's School – Recruitment Policy – February 2023

- INTERVIEW ARRANGEMENTS - at least 2 interviewers: panel members have authority to appoint: agreed issues and questions/assessment criteria/standards and the interviewee is asked about any gaps in their employment history noted on their application form
- INTERVIEW
 - Interview, ideally with the Head and a Deputy Head, explores the applicant's suitability for work with children as well as for the post
 - Team, pastoral involvement and personal interests discussed with Head
 - Lesson taught and observed
 - Tour of school
 - Safeguarding interview with the Designated Safeguarding Lead
 - Curriculum content may be discussed with subject teacher

N.B. Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant to complete application for DBS Disclosure

- CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS
Offer of appointment is made conditional on satisfactory completion of the pre-appointment checks listed above
- STATUTORY INDUCTION (For teachers who obtained QTS after 7 May 1999)

This section applies to all staff recruited to work at School, including those who are self-employed such as visiting music teachers and club tutors. All standard checks and DBS checks will be undertaken for peripatetic and club staff in the same way as those conducted for school staff.

10. VOLUNTEERING AND WORK EXPERIENCE

The Head will ensure that the following is carried out in relation to unpaid volunteers, such as parents or work experience students, who may accompany pupils on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, such as DBS, reference checks and interviews, that is appropriate and proportional to the duties assigned to them and to their level of supervision.
- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children, having overnight access between 2am - 6am, or providing personal care to children are subject to an enhanced DBS check, including Barred List information.
- New volunteers who are not in regulated activity may be required to undertake a DBS check without a Barred List check.
- For existing volunteers who are not carrying out regulated activity, the Head will decide whether an enhanced DBS check should be carried out depending on:
 - the nature of the role
 - what information is already known about the volunteer

St Christopher's School – Recruitment Policy – February 2023

- what references from work or volunteering activity the volunteer has provided regarding suitability
- whether the role is eligible for an enhanced DBS check.
- The School will ensure that all volunteers are competent to carry out the duties assigned to them and only assigned duties that are suitable to their qualification and experience.
- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils.
- All volunteers will be fully inducted in relation to all school policies and procedures.

This section also applies to School Governors who will be treated as volunteers for the purposes of carrying out DBS checks.

11. REPORTING ISSUES OF STAFF MISCONDUCT

Please see child protection/safeguarding policy and procedures

Where concerns are identified regarding the conduct of a member of staff or volunteer contact will always be made with the Designated Officer in the Local Authority (LADO) and/or the police if it is considered that a criminal offence has been committed.

12. REPORTING TO THE DBS ISSUES OF STAFF MISCONDUCT

If an allegation of misconduct is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the Head will discuss with the Designated Officer of the Local Authority whether a referral to the DBS for consideration is necessary or whether inclusion on the Barred List is required. For teaching staff a decision will also be taken on whether to refer to the Teaching Regulation Agency (formerly NCTL) to consider prohibiting the individual from teaching.

N.B There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

APPENDIX A: Example of an Advert for Teaching Position

Key Stage 1 Class Teacher Required for September 2023

St Christopher's wishes to appoint a well-qualified professional to be a Class Teacher in Key Stage 1.

We provide pupils with a personalised academic approach and an inclusive and rigorous curriculum which lays the groundwork for a lifetime's passion for learning. Our values are creativity, curiosity, challenge, a sense of community and kindness; acceptance of others and inclusion are key values in this school. ECTS will be considered for this post.

The successful St Christopher's candidate will offer:

- Enthusiasm for teaching a creative curriculum
- An innovative and investigative approach to learning
- Passion, creativity and a flexible mind
- High expectations of pupils
- Excellent written and spoken English
- Flexible thinking and initiative
- The ability to form positive relationships with colleagues and parents
- Commitment to the School and its ethos

St Christopher's offers:

- A lively, and innovative learning environment with an extended focus on sports, music, art and drama
- Girls who love to learn
- Friendly staff team
- Excellent location in Hampstead
- Competitive salary package
- Free school lunches during term-time
- Teachers' Pension Scheme

St Christopher's is a girls' day school for girls aged 4 to 11 with approximately 250 pupils with selective entry into Reception and Year 1. The school is oversubscribed and girls continue their education at 11+ to some of the top schools in London and around the country. St. Christopher's is a member of IAPS, GSA and the Schools' Inclusion Alliance.

Application Process

For full details, please press **Quick Apply** and refer to the attached documents.

Closing Date

All applications to be received **by Tuesday 14th May 2023 at 8am by email to hr@stchristophers.london**

Interviews

Week commencing 20th May 2023

Terms

The School is committed to safeguarding children within its welfare.

The appointment is subject to at least two satisfactory references, receipt of Enhanced DBS (Disclosure and Barring Service) disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

St Christopher's School adheres to the Data Protection Act 2018. We will obtain information about candidates including any criminal convictions. All information will be kept confidential and it will only be used to process applications. If an application is unsuccessful, all personal information will be deleted from school systems and disposed of in a secure manner.

The School is an equal opportunities employer.

www.stchristophers.london

APPENDIX B – Application Form and Notes



St Christopher's School

Post: Key Stage 1 Class Teacher

Required for: September 2023

Application Form

Section 1: Personal details

Title: Dr/Mr/Mrs/Miss/Ms/Mx	Forenames:	Surname:
Date of birth:	Former name:	
	Preferred name:	
Teacher registration number (if applicable):	National Insurance number:	
Address:	Telephone number(s):	
	Home:	
	Work:	
	Mobile:	
	Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details (e.g. UK Passport): If not a UK passport holder please provide details of your Right to Work in the UK:		
Have you lived outside the UK for more than three months in the past five years? Please provide details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state where you saw this position advertised:		

Section 2: Sanctions, Restrictions and Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency [previously known as the National College for Teaching and Leadership (NCTL)] any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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St Christopher's School – Recruitment Policy – February 2023

Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

Section 3: Education - Please start with most recent and continue on a separate sheet if necessary

Name of school/college/university	Dates of attendance to and from (month and year)	Examinations			
		Qualification / Subject	Result	Date	Awarding body

Section 4: Other vocational qualifications, skills or training, professional development and membership of professional bodies. Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Vocational qualifications, skills or training:

Professional Development relevant to post:

Please provide full details of membership of any professional bodies:

Section 5: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title

Brief Description of responsibilities:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Section 5: Employment

Please state when you would be available to take up employment if offered:

Section 6: Previous employment and / or activities since leaving secondary education
 Please continue on a separate sheet if necessary

Dates (month and year)		Name and address of employer	Position held and / or duties	Reason for leaving
From	To			

Section 7: Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

Dates of gap (month and year)		Reason for gap
From	To	

Section 8: Interests

Please give details of your interests, hobbies or skills in particular any of which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

Section 9: Suitability (maximum 1000 words)

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 10: Conflicts of Interest

Please confirm if you know any existing employee, volunteer or Governor at the School, and if so, please provide details of how you know them.

Section 11: Criminal record

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those that would normally be considered 'spent' under the Act) must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1)

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. Before doing so, please read Appendix 1.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This role involves regulated activity with children. Are you on the Children's Barred List?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If answering "YES" to any of the above, please provide details on a separate sheet with offence dates, dates of conviction/caution, offence types and sentences received and send this in a separate sealed envelope marked "confidential - disclosure", signed and dated with your application form. If your application is successful this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Section 12: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

<p>Referee 1</p> <p>Name:</p> <p>Email Address:</p> <p>Organisation:</p> <p>Address:</p>	<p>Referee 2</p> <p>Name:</p> <p>Email Address:</p> <p>Organisation:</p> <p>Address:</p>
<p>Telephone number:</p> <p>Occupation:</p>	<p>Telephone number:</p> <p>Occupation:</p>
<p>May we contact prior to Interview?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>May we contact prior to interview?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 13: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Child Protection and Safeguarding Policy and Staff Code of Conduct are enclosed with this application form. The School's Recruitment Policy is also available to read on the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

<p>Have you read the School's Child Protection and Safeguarding Policy?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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Section 13: Recruitment

Have you read the Staff Code of Conduct?

Yes

No

Section 14: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children, or cautioned or sanctioned in this regard, by a regulatory body, whether of the UK or any other country.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years' provision or later years' provision with children under the age of eight.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Please tell us where you saw this job advertised:

TES website Indeed website School website Other website please specify

_____ Newspaper _____ please specify

Other – please specify _____

Signed: _____

Date: _____

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14.

Please return this form to:

hr@stchristophers.london
HR and Compliance Officer
St Christopher's School
32 Belsize Lane
London
NW3 5AE

Appendix 1

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

If a person has more than one offence, then details of all their convictions will always be included.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences". You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Full guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website under DBS Filtering Guidance.

Explanatory Notes

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Applications Form in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate the successful applicant will be required to complete a Disclosure from the DBS at the appropriate level for the post.
- We will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE's Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

St Christopher's School – Recruitment Policy – February 2023

- All candidates invited to interview must also bring with them:
 - ❖ a current driving licence including a photograph or a passport or a full birth certificate
 - ❖ a utility bill or financial statement showing the candidate's current name and address
 - ❖ where appropriate any documentation evidencing a change in name
 - ❖ professional qualifications documentation

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- ❖ receipt of at least two satisfactory references (if these have not already been received)
- ❖ verification of identity and qualifications and evidence of the right to work in the UK
- ❖ Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered
- ❖ a satisfactory DBS check and if appropriate, a check of the Barred List maintained by the DBS
- ❖ For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
- ❖ For a candidate who has lived or worked outside the UK a check using the Teaching Regulation Agency Employer Secure Access System that a candidate is not subject to any teacher sanction or restriction
- ❖ (For a leadership role) Prohibition from Management (Section 128, Education and Skills Act 2008, DfE)
- ❖ Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. OR receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009
- ❖ (for teaching posts) verification of professional status such as GTC registration, QTS Status (where required), NPQH

St Christopher's School – Recruitment Policy – February 2023

- ❖ (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- ❖ Satisfactory medical fitness
- ❖ satisfactory completion of the probationary period

WARNING

Where a candidate is:

- ❖ found to be on the Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- ❖ found to have provided false information in, or in support of, his/her application; or
- ❖ the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

APPENDIX C: Request for references – pro forma

CONFIDENTIAL

To:

BY EMAIL

DATE

Dear REFEREE,

Re: CANDIDATE

Candidate has applied for the position of at St Christopher's School, and has given your name as a referee. I would be most grateful if you could complete the attached reference form and send or email it to me at the school as soon as possible.

It is essential for the safety and welfare of the children in our care that we obtain as much information as possible about potential employees and Government guidance on recruitment in schools requires me to ask you a number of detailed questions relating to Candidate's suitability for the job and for working with children.

I enclose a copy of the Job Description and Person Specification for the position. I shall be grateful for your views on [Candidate's] suitability for the post. Please indicate your knowledge of her qualifications and ability to carry out the duties specified in the job description and how s/he meets the requirements of the person specification.

I would request that you are as detailed as possible and to ensure that the reference does not contain any material misstatement or omission. You should be aware that the factual content of the reference may be discussed with [Candidate]. Please feel free to add any additional information that is relevant to this position, on a separate sheet of paper.

As part of the School's commitment to safeguarding and promoting the welfare of children, I also need to ask you to provide me with information relating to [Candidate's] disciplinary record and any allegations that have been made against her relating to the safeguarding of children.

I will be in touch by phone to verbally confirm the reference should the candidate be successful.

Thank you very much for your help and assistance in this matter and I look forward to hearing from you.

Yours sincerely,

HR and Compliance Officer

APPENDIX D: Reference Request Form

Reference Request: Teaching Staff (Post-Offer of Employment)

Name of Applicant:

Name of Referee:

Post applied for:

If you are a representative of the Applicant's current or previous employer please complete both Part A and Part B below. If you are giving a reference in any other capacity, please complete only Part B. If necessary, please include further details on a separate sheet.

Part A		
What is the name of your organisation?		
What position do you hold? If you are not the Head, please ensure that this reference is countersigned by the Head		
How long have you worked/ did you work with the Applicant?		
Please confirm the Applicant's role and / or duties.		
Please confirm the Applicant's dates of employment.	Employment commenced:	Employment ended:
If the Applicant has ceased employment with you, please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances		
Please confirm the Applicant's current salary (or their salary on termination)		

St Christopher's School – Recruitment Policy – February 2023

Part A					
Please rate the Applicant against the following criteria: (please continue on separate sheet if required)					
	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					
Attendance					
Reliability					
Working relationships with other staff					
Planning / preparation for lessons					
Classroom management					
Marking and feedback					
Commitment to school events					
Extra-curricular involvement					
Subject knowledge	Main subject				
	Secondary subject				
Was / is the Applicant? (Please tick relevant posts)	Curriculum Co-ordinator <input type="checkbox"/> Form Tutor <input type="checkbox"/> Head of Department <input type="checkbox"/> Head of Year <input type="checkbox"/> Other: (please specify)				
Please confirm the number of days' sickness absence the Applicant took during the final 12 months of their employment.					

St Christopher's School – Recruitment Policy – February 2023

Part A		
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.		
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings except for those allegations which were found to be false, unsubstantiated or malicious.		
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people except for those allegations which were found to be false, unsubstantiated or malicious.		
With reference to the attached job description and person specification, are you satisfied that the Applicant has the ability and is suitable to undertake this role?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, please give specific reasons for your concerns.		
Are you completely satisfied that the Applicant is suitable to work with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If, not please give specific reasons for your concerns.		

Part A		
<p>Are you satisfied, to the best of your knowledge, that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If, not, please give specific reasons for your concerns.</p>		
<p>To the best of your knowledge, has the Applicant ever been referred to, or are they the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, please provide details.</p>		
<p>To the best of your knowledge, has the Applicant ever been referred to the Department for Education, or are they the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, please provide details.</p>		

St Christopher's School – Recruitment Policy – February 2023

Part A		
To the best of your knowledge, has the Applicant ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

Please continue to part B

Part B		
What is your relationship to the Applicant?		
How long have you known the Applicant?		
Based on your knowledge and experience of the Applicant, do you believe that he / she is suitable for the post applied for (as described in the job description and person specification)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he / she is unsuitable to work with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please include any other information which you consider may be relevant to the Applicant's application?		

Signed	
Name and position	
Dated	
Counter signature (where relevant)	
Name and position	
Dated	

Please return this form to:
hr@stchristophers.london

APPENDIX E: Induction Procedures for all staff

FIRST DAY AT WORK: CHECKLIST		
NAME:		SEEN:
DATE:		
Safeguarding reporting DSL	<ul style="list-style-type: none"> • <i>Emily Poster– DSL</i> • <i>I have read the Child Protection and Safeguarding Policy</i> 	
Signing in and out		
Emergency Procedure		
Fire Exits and exit route diagram including route to take if main route blocked	<i>On or adjacent to back of relevant classroom door</i>	
Fire alarm call points and extinguishers	Located on each floor/landing, clearly labelled.	
Fire or Emergency Procedure	To be supplied on first day at work (attached)	
Fire assembly point	<i>Netball Court</i>	
Medical Procedure		
First Aid point	<i>School Office</i>	
Yellow slip and break duties	<i>In each classroom, School Office and with Playground Supervisors</i>	
Nearest First Aider	Office: <i>School Welfare Co-ordinator; for other first aiders PLEASE SEE LIST IN SCHOOL OFFICE & STAFFROOM</i>	
Accident Report Book	<i>School Office</i>	
Medical details & other issues with Girls	<i>Ask School Welfare Co-ordinator for details of girls' issues or medical conditions</i>	
New staff member medical issues	<i>Report any allergies and/or medical conditions to the School Welfare Co-ordinator</i>	
Welfare facilities: Toilets / Staff room / Kitchen / Lunch		
Hot water tap in staff room, health & safety hazard		
Health & Safety Law poster	<i>Staff Room wall and School Office wall</i>	
Staff Handbook	<i>Staff Room</i>	
Computer Log on/ iSAMS / Registers		
TO EXIT MAIN GATE: Please use the intercom.		

St Christopher's School – Recruitment Policy – February 2023

ID seen by School Office/HR What form of photo ID seen & number:	
If DBS shown, certificate no. & issue date:	

I have been shown the locations/items listed above and I have read the attached instructions for fire/emergencies at St Christopher's School and will make sure that I am familiar with the fire route and procedure for the class that I have been asked to teach.

Signature

Date

APPENDIX F: Self-Declaration Disqualification from Working with Children for all staff

Regulations require the school to ask all staff managing or working in a setting with pupils age 8 or under to sign the following declaration.

SELF-DECLARATION REGARDING DISQUALIFICATION

I declare that I am not disqualified from working with children and confirm the following:

- (i) I have not been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;**
- (ii) There are no orders against me relating to the care of children;**
- (iii) I have not had my registration cancelled in relation to childcare, children's homes and I have not been disqualified from private fostering**

NAME (in block capitals) _____

Signed _____

Date _____

If your status changes within the year for any of the above 3 categories it is your responsibility to inform the School of the change/s.

The school is reminded that we may not employ people who fall into any one of the above 3 categories; however, staff may apply to Ofsted for a waiver, but not work until the waiver is confirmed.

For further details see:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>