



RECRUITMENT POLICY

Review date: March 2026

Next review date: March 2027

Staff responsible: Sarah Hague (Headteacher) and Alexander Richardson (Bursar)

Chair of Directors: Ben Whitchurch

This policy should be read in conjunction with the following St George's policies:

- Safeguarding Policy
- Child Protection Policy

Rights Respecting School Statement

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 3:** Best interests of the child
- **Article 19:** Protection from harm
- **Article 34:** Protection from sexual abuse
- **Article 36:** Protection from all other forms of exploitation

INTRODUCTION

The following statement will appear on all recruitment materials to include; the school website, recruitment websites, advertisements and job descriptions.

St George's is committed to safeguarding and promoting the welfare of children and young people, in line with *Keeping Children Safe in Education*. All staff and volunteers are expected to share this commitment and follow our safeguarding procedures. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

This Safer Recruitment policy provides one such safeguard. It sets clear guidance in respect of the recruitment and selection process for people who will work at St George's Preparatory School. This will help deter, reject or identify people who are unsuitable to work with children. This policy complies with [Keeping Children Safe in Education 2025](#) and the [Government of Jersey safer recruitment guidance](#) and supports compliance with the [DfE British Schools Overseas Standards](#), which ISI evaluates using the [ISI BSO Inspection Handbook](#).



PURPOSE

The purpose and aims of this policy are to

- Clearly identify the responsibilities of all those involved in the recruitment process
- Provide best practice guidance to safeguard children, through a robust and safer recruitment and selection process

WHO THIS POLICY APPLIES TO

This policy applies to all employees of St George's Preparatory School on permanent and non-permanent contracts of employment who work with children.

This policy also extends to include:

- Voluntary staff or those working under contracts where there is no implied contract of employment
- Employees engaged on zero hours agreements
- Employees who work for the School through a contract on an interim, locum, self-employed, or agency basis

This policy applies to the recruitment of all persons who will work with children. While its application is not limited to such persons, it is intended to apply to those persons who are recruited to carry out the types of work that may amount to regulated activity as currently defined by the "Keeping Children Safe in Education" and "Working Together to Safeguard Children".

In relation to children, regulated activities include those that involve regular, unsupervised contact with children such as teaching or caring for children.

ROLES AND RESPONSIBILITIES

Job applicants, volunteers and existing employees are responsible for:

- Providing complete and truthful information on job application documentation, ensuring relevant information is not withheld
- Supporting the employment clearance process by providing requested documentation in a timely manner
- Complying with the requirements to complete a renewal DBS check after a three-year period or earlier if requested by St Georges
- Ensuring that they disclose any cautions or convictions that are received during their employment. This information should be disclosed to the Headteacher or Bursar.



Recruiting managers are responsible for ensuring that:

- They have undergone safer recruitment training
- They complete a thorough risk assessment in the exceptional circumstances where a person working with children commences employment without all employment clearances being obtained
- In the above exceptional circumstances, ensuring that the employee is not allowed direct unsupervised contact with children
- Posts working with children are identified before the recruitment process begins
- All recruitment documentation and practices adhere to the guidelines in this policy
- Employees who work for St George's through a contract for services on an interim, locum, self-employed, zero hours or agency basis and voluntary staff or any other basis have been and shall be subject to safer recruitment procedures and are compliant with this policy.

Interview panel members are responsible for ensuring that:

- All recruitment practices adhere to the guidelines in this policy
- At least one panel member holds a current safer-recruitment training (renewed every 3 years or in line with current guidance).

Recruiting personnel are responsible for ensuring that:

- This policy is implemented effectively.

SAFER RECRUITMENT POLICY PROVISIONS

Recruitment and Selection Guidance

Preparing for the Recruitment and Selection Process

- Job advertisements will include a statement on the school's commitment to safeguarding and promoting the welfare of children and state the need for the successful applicant to undertake a DBS clearance where applicable.
- Job descriptions will clearly state all or any responsibility for contact with children and the person specification should include criteria relating to safeguarding.
- Information about the organisations policies and procedures surrounding safeguarding will be available to all applicants.

The Application Form

- A standard application form must be completed and CVs will not be accepted in its place. Incomplete application forms will not be accepted and will be returned to the applicant for completion.

Shortlisting

- The panel will review all application forms and assess them against the requirements outlined in the job specification.
- Any gaps, inconsistencies, or areas of concern identified during this review will be noted for further consideration.



- As part of due diligence, the panel may carry out online searches on short-listed applicants.
- Online searches may also be conducted to help identify any information that could be relevant to the applicant's suitability for the role.

The Interview

- The selection process will always include a face-to-face interview with at least two people forming the interview panel to always include a member of SLT. The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children.
- The panel will agree the structure of the interview in advance and determine which members will ask each category of questions.
- Prior to the interview, the panel will prepare a set of core interview questions and note any additional questions arising from the candidate's application or references.
- During the interview, the panel will record candidates' responses in full so these can be reviewed and referred to during post-interview discussions.
- In addition to the formal interview, the school may consider using a range of selection methods, such as written tasks, group activities to observe teamwork, presentations, role-play exercises, or carefully supervised activities with children to gain a broader understanding of each candidate's suitability.
- Original copies of candidate's identity and educational or professional qualifications will be checked thoroughly at the interview stage.
- In addition to assessing candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

Vetting and Checking Guidance

Offer of employment

Once the interview panel has made its decision about the preferred candidate, a conditional offer of appointment to the successful candidate will be made, subject to the satisfactory completion of the employment and vetting checks.

Employment and vetting checks are a necessary requirement of the recruitment and selection process in order to ensure effective safeguarding in recruitment.

All checks completed must be:

- Confirmed in writing;
- Documented and retained on the personal file (subject to any data protection restriction); and
- Followed up where they are unsatisfactory, or where there are discrepancies in the information provided.
- Recorded on the school's Single Central record

Candidates will be asked to complete a self-declaration form for all management, leadership and governance roles.

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



A single central record (SCR) will be kept by St George's and vetting checks undertaken to include dates and whether results were positive or satisfactory but not to include any specific details of offences.

Identity Checks

Identity checks must be completed for all positions working with children so that the school can be sure that the person is who he or she claims to be.

For Employees provided by a third party, identity checks must be completed to include photographic identity check and obtaining evidence of address.

Identity concerns may not justify not appointing an applicant. Identity concerns may be unrelated to safeguarding and may have happened many years ago. These will be explored with the applicant and properly risk assessed and a risk assessment kept on file.

Disclosure and Barring Service Checks

All members of staff should have an Enhanced and Barred list DBS check prior to them starting work. Information that is part of a DBS check will be treated as confidential. St George's recognises that it is an offence for DBS information to be passed to anyone who does not need it in the course of their duties. Recruiters should also be aware that the minimum age for applicants to now apply for a DBS check is 16 years. The applicant must be 16 years of age or over at the time of making the application.

Verification of Qualifications

Verification will always be obtained on any qualifications that candidates claim in their application and that are legally required for the job or that the school regards as essential. If there is any doubt about the validity of the qualification, or the awarding body, written confirmation will be obtained directly from the awarding body.

For those applying for professional posts, the qualifications and any professional registrations legally required for the job will be confirmed in the same manner.

Candidates will be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post to interview. For example, original or certified copy certificate, diploma or degree. Where original documents or certified copies cannot be provided, written confirmation of the relevant qualifications must be obtained from the awarding body.

Verification of Candidate's Medical Fitness

All successful candidates must complete a fitness for work declaration and if required, receive medical clearance from the Occupational Health Service before their offer of employment can be confirmed.

Residential Status

In cases where there is a requirement for an applicant to have a particular status, e.g. Entitled to work, evidence of such registration must be obtained.

Reference Checks

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be sought and obtained directly from the referee and not through a third party or the candidate themselves. Where there is any concern or discrepancy in a reference received, a follow up phone call to the referee will take place to



confirm the referee's identity and clarify the contents of the reference received and confirm that the referee is not related to the applicant. A file note will be kept of the discussion and the referee advised of this at the start of the conversation.

All posts are subject to the taking up of references as this is an indispensable tool within the safer recruitment process. In all cases at least two references will be obtained to provide both professional and personal perspectives on the candidate and his/her ability, motivation and aptitude for the post. One reference should be obtained from the most recent line manager and for teachers – from their most recent Headteacher.

Applicants Who Have Lived or Worked Outside Jersey or the UK

Where an applicant has lived or worked overseas, St George's will undertake additional police and background checks, as overseas offences may not appear on a DBS certificate. The school will request:

- Police Certificates / Certificates of Good Conduct from relevant foreign jurisdictions, obtained by the applicant.
- Where these are unavailable, St George's will undertake enhanced reference checks, identity verification, and obtain additional professional references as appropriate.

Where applicable, the school will obtain Jersey Police checks via the appropriate local process to ensure compliance with Jersey safeguarding expectations.

If overseas documents cannot be obtained, a formal written risk assessment will be completed before confirming employment, taking into account the role's risk level, contact with children, and any compensatory safeguarding measures.

Right to work in Jersey

A check will be made of the candidates Residential and Employment Status in line with the Control of Housing and Work (Jersey) Law 2012. In the case of foreign nationals, checks will be made to ensure the candidate has permission to work in Jersey.

Volunteers and Agency Staff

The school will obtain a DBS check in respect of volunteers and agency staff who engage in regulated activity. Some types of voluntary work may not meet the definition of regulated activity, because the work is only carried out occasionally and under appropriate supervision.

Under no circumstances must a volunteer or agency staff member, who has not obtained an appropriate DBS disclosure, be left unsupervised with children.

If volunteers are to be recruited by another organisation, written assurance will be obtained that the person has been recruited and vetted in line with this guidance. Where the DBS check has resulted in disclosed information, a copy of the DBS Disclosure will be obtained and an assessment made before the individual can start work. Checks will be made that the person presenting themselves to work are the same person on whom the checks have been made.

Third Party and Contracted Staff

Where staff are provided by a third-party organisation (e.g., agency, service provider, contractor), St George's will obtain written confirmation that the organisation has completed all required safer recruitment checks, including DBS checks at the appropriate level.



All contractors, visiting professionals, and external staff must present original photographic identification upon arrival at the school. Their identity will be checked against the documentation provided by their employer.

Contractors or visiting workers without confirmed DBS clearance will not be allowed unsupervised access to children. They will remain within sight and sound of a vetted member of staff at all times.

Regular visiting professionals (e.g., peripatetic teachers, therapists, coaches) must complete the registration process, and their details will be added to the school's SCR.

Commencing Employment without all Employment Clearances

In exceptional circumstances where there is an urgent operational need to start a new employee it may be possible to start the employee without having obtained all pre-employment clearances. This should only occur in exceptional cases and only one employment clearance should be pending with all other checks being viewed as satisfactory. The new employee will not be allowed direct unsupervised contact with children.

Reporting Concerns

Any concerns or allegations about staff (including supply, volunteers and contractors) are reported to the DSL managed under the school's Safeguarding Policy, consistent with KCSIE Part 4 and local Jersey protocols.

DATA PROTECTION AND CONFIDENTIAL HANDLING OF VETTING INFORMATION

St George's will ensure that all information relating to recruitment and vetting is handled in accordance with data protection legislation. This includes:

- Secure storage of DBS certificates, references, risk assessments and identity documents.
- Restricted access to this information, limited to staff with a legitimate safeguarding or HR function.
- Non-retention of DBS certificates beyond the permissible retention period; only the required record of checks will be entered on the Single Central Record.
- Confidential treatment of any disclosed information; it will not be shared except where legally required.

All recruitment data will be stored and processed in compliance with the Data Protection (Jersey) Law and the school's own Data Protection Policy.

Review

This policy will be reviewed annually.

Appendix 1 - Safer Recruitment Process Summary (Step-by-Step Workflow)

These stages reflect the safeguarding principles of deterring unsuitable applicants, rejecting unsafe applicants, and preventing unsuitable individuals from working with children.

DETER

Advert & Applicant Information

Safeguarding statement included; role expectations clearly defined.



REJECT

Application Scrutiny

Full employment history reviewed; discrepancies and gaps identified.



Shortlisting & Digital Due Diligence

Shortlisting conducted using objective criteria; online searches completed on all shortlisted applicants.



Interview Process

At least two interviewers; safeguarding-focused questions included; identity and qualification documents checked.



Conditional Offer

Offer made subject to all vetting checks.



PREVENT

Vetting & Pre-Employment Checks

DBS, barred list, identity, right-to-work, qualifications, references, overseas checks (if relevant), medical fitness.



Induction & Probation

Safeguarding induction on day one; probation monitored to ensure suitability and standards of conduct.

Appendix 2 - Glossary of Terms used in this Policy

Term	Meaning
Safer Recruitment	A consistent and thorough recruitment process in order to ensure that people who are unsuitable to work with children are prevented from doing so.
Safeguarding	For children this means protecting them from harm.
Regulated Activity	Work which involves close and unsupervised contact with children. The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which are 'regulated activity'. An enhanced criminal records certificate with a barred list check should be obtained in respect of persons carrying out these activities.
Supervised	Within sight and sound of someone with an appropriate DBS check who is engaged in the same activity.
Certified copy	A copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document.
Strategy Discussion	Discussion with Police and Social Services to consult with parties to protect evidence and take advice on next stages
Standard DBS	Used for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and contains all conviction information, spent and unspent, including cautions reprimands and final warnings.
Enhanced DBS Check	Used for individuals whose work falls within the pre-2012 definition of 'regulated activity'. It contains all conviction information, spent and unspent, and any other non-conviction information considered to be relevant by the police or other Government bodies.
Enhanced DBS Check and Barred List	Used for individuals whose work is as defined by the current legal definition of regulated activity. It will include all information of an enhanced DBS check and in addition include a check of the S=DBS barred list for children or adults or both depending on the position.