



**ST. JOHN CHRYSOSTOM FEDERATION**

## ***Safer Recruitment Statement***



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### **Introduction**

SJC Federation is committed to safeguarding and promoting the welfare of children and young people in its Schools. The Federation complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Safer Recruitment**

Job descriptions and persons specifications make reference to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

### **Application Stage**

All applicants are scrutinised to verify identity any academic or vocational qualifications. Professional references are requested using our standard proforma for shortlisted candidates

References must cover a period of the last 5 years of employment. As a minimum one must be from the most recent employer

References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people.

Professional references must be obtained from professional email addresses. The application form requires applicants to complete a disclosure of any criminal convictions.

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

### **Interview**

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history.

Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.



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Proof of right to work in the UK must also be provided at interview.

### **Appointment**

Prior to appointment the following checks will be carried out:

An enhanced Disclosure and Barring Service Certificate (DBS)

An overseas criminal record check will be completed for people who have/worked overseas for 6 months or more in the last 10 years

An online/social media search will be carried out as part of our due diligence (this is carried out by a third party)

Fitness to work declaration will be required prior to appointment to ensure that a candidate has the health and physical capacity for the job (this is carried out by a third party)

Keeping Children Safe in Education declaration

Further identity checks to determine you are who you say you are

Inclusion on our Single Central Record (SCR)

List 99 in some circumstances

Prohibition checks for appropriate applicants

### **Probation**

Probation periods will be outlined in your Statement of Particulars and contract information.

### **Equal Opportunities**

SJC Federation recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. SJC Federation takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. SJC Federation is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.



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## **General Data Protection Regulation**

SJC Federation is committed to ensuring that your privacy is protected. By signing a contract of employment you will agree for SJC Federation, and/or agents appointed by the Trust, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to SJC Federation. A full list of these organisations is available upon request. Further information about how and why we collect your data can be found in the SJC F Federation Privacy Notice.