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'.

To fulfil this responsibility, we operate a rigorous recruitment and selection process designed to deter, identify, and reject unsuitable applicants. Safeguarding is everyone's responsibility, and we are committed to maintaining a strong safeguarding culture.

Safer Recruitment

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

All recruitment advertisements include our safeguarding statement and commitment to child welfare.

At least one member of every interview panel will have successfully completed Safer Recruitment training.

Application Stage

All applications are carefully scrutinised to:

- Verify the applicant's identity
- Confirm academic and vocational qualifications

Professional references are requested for shortlisted candidates using the Federation's standard proforma.

- References will be obtained prior to interview wherever possible
- All gaps in employment must be accounted for
- At least one reference must be from the most recent employer
- References are checked against employment history, including any gaps
- Referees must respond from professional email addresses only

Shortlisted candidates will be required to complete a self-declaration of their criminal history prior to interview.

The application form requires applicants to disclose any relevant criminal convictions.

Shortlisting

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

Interview

Shortlisted candidates will take part in a robust interview and selection process.

- Candidates will be required to explain any discrepancies, anomalies, or gaps in employment
- Candidates will be reminded of their ongoing responsibility to disclose any criminal convictions relevant to a DBS check
- Proof of right to work in the UK must be provided at interview and will be checked in line with Home Office guidance, including digital verification where applicable

Pre-Appointment Checks

Prior to appointment, the following checks will be completed:

- Enhanced DBS check, including a check against the Children's Barred List, where appropriate
- Overseas criminal record check (for individuals who have lived or worked overseas for 6 months or more within the last 10 years)
- Online searches for shortlisted candidates as part of safeguarding due diligence, in line with KCSIE guidance (candidates will be informed that these checks will take place)
- Fitness to work declaration (via a third-party provider)
- Keeping Children Safe in Education declaration
- Verification of identity
- Verification of right to work in the UK
- Inclusion on the Single Central Record (SCR**)**
- Section 128 check (for management positions in academies, where applicable)
- Prohibition from teaching check (for teaching roles)

Probation

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

Equal Opportunities

SJC Federation values diversity and is committed to building a workforce that reflects a wide range of backgrounds and experiences.

We are dedicated to fostering an inclusive culture where all individuals are treated with fairness, dignity, and respect, regardless of their personal characteristics. This commitment extends to employees, applicants, and the wider community.

The Federation actively promotes equality of opportunity, eliminates unlawful discrimination, and encourages positive relationships among all groups.

General Data Protection Regulation

SJC Federation is committed to protecting your privacy and handling your personal data responsibly.

By entering into a contract of employment, you consent to the Federation, and any appointed agents, processing your personal data—including special category data—in accordance with the UK GDPR and the Data Protection Act 2018. This processing is carried out for purposes including:

- Operational management
- Security and safeguarding
- Administrative functions
- Compliance with legal and regulatory obligations

Your data (excluding Equality Monitoring Information) may be shared with partner organisations that provide services to the Federation. A full list of these organisations is available upon request.

Further details about how and why your data is collected and processed can be found in the SJC Federation Privacy Notice.