The Application and Recruitment Process at St John's College School

Application Form

- The School will only accept completed Application Forms from candidates. CVs will not be accepted in substitution.
- All posts in the School involve some degree of responsibility for safeguarding children and this post in consequently exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands or final warnings that are not "protected" in line with current legislation must be declared.
- The successful applicant will be required to obtain an Enhanced Disclosure and Barring Service Certificate.
- The School will seek references on all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview.
- All references will be verified by telephone with all referees.
- 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, your previous employer in this instance will be asked about these 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 he/she may answer 'not applicable' if your duties have not brought you into contact with children or young people.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police and/or the Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and will explore your skills and experience as well as your suitability to work with children.
- All candidates invited to interview must bring original documentation confirming any **educational or professional qualifications** that are necessary or relevant for the post. Where originals or certified copes are not available, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
    - **A passport**
    - **A current driving licence** or a birth certificate
    - **A utility bill or financial statement** showing your current name and address. This must be less than three months old.
    - **Any evidence of a change of name**, where appropriate

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 of a post will be conditional upon the following:

- Receipt of at least two satisfactory references
- Verification of identity, qualifications and career history
- A check of the Children's Barred List held by the Disclosure and Barring Service, if applicable
- A satisfactory Enhanced DBS Certificate
- Verification of eligibility to work in the UK
- Verification of professional status, such as QTS, NPQH
- For teaching posts, verification of the successful completion of the statutory Induction period (applies to those who obtained QTS after 7 May 1999)
- For teaching posts, a clear check of the DfE's Prohibited Teachers List
- For relevant posts, a completed self-declaration regarding Disqualification from Childcare and Disqualification from Childcare by Association
- For relevant posts, a clear check of the Section 128 Directions list (Prohibition from Management)
- A medical self-declaration of fitness to carry out the required duties.
- For volunteers, a check with the school community that there are no concerns
- Satisfactory completion of the probationary period

WARNING

Where a candidate is:

- Found to be on the Children's Barred List, or the DBS Certificate shows that 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 a serious concern as to his/her suitability to work with children

These facts will be reported to the Police and/or the Disclosure and Barring Service.

No candidate for a **residential post** may take up residence or begin overnight work in the Boarding House before the satisfactory completion of all recruitment checks.

Disclosure and Barring Service
Filtering rules for Criminal Record Check Certificates

In line with current legislation, the following filtering rules now apply to all Disclosure and Barring Service (DBS) checks:

For those aged 18 or over at the time of the offence:
An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- It is the person's only offence, and
- It did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:
The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Please note:

- *The term 'Caution' includes reprimands and warnings.*
- *A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences, whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes.*

Source: DBS Filtering Rules for Criminal Record Check Certificates, v 2.2

Policy on Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St John's College School (SJCS) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

SJCS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

SJCS can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

SJCS can only ask an individual about convictions and cautions that are not protected.

SJCS is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

SJCS actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

SJCS ensures that all those in SJCS who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. SJCS also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, SJCS ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

SJCS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Disclosure and Barring Service Checks – Policy on Information Handling

General principles
As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, St John's College School complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access
Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling
In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage
Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention
Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.
Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal
Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).
We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an umbrella body
Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.
We will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.