



ST. JULIAN'S  
SCHOOL

# Safer Recruitment Policy

Created June 2021

## 1. Introduction

St Julian's emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school [Child Protection & Safeguarding Policy](#). Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. The steps of the recruitment and selection process are detailed in the accompanying *Safer Recruitment and Selection Procedures*.

## 2. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements towards the safeguarding of children in the school. This policy covers the recruitment and selection process from the planning and advertising of vacancies through to the appointment and induction of successful candidates. It is intended as a guide for all staff involved in the recruitment and selection process.

## 3. Roles and Responsibilities

The Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff. The Head of School, Bursar and members of staff involved in recruitment have the responsibility:

- To ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out prior to formally appointing;
- To promote the welfare of children and young people at every stage of the recruitment process.

## 4. Appropriate screening prior to appointing and continued commitment to safeguarding

St Julian's School's commitment to safeguarding and safe recruitment is evident in all stages of the recruitment process and regularly thereafter, as follows:

- **Advertising of vacancy:** all job adverts published by St Julian's School clearly state "St Julian's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all offers of employment are subject to a criminal record check (DBS or equivalent)."

- **Assessment of application and candidate shortlisting:** references are sought from candidates' current or most recent employers, using forms approved by the selection panel which include a section on Child Protection and Staff Disciplinary Record. On receipt of references the information provided is checked for accuracy against the information that has been provided by the candidate on their application form and any gaps in employment history will be verified.
- **Employment agreement:** all offers of employment are subject to a criminal record check (DBS or equivalent), prior to the employment agreement being signed by both parties.

### **Continued commitment to safeguarding:**

The submission of valid and current criminal record checks, on a yearly basis and at the start of each academic year, is a mandatory requirement for all staff employed by schools / education institutions in Portugal. This mandatory procedure is also applicable to:

- Temporary exam invigilators and cover supervisors
- After-school activities (including Music tuition, Sports clubs) and Summer School coordinators
- Staff in teams of outsourced services contracted by the school (example: catering, accounting, security)
- Staff in teams responsible for campus refurbishment works taking place within the academic year
- Volunteers (ie Parents' Association Team)
- Members of the School's Board of Governors

## 5. Relationship to other policies

### Safeguarding and Child Protection Policy

<b>Date reviewed</b>	<b>Amendment</b>	<b>Approval</b>
June 2021	Revised policy (last revision 2016) - to include information on safeguarding and link to safeguarding policy	Board
June 2024	Next review date	

## 6. Safer Recruitment and Selection Procedures

Note: These procedures must be read in conjunction with St Julian's School's **Safer Recruitment Policy** and detail the stages of the recruitment process for teaching and non-teaching roles at St Julian's School.

## 7. Vacancy, Job Description and Person Specification

Once a vacancy is identified, the Principal, the Head of School and the Human Resources office are involved in the drafting and publication of a job advertisement.

For each vacancy, a Job Description and Person Specification are written, or reviewed and updated as necessary. The ideal start date is identified, and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

## 8. Advertising

Vacancies at St Julian's School are advertised in a variety of media as appropriate: internally to staff (via e-mail), and externally using TES and /or local press, in addition to the school website. St Julian's School may wish to use recruitment agencies as appropriate, particularly for non-teaching or Senior Leadership vacancies.

## 9. Application process

All candidates are required to complete in full a standard application form. We require information on full academic and employment history; suitability for the role, and information on referees to be contacted. All applications are acknowledged by email.

Any connection and any potential conflict of interest between candidate(s) and recruiter(s) must be disclosed to the Head of School or made clear in the application submitted by the candidate, prior to shortlisting. If a member of staff involved in the recruitment and selection process has a close personal or familial relationship with an applicant, they are required to declare this to the Head of School as soon as they are aware of the candidate's application.

## 10. References

A minimum of two references (one of which completed by the candidate's current or most recent Principal / Head / Line Manager - Headteacher is essential for all teaching positions) are taken up as soon as authorised by the longlisted candidate, using reference forms approved by the selection panel which will include a section on Safeguarding. On receipt of references the information provided is checked for accuracy against the information that has been provided by the candidate on their application form.

## 11. Interviews

After the selection panels have reviewed the references received, a shortlist is produced. Shortlisted candidates are contacted via e-mail and invited to interview; in cases where candidates are asked to complete tasks in advance of the interview, instructions are sent in advance and simultaneously to all short-listed candidates. Interviews are held in person whenever possible, or remotely via video-call.

Interview panels will be as follows:

- **Teaching positions:** Head of School and/or the relevant Principal
- **Non-teaching leadership / middle-management positions:** Head of School/Principal and/or Bursar

- **Other non-teaching positions:** Bursar and the relevant manager
- **Section secretary roles:** relevant section Principal and one additional member of staff (Extended Leadership Team).

## 12. Appointment

Once a suitable candidate is identified following the interview process, a letter of offer is sent by the selection panel to the candidate. The letter of offer will clearly state that the offer is subject to appropriate reference and safeguarding checks (please see item 14) and also the:

- Job title / position
- Contract start date
- Duration of the contract
- Remuneration and benefits
- Induction and relocation information for candidates relocating from abroad.
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## 13. HR (personnel) file

This file will contain the application, references, interview notes, letter of offer and subsequently the employment agreement.

## 14. Employment agreement and safeguarding checks

An employment agreement, in English or in Portuguese, will be drafted following the submission of valid and current criminal record checks by the candidate, and signed by both parties (candidate and the Head of School).

In addition to the criminal record checks provided individually by the candidate, issued by the relevant authorities in the country(ies) of employment of said candidate, St Julian's School also requests candidates relocating to Portugal from abroad to produce an [ICPC \(International Child Protection Certificate\)](#). The expectation that a teacher with international experience, if offered a job at St Julian's, is expected to procure an ICPC is clearly stated as a mandatory requirement for an employment agreement to be formalised, and will be made clear in the job advert and in the offer letter outlining the terms and conditions. Failure to fulfil this requirement would result in the school not selecting the candidate.

If a candidate has been working for several successive employers in countries outside of which the ACPO has negotiated formal agreements, we reserve the right to seek guidance from the ACPO regarding the most suitable way of completing advanced checks.

Furthermore, and applicable only to staff with UK teacher training and / or teaching experience, a Prohibition Order Check is also procured by St Julian's School, in compliance with applicable data protection legislation. Upon receipt of the above-mentioned verifications and documents, and there being no concerns identified, the school will proceed with issuing the employment agreement. The expectation that a teacher with UK teacher training and / or teaching experience, if offered a job at St

Julian's, is expected to authorise St Julian's School to request a prohibition order check on their behalf, with explicit consent from the individual, is clearly stated as a mandatory requirement for an employment agreement to be formalised, and will be made clear in the job advert and in the offer letter outlining the terms and conditions. Failure to fulfil this requirement would result in the school not selecting the candidate.

## 15. Induction and relocation - applicable to staff relocating from abroad

After the employment agreement has been signed by both parties, St Julian's School will inform newly appointed staff about the dates, details and purpose of the induction and relocation support provided by the school. In advance of the relocation and contract start date, the school ensures that there is regular and responsible communication between the institution (HR, Senior and Middle Leaders, Admissions where applicable) and newly appointed staff.

## 16. Personnel files

Personnel files may only be signed out by the Head of School, the Bursar and the HR manager. If required by a Principal, the HR manager must ensure that personnel files are delivered by hand to the Principal in question. Likewise, the Principal is responsible for the confidential return of the file. Personnel files should include the successful candidate's application, signed contract, references in addition to any interview notes.

### **Continued commitment to safeguarding:**

All members of staff sign a proxy document authorising the school's Human Resources Team to procure employees' annual criminal record check (Portuguese 'registo criminal') on their behalf.

In addition to the above, on a yearly basis and at the start of each academic year (or at the start of their employment contract, if later than August), **all staff are expected to:**

- Undergo Safeguarding training (one initial "deep dive" session held at the induction stage, followed by regular "refresh" sessions, delivered by the school's Designated Safeguarding Team).
- **Confirm having read, understood, and accepted** the following **school policies:** Staff Code of Conduct, Staff Concerns (Whistleblowing) Policy, Safeguarding and Child Protection Policy.