

# Immanuel Christian School

## Staff Recruitment Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
JG 19.3.24	
Date of next review	7.9.26

## **Introduction**

As a matter of Christian principle, the school will promote equality of opportunity in its employment policy and practice. However, this is subject at all times to the fact that Immanuel Christian School is designated as a school with a Christian Character pursuant to the Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003. The order was made under SI 2013 No. 2867. This designation permits the School to require all teaching staff to adhere to the Christian faith as set out in the Bible and summarised in the School's Statement of Beliefs.

The governing body has a duty to secure, preserve and develop the character and conduct of the school in line with the school's Objectives and Aims.

As part of this duty and in order to promote the school's activities in Christian education, preference must be given to professionally competent applicants for teaching posts who are committed to the school's Statement of Faith and the practices and doctrines consistent with a godly Christian life. All teaching staff will be expected to behave in a manner that is compatible with the values and moral codes associated with biblically directed Christian living. Applicants for all posts, whether teaching or non-teaching, paid worker or volunteer, will be asked about their willingness and ability to support and promote the Christian ethos of the school.

The principles of this policy apply to any person, volunteer or employee, whether in full, part-time or temporary employment, who acts on behalf of the school.

The school is also committed to the principles of Safer Recruitment and will do all that it can in its recruitment procedures to deter or identify and reject applications from people who might abuse children.

The school keeps a single central register to ensure the suitability of all staff to work with children. The single central register records the date that the following checks were made:

- Identity check
- Barred list check
- Enhanced DBS check
- Prohibition from teaching check
- Prohibition from management check
- Childcare disqualification check
- Overseas applicant checks
- Employment history/background check
- Professional qualifications check
- Right to work in the UK check
- Medical fitness self-declaration
- References

## **The Appointment Procedure (Employees and Contractors)**

The headteacher has a responsibility to advise on staffing levels within the School. It is the responsibility of the Governors to decide the staffing levels required, taking into account such factors as current and future needs of the School and budgetary constraints.

A member of staff or governor who has been on a Safer Recruitment Training Course (to be renewed every five years) will always be involved in the appointment process and present when interviewing candidates for a teaching or non-teaching post.

## **Advertising Vacancies**

Vacancies will be advertised locally through personal contacts, distribution of leaflets, contacts on the school's mailing list or may be advertised nationally through the Christian School's Trust and the Christian press. It will be

ensured that the advertisement makes clear the organisation's commitment to safeguarding and promoting the spiritual, emotional, social, physical and educational welfare of children.

The recruitment process involves:

- Online search
- A letter of application (application form)
- References
- Face-to-face interview
- Identity check
- Qualification check
- Check of previous employment history
- Mandatory check of barred list
- Check of Register of Prohibition from teaching
- Check of Register of Prohibition from Management (section 128 Direction check)
- Right to work in UK
- Medical fitness check
- Disqualification self-certification
- Completion of self-certification questionnaire (attached at Appendix 1)
- Overseas checks if required

Before starting work all staff will be required to undergo an enhanced disclosure from the Disclosure and Barring Service (DBS).

### **Interview Panel**

#### **Appointment of a Headteacher**

The Governors will appoint an interview and selection panel, which must comprise at least two members of the Governing Body, who will make recommendations to the full Governing Body to enable them to make the final decision. Arrangements will be made for all the Governors to meet the candidates before the interview takes place.

#### **Appointment of Other Teaching Staff**

The interview and selection panel will comprise at least one member of the Governing Body and the Headteacher or a representative appointed by the Headteacher.

#### **Appointment of non-teaching Staff**

The interview and selection panel will comprise at least one member of the Governing Body and the Headteacher or a representative appointed by the Headteacher.

Interview panels must include at least one person who has attended a Safer Recruitment Training Course.

### **Interview & Selection Process**

References will be taken up for all candidates selected for interview. The interviewee's ID, qualifications and right to work in the UK will be checked at the interview.

Interviews will be conducted using a suite of competency-based questions.

Candidates will usually be asked to teach a lesson as part of the selection process. The subject of the lesson will be notified to them in advance of the day to allow time for adequate preparation.

### **Self-Certification Questionnaire**

All staff and volunteers will be required to complete the self-certification questionnaire about themselves before commencing work at the school. The questionnaire is attached as Appendix 1 to this Policy.

### **Self-declaration of Criminal Background**

A self-declaration must be completed by all shortlisted candidates. Please see Appendix 2 to this policy.

### **Job Offer**

The successful candidate will receive a written job offer and the post must be accepted in writing.

### **Staff Induction**

All staff will receive an induction briefing from the Head Teacher or Deputy Head Teacher which will include: safeguarding, quality standards, health and safety, confidentiality, staff development, timekeeping, illness and agreement of duties and line management.

### **Paid Staff and Volunteers.**

Immanuel School is genuinely grateful for any volunteer activity either from our parents or from others. We will take steps to ensure the well-being and safety of our volunteers and to maintain the integrity of Immanuel School as a Christian charity. We would expect volunteers to be in sympathy with our ethos and standards of conduct and be aware that, as a volunteer, they represent the work of the school.

The following documents will be taken up for volunteers to confirm their suitability to be working in the school.

- DBS
- Right to work in UK
- Disqualification from profession check
- Disqualification questionnaire
- Medical fitness check
- Two references

Volunteer staff will be expected to conduct themselves as though they were paid employees and Immanuel School will meet all their employment commitments, excepting payment.

### **Visiting Speakers and Professionals**

Visiting speakers, whether invited by staff or pupils, will be supervised at all times by a member of staff. Visiting professionals (e.g. Educational Psychologist) must provide the School with all their DBS and safeguarding certifications. This includes: enhanced DBS check, proof of ID, Qualifications and professional registration and Safeguarding training evidence.

### **Supply Staff and External providers**

The school does not use supply staff.

External providers are occasionally used eg for sporting activities, workshops and PHSE input. The school will obtain written assurance from external providers that appropriate safeguarding checks, including enhanced DBS and barred list checks where required, have been carried out. The school will risk assess the level of supervision required and ensure all providers adhere to the school's safeguarding procedures. External providers are supervised for the duration of their visit by a member of staff.

### **The Single Central Register**

The School will maintain a Single Central Register with details of all governors, members of staff, contractors and volunteers. It will include particulars of all the safeguarding checks made for each individual recorded. All the checks will be made and recorded prior to the date on which the individual commences working at the school.

Where there has been a delay in obtaining a DBS certificate the headteacher will conduct a risk assessment to decide whether any steps can be taken to allow the individual to commence work at the school while certificate is outstanding (e.g. supervision by another member of staff).

Once a term a copy of the Single Central Register will be provided to the governor responsible for safeguarding who will ensure that all the checks for new personnel have been completed and recorded.

The Single Central Register will also be a standing item on each Governor's meeting agenda where all the governors will review and challenge the practice of the school in recruitment.

### **The Legal Framework**

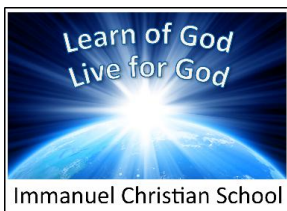
The Governors recognise that this policy relates to a legal framework based on a range of Acts and Regulations, in particular (but not exclusively):

The Independent School Standards Regulations 2014  
The Education Act 1944,  
The School Standards and Framework Act 1998,  
The Employment Equality (Religion or Belief) Regulations 2003,  
The Employment Equality (Sexual Orientation) Regulations 2003,  
The Race Relations (Amendment) Act 2000,  
The Disability Discrimination Act 1995,  
The Race Relations Act 1976,  
The Sex Discrimination Acts 1975 and 1986 and  
The Equal Pay Act 1970.

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Amended and adopted on 31/07/2018.  
Reviewed 25.2.22  
Reviewed 19.3.24  
Reviewed 12.4.26

Appendix 1  
Self-Certification Questionnaire



## Staff Disqualification Declaration

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance “Keeping Children Safe” [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference: <http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through:

1. having certain orders or other restrictions placed upon them
2. having committed certain offences

**You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working at Immanuel Christian School (ICS).**

If you fail to complete and return this form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers (where required to sign), may mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED. Reference:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcareproviders>.

Support will be provided with this process.

Section 1 – Orders or Other Restrictions	Please circle one option
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made</a>	YES / NO
Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
Are you prohibited from Teaching?	YES / NO
Section 2 – Specified and Statutory Offences	Please circle one option
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	
• Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO

<ul style="list-style-type: none"> <li>Any violent* or sexual offence against an adult? * a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH.</li> </ul>		YES / NO	
<ul style="list-style-type: none"> <li>Any offence under the Sexual Offences Act?</li> </ul>		YES / NO	
Any other relevant offence? For details, please refer to these links below: <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made</a> <a href="http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made</a>		YES / NO	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO	
<b>Section 3 – Provision of Information</b>			
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant court(s) or body(ies)			
You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions / convictions a Certificate may be provided.			
<b>Section 4 – Declaration</b>			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
<ul style="list-style-type: none"> <li>I understand my responsibilities to safeguard children.</li> </ul>			
<ul style="list-style-type: none"> <li>I understand that I must notify the ICS Headteacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children.</li> </ul>			
<b>Signed</b>			
<b>Print Name</b>		<b>Date</b>	

## Appendix 2

## Self-declaration of Criminal Background

Please tick the answer applicable to you and provide further information if prompted.

<b>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
<b>Do you have any other adult cautions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2020?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details here:	
<b>Are you included on the DBS children's barred list?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
<b>Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
<b>[Management positions only] Have you been prohibited from management of an independent school (section 128 direction)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>
If yes, please provide details here:	
<b>Have you ever been known to the police or any children's services as being a risk or potential risk to children?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please provide details here:

**Have you been formally charged with any other offence in a country outside the UK which has not yet been disposed of?**

Yes  No

If yes, please provide details here:

**Applicants for posts in early years only. Have you been convicted of committing, or received a caution, reprimand or warning for any offences set out under The Disqualification under the Childcare Act 2006 Regulations 2018? If yes, please contact us for more information on the Regulations.**

Yes  No

**Please read and complete the following declaration:**

I declare that all the information I have provided above is accurate to the best of my knowledge at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I agree to inform the school within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children.

I understand that any relevant information I disclose may be shared with the recruitment panel in order to discuss the matter(s) with me at the interview.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within six months of your application.