



Safer Recruitment Statement

Introduction

Thomas Johnson Lower School is committed to safeguarding and promoting the welfare of children and young people. The School 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 and academic or vocational qualifications. Professional references are requested and are checked prior to interview. As a minimum these should be from the two most recent employers. 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. 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 and 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. Proof of right to work in the UK must also be provided at interview.

Appointment

The following pre-employment compliance checks will be made for all new employees:-

A Enhanced Disclosure and Barring Service Certificate (DBS)

A Fitness to work declaration

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

Inclusion on our Single Central Record (SCR)

All adults who work in our school (whether staff, governors, volunteers, contractors or students) will be added to our Single Central Record. Information recorded will always include the DBS check number and date, but may also include date of birth, home address, right to work in UK, barred list, and training record depending on the adult's job role and the need for the school to hold such information. In the case of any risks being identified on the DBS, the Designated Safeguarding Lead will carry out a risk assessment prior to the person working in the school. SCR records will be removed when the adult is no longer employed, or working with, the school.

Probation

All new staff will be subject to the TJLS probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitoring and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

TJLS recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TJLS 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. TJLS is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

TJLS is committed to ensuring that your privacy is protected. By signing a contract of employment you will agree for TJLS, and/or agents appointed by the School, 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 TJLS. Further information about how and why we collect your data can be found in the TJLS Privacy Notice.