



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

## POLICY ON THE SAFER RECRUITMENT OF STAFF

*Reviewed June 2016*

### **Introduction**

St. Paul's School is committed to ensuring that those who take up appointments or who work in and with the school do not pose a risk to the children in its care.

### **General principles**

This policy applies to all adults who are applying for posts that bring them into regular contact with the children.

### **Disclosure information (police checks)**

The school follows relevant good practice given in the UK Government's Department for Education document, [Keeping Children Safe in Education \(2015\)](#) and in the document produced by the Secretary of Education for São Paulo State, [Normas Gerais de Conduta Escolar: sistema de proteção escolar \(2009\)](#).

Given the absolute priority ensured by article 227 of the Brazilian Constitution to the protection of children, St. Paul's School will apply for and review the past criminal records of any applicant for positions within the School as soon as possible in the recruitment process. These checks are carried out by the Personnel Department and maybe outsourced to the school's legal advisors.

The school carries out the following checks on all staff that come into regular contact with children:

- **Certidão de Antecedentes Criminais**

A certificate to show the non-existence of a criminal record at federal level can be obtained from the Federal Police. The database is public and this certificate can be obtained online at <https://servicos.dpf.gov.br/sinic-certidao/emitirCertidao.html> by anyone by filling in the online form with the following data: full name, name of parents, nationality, place and date of birth, passport, CPF and RG/RNE.

- **Atestado de Antecedentes Criminais**

A certificate to show the non-existence of a criminal record at a state level . The database is public and the certificate can be obtained from the Secretary of Public Security [www.ssp.sp.gov.br/servicos/atestado.aspx](http://www.ssp.sp.gov.br/servicos/atestado.aspx) by any Brazilian person with an

ID ('RG') issued in São Paulo. The website will require with the following information: name, name of parents, date of birth and RG/RNE. This certificate is not available online for foreigners and those Brazilians with an RG issued in a state other than Sao Paulo.

If necessary, the school can also apply for:

- **Certidão de Processos Criminais**

This is a certificate of pending criminal cases issued by the criminal courts. The database is public and this certificate may be obtained personally at the criminal court by any person, provided the name, name of parents, date of birth and RG of the considered person is provided at the moment of request.

Applications from candidates will only be considered when they have completed an official school application form.

Two references will be sought for each applicant.

Any gaps in a candidate's employment history will be followed up either at interview or prior to the interview by the Personnel Manager.

Applicants will be asked to provide information regarding any periods of overseas residence so that a decision can be made as to whether any overseas police checks or additional references are required. The school will use the guidance document [\*Applying for Criminal Records checks for someone from overseas \(2015\)\*](#) published by the UK Government. There is no mandatory period of time spent overseas which require additional checks to be completed. The Personnel Manager will assess each applicant individually although the school will usually undertake an overseas criminal records check/request a certificate of good conduct if a candidate has resided overseas for a period of 3 months, or longer, in the 5 years prior to applying for a position at the School (paragraphs 232 – 236 of the UK's Independent School's Inspectorate Handbook (2016)).

For applicants who have lived or worked in the UK, the school will use the Disclosure and Barring Service (DBS) to access criminal record checks. In addition for anyone applying for a visa through the Brazilian Consulate in the UK they will be asked to also obtain an International Child Protection Certificate (ICPC).

St. Paul's School will consider applications from ex-offenders for certain positions. Having a criminal record will not necessarily bar an individual from working with the school. This will depend on the nature of the position and the circumstances and background of the offences.

The school requires all applicants to provide details of their criminal record at an early stage in the application process. The school will request that this information is given under

separate, confidential cover, addressed to the Head. The school guarantees that this information will only be seen by those who need to see it as part of the recruitment process including a member of the Board of Governors where appropriate.

The school acknowledges the sensitiveness of the information obtained and will be treated in the strictest confidence. We maintain a record of all those to whom disclosures or disclosure information has been revealed.

Disclosure 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, the school will not keep disclosure information for any longer than is necessary.

In the event of any dispute with the subject of the disclosure over the content of the disclosure information, the documents may need to be retained for longer periods than normally necessary, but not longer than six months after resolution of a dispute.

### **Disposal**

Once the retention is no longer necessary, the school will ensure that any disclosure information is immediately destroyed by secure means.

The school will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a disclosure; the name of the subject; the type of disclosure requested; the position for which the disclosure was requested; the unique reference number of the disclosure; the details of the recruitment decision taken; and a record of all those to whom the disclosure has been revealed.

### **Application form and references**

For positions in the school, all applicants are required to complete a standard application form, which includes their employment history, and information need to carry out the checks. Appointments will be subject to receiving two satisfactory references, including at least one who can comment on the applicant's suitability to work with children and one of which will include the most recent employer.

### **Identification and qualifications check**

All originals to prove identity, home address, right to work in Brazil and qualifications are made and recorded in the school's central register.

## **Training**

At least one member of the each recruitment panel will have undertaken safer recruitment training which is renewed every three years. The current training provider is with the National Society for the Prevention of Child Cruelty which is a charity based in the UK.

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## **British Schools Overseas (BSO) Standards**

This policy has been written to meet the requirement of Part 3 of the UK Government's BSO standards regarding the regarding the welfare, health and safety of pupils (3.2).

## **Policy review**

This policy is to be reviewed annually, and any deficiencies or weaknesses in children protection arrangements will be remedied immediately. The Board of Governors will undertake an annual review of the school's safeguarding policies and procedures and of the efficiency with which the related duties have been discharged.

Signed:

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Graham Nye, Chairman

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Louise Simpson, Head

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Date