

Minister for Children and Education

19-21 Broad Street | St Helier
Jersey | JE2 3RR



Deputy Catherine Curtis
Chair, Children, Education and Home Affairs Scrutiny Panel

BY EMAIL

29 August 2023

Dear Chair,

Safe recruitment policy for individuals who work with children

Thank you for your letter of 21st August with questions on the above subject. Please see the answers below and do not hesitate to contact me if you require any further information.

The Panel understand that a Children's Outcomes Executive Committee has been formed to provide a framework for the Government of Jersey's responsibility to children, young people and families. We would be interested to hear whether that Committee is undertaking any work in relation to safe recruitment policy or guidance?

The purpose of the Children's Outcomes Executive Committee is to review and provide oversight of the Children and Young People's Plan. Work to date has focused on reviewing the current Children and Young People's plan. I have enclosed a draft copy of the review for your reference. Work continues with stakeholders and young people to progress a new plan which will be published in the new year.

Please could you provide details about any policies in place, and advise what accompanying information or guidance is available, in relation to safe recruitment and screening practices for any role within the Government of Jersey?

The States Employment Board (SEB) employ persons on behalf of the States and administrations of the States. As such, they are required to issue codes of practice concerning the procedures for recruitment of States' employees.

The government of Jersey has a ['Safe Recruitment'](#) policy and Managers' Guidelines, a copy has been attached to this letter.

The government of Jersey Standards in Public Service are clear about the absolute standards to which public servants are held. The Codes of Practice enshrine consistent and clear expectations of all public servants and the standards expected. The Performance and Accountability Code ensures that disclosures must be made, including external issues such as legal action against them, investigations, convictions, or conflicts of interest.

Our new Policies, Standards and Codes are published on Gov.je.

Enhanced DBS for Working with Children

DBS level is a DBS decision, and so in law, working with vulnerable people (this includes children) requires an enhanced check. Below is a link to the page which explains this along with a part of the Safe Recruitment Policy, which shows that an enhanced DBS would be required. [DBS eligibility guidance - GOV.UK \(www.gov.uk\)](#)

Safer Recruitment Policy: 7.3.14: Employees or Volunteers Changing their Duties

Where an existing employee or volunteer changes their duties, which therefore result in them working with vulnerable people or bring them into regulated activity, a review should take place of all vetting and referencing checks that are required for the new role. An enhanced DBS check, to include a barred list check should be carried out in cases where the employee or volunteer will work in regulated activity.

Please could you share details of any published information or good practice guidance, provided by the Government of Jersey for use by other organisations (to include private businesses and charities) in relation to their responsibilities around safe recruitment and screening practices?

The Jersey Safeguarding Partnership Board provide information and guidance that private businesses and charities can access [Jersey Safeguarding Partnership Board . This is available on Gov.je](#)

With reference to any responses in questions 1 and 2 (above), how often is any relevant Government policy or guidance reviewed and where does responsibility sit for updating this?

Policies and guidance documents are updated in line with the review dates for each policy. This responsibility sits with the Chief People and Transformation Officer, as delegated by States Employment Board.

A review schedule of every three years is standard for policies and procedures. At present, all policies and procedures are being reviewed in line with a new policy framework (adopted in 2022) and the introduction of Connect People, when recruitment systems and processes will change.

The last substantive review of the policy took place in 2017, with the Team Jersey programme reviewing and updating in 2020. In 2022, we introduced new safeguarding checking service (Proteus) and amended the procedure for safeguarding checks at that point. The next review is due by the summer of 2024 with the introduction of Connect People recruitment modules.

If necessary, we can conduct reviews on areas of learning or identified risk from within the organisation raised by those with safeguarding responsibilities.

Please do let me know if you have any follow up questions.

Yours sincerely,



Deputy Inna Gardiner
Minister for Children and Education
D +44 (0)1534 440152