

Our Lady of Victories Catholic Primary School



Recruitment and Selection Policy

We are committed to developing a diverse community of excellence driven by the values of love, forgiveness, trust and acceptance. With Christ at the centre of all learning we will inspire every individual to have the confidence to develop their unique potential and be a responsible, effective member of society. We offer a school that is: safe, creative and exciting. Together we will achieve in God's love.

“Achieving Together In God’s Love”

A Blessed Christopher Wharton Academy Trust School

DOCUMENT CONTROL

Doc Ref:	Version 2017
Document Full Title	Recruitment and Selection Policy
Document Version number	December 2017
Document stored in	Yvonne Sinclair Consultancy
Owned by:	Trust Board
Authorised by:	Academy Council School Governors
Date:	December 2017
Review Date:	September 2018
Circulation:	All Staff and Volunteers All School Governors All Trust Directors On Website



A Blessed Christopher Wharton Academy Trust School

Content:

1. Introduction	p4
2. Safer Recruitment Training	p4
3. Elements of Safer Recruitment	p4
4. Interviews	p5
5. Conditional offer of employment	p5
6. Post-appointment induction	p6
7. Portability and passport of DBS certificates initiated and processed by Trust schools	p6
8. Single Central Register	p7
9. Supply staff	p7
10. Trust Board/Trustees	p7

A Blessed Christopher Wharton Academy Trust School

Introduction

Safeguarding procedures to promote the safety and welfare of its pupils. We aim to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might be of risk to children.

The measures described in this policy are applied in relation to everyone who works at the school including those who may not have direct contact with children as a result of their position. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We aim to comply with safer recruitment best practice as laid down in the Safeguarding Vulnerable Groups Act (2006), School Staffing Regulations, Safeguarding Children and Safer Recruitment in Education (2007), Independent School Standards (2015), Disqualification under Childcare Act 2006 and Keeping Children Safe in Education (2016)

Safer Recruitment Training

We comply with the School Staffing Regulations 2009 by ensuring every appointment panel, for a school-based post, includes a minimum of one member who has been safer recruitment trained.

Elements of Safer Recruitment

We act reasonably in making decisions about the suitability of prospective employees based on checks and evidence in line with Part three: Safer recruitment of Keeping children safe in education September 2016.

Our safer recruitment process begins with where the post is advertised, ensuring that the advertisement highlights our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. Our Lady of Victories Catholic Primary uses the Catholic Education Services application form.

Main elements of the process include:

- Identifying the members of the appointment panel and who are safer recruitment trained;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- ensuring full instructions for the day are issued to shortlisted candidates Inc. request to bring required ID, Right to work in the UK and qualification documentation;
- ensuring at least two people are involved in shortlisting candidates;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidates' life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining written information and history for all shortlisted candidates, including internal ones, preferably before interview. In order to address issues of concern with the referee and taken up with the candidate at interview;
- any lack of requested documentation will be queried by the panel and a decision to interview or not will be agreed;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post. A record will be made of the questions and answers;

A Blessed Christopher Wharton Academy Trust School

- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- verifying that s/he has the health and physical capacity for the job;
- obtaining a DBS enhanced certificate with Barred list check for all staff working in regulated activity. A DBS enhanced certificate (without Barred list check) will be obtained for roles that are not in regulated activity;
- verifying the Right to work in the UK
- Prohibition from teaching check on persons working in teaching work
- further checks on people living or working outside the UK Inc. EEA teacher sanctions and restrictions, Tier 2 immigration checks
- Disqualification by Association check for posts which meet the criteria
- S128 of Education and Skills Act 2008

Interview

The selection process for all staff always includes a face-to-face interview, even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, we will verify the candidate's identity by checking original documents such as ID documents (passport, driving licence) and certificates in line with the identification checks guidelines issued on the Gov.uk website, to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate. A satisfactory certificate, in line with current child protection legislation, must be obtained before, or as soon as practicable after, the person's appointment.

Interview records for unsuccessful candidates will be kept for six months, then securely destroyed. Interview records and documentation for successful candidates, with the exception of below, will be kept on their personnel file and kept until termination of employment plus six years.

Evidence of Right to work in the UK will be kept until termination of employment plus not less than two years. Any copies of the DBS certificate will be kept for no longer than six months.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least three satisfactory references, which will be requested directly from the referee, we will not accept 'to whom it may concern' testimonials. The reference forms include specific questions to verify the suitability of candidates to work with children and to establish whether candidates have had any disciplinary offences relating to children. All references for are verified.
- Verification of the candidate's identity (if that could not be verified at interview);
- Disqualification by association declaration where the role meets the criteria
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of the candidate's medical fitness;

A Blessed Christopher Wharton Academy Trust School

- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Secretary of State Prohibition Orders check on all posts in teaching work, via Teachers Services
- S128 of Education and Skills Act 2008

(**NB** in any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting the welfare of children e.g. Keeping children safe in education September 2016 and Annex's A and C, the Child Protection and Safeguarding Policy, What to do if you're worried a child is being abused, the school Handbook/Code of Conduct, roles and responsibilities of the designated safeguarding lead and required conduct around staff/pupil relationships and communications over social media;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures.

All staff are required to acknowledge receipt and understanding of the above documents.

Portability and passport of DBS certificates initiated and processed by Trust schools

The Trust will allow the portability of DBS certificates initiated and processed by Trust schools to be used and accepted from school to school and for Trust Directors and Trustees. However, the following must be carried out:

- The original disclosure certificate is provided for verification
- The disclosure is at the correct level and relevant for the children's workforce
- Prohibition checks have been carried out to ensure no restriction on employment

A Blessed Christopher Wharton Academy Trust School

The Single Central Record (SCR)

We keep a Single Central Record as described in Keeping children safe in education September 2016. The School Business/Office Manager is responsible for the day to day up keep of the SCR as directed by the Executive Headteacher. The Single Central Record includes all staff, Inc. supply, and teacher trainees on salaried routes. The information recorded is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed and who completed the check:

- an identity check;
- a barred list check (as relevant for those engaged in regulated activity);
- an enhanced DBS check/certificate
- Prohibition from teaching work check;
- Further overseas criminal records checks Inc. EEA teacher sanctions and restrictions
- Home Office Immigration criminal record certificate where appropriate
- a check of professional qualifications;
- a check to establish the person's right to work in the UK
- S128 of Education and Skills Act 2008

Where a member of the staff works across more than one site, details of recruitment checks will be held at the main site of work. Written confirmation should be sent from the main site of work to any other site which the member of staff works, confirming all required checks, including DBS enhanced and barred list check have been carried out. The other sites should record the name of the member of staff on their SCR, noting all checks have been carried out, details of which can be seen at their main site of work.

Supply Staff

- We obtain written notification from any agency, or third-party organisation, that they have carried out the required checks on an individual that the school would otherwise perform. We require to view the original DSB certificate and record the DBS certificate reference number and date for each agency worker on the Single Central Record.
- In addition, we seek to verify the identity of each agency worker that they are the person on whom the checks have been made, upon arrival on site. These checks are recorded on the Single Central Record.

Trust Board/Trustees

The Trust will be responsible for the safer recruitment checks of Board Members and Trustees, details of which will be held at the Trust's offices and recorded on their Single Central Record.

We are committed to reviewing this policy annually.