



St Mary's Catholic Primary School

Safer Recruitment Policy

Approved by FGB: January 2018

Next Review : January 2019

St Mary's is a Catholic Primary School where every child will be encouraged to develop as a unique individual. The Catholic faith underpins all aspects of the child's education. We will strive to be a positive force in the life of the church by creating a community where the principles of the Gospel are evident

St Mary's Catholic Primary School Safer Recruitment Policy

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and Keeping Children Safe in Education

We will ensure that applicants are treated on the basis of their abilities and potential and in accordance with the person specification for the post.

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

Delegation of Appointments and Constitution of Selection Panel

Responsibility for the appointment of all staff in the school lies with the Governing Body, as the employers.

The Governing Body delegates the power to offer employment for support posts to the headteacher in collaboration with the Governing Body. There will be one governor on every selection panel..

The responsibility for the appointment of all teaching staff and teaching assistants will remain with the Governing Body in collaboration with the headteacher.

Selection panels will include a minimum of three people and where possible a majority of Foundation governors. At least one member of the panel will have undertaken Safer Recruitment training.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably

qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

“St Mary’s Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”

“The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”

Information for Applicants

All applicants for teaching and TA posts will be provided with:

- A letter from the Chair of Governors outlining the nature of the school
- A Job Description, outlining the duties of the post, and a Person Specification
- A Catholic Education Service application form (CVs will not be accepted)
- Reference to the Child Protection Policy, Safer Recruitment Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate’s current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. If candidates wish to see and receive copies of their employment references they should request these from their referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Reference requests will ask the referee to confirm, in writing:

- The referee’s relationship to the candidate
- Details of the candidate’s current post and salary
- The candidate’s performance history and conduct
- Whether the candidate has been subject to disciplinary or capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children

- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and an enhanced DBS clearance.

Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. For teaching and TA posts the selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. For other posts discretion may be applied, but at least one reference should be from someone who has known the applicant in a work capacity. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interviews, the selection panel will agree on the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link if necessary).

Candidates invited to interview will receive:

- A letter confirming the interview
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained for successful candidates in their staff file. Under the Data Protection Act, applicants have the right to request access to notes written

about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity which the Headteacher will always check for anomalies and investigate further
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verify professional qualifications (original certificates), as appropriate
- Require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school
- Complete the Health questionnaire
- Complete the Staff Suitability Declaration

All checks will be:

- Documented and retained in the individual staff file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received by the headteacher

Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history

- references – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Health declaration
- Evidence of enhanced DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter, acceptance letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an Induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Adults working with children who are not employed directly by the school

Supply Staff

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

Peripatetic staff

Peripatetic staff will also be subject to the necessary checks and DBS requirements.

Volunteers

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

Students on work experience

Students on work experience will always be supervised.

Contractors

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the school.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

All visitors to the school will wear a Visitor lanyard at all times.

Appendix A

Staff Suitability Declaration

It is a criminal offence for a school to employ anyone to provide childcare in a 'relevant' role who is disqualified i.e. someone who has been cautioned for, or convicted of, one of a number of specified offences or who lives in the same household as someone who has unspent cautions or convictions relating to specified offences (disqualification by association).

Where a staff member is 'disqualified by association', we will contact HR and inform Ofsted (the member of staff may be able to apply to Ofsted for a waiver and while this is being considered, we may redeploy staff away from the relevant age groups or adjust their role, where possible).

This form is to be completed by all new staff when they commence employment in a relevant childcare role AND by all staff when requested.

*Outside school hours does not include school clubs e.g. learning support, choir or sports' teams but does include breakfast clubs or after-school provision.

Name of employee:

Role in school:

I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability.

I confirm that, to the best of my knowledge, I do not live in the same household as an individual who has been barred or disqualified from working with children. I also confirm that, to the best of my knowledge, I do not live in a household which employs someone who is barred or disqualified from working with children.

I will notify the Headteacher immediately if my circumstances change.

Where necessary, I give my permission for you to contact any previous settings, Local Authority staff, the police, the DBS or any medical professionals to share information about my suitability to care for children.

Signed:

Date: