

# St John the Evangelist Catholic Primary School



## Recruitment and Selection Policy

*St. John's is a place where we meet Jesus. Everyone is enabled to fulfil their unique potential and together we celebrate being part of God's creation in all we think, say and do. In our school everyone is respected and cherished and differences are valued. Each member of our community is supported to truly reflect the person of Jesus*

**A Blessed Christopher Wharton Catholic Academy Trust School**

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## **A Blessed Christopher Wharton Catholic Academy Trust School**

### **Introduction**

At St John the Evangelist Catholic Primary School we ensure robust safeguarding procedures to promote the safety and welfare of its pupils are in place. 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), Disqualification under Childcare Act 2006 (as amended) and Keeping Children Safe in Education (2018)

### **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 2018.

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. St John the Evangelist Catholic Primary School 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
- 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, overseas checks
- because staff may be required to work in a position which meets the required criteria. All staff are

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asked to declare if they are disqualified from working with children in accordance with the Disqualification under the Childcare Act 2006 (as amended) for posts which meet the criteria

### 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 two 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 are verified.
- Verification of the candidate's identity (if that could not be verified at interview)
- Disqualification under Childcare Act 2006 (as amended) check
- 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
- 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 TRA

(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
- 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:

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- policies and procedures in relation to safeguarding and promoting the welfare of children e.g. Keeping Children Safe in Education September 2018 and Annex's A, the Child Protection and Safeguarding Policy, What to do if you're worried a child is being abused, the school Handbook/Code of Conduct, School's Behaviour Policy, 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
- other relevant personnel procedures

All staff are required to acknowledge receipt and agree to adhere to the above documents.

### **The Single Central Record (SCR)**

We keep a Single Central Record as described in Keeping Children Safe in Education September 2018. The School Business/Office Manager is responsible for the day to day up keep of the SCR as directed by the senior leadership team. 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
- all other relevant checks

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.

### **Volunteers**

Under no circumstances should a volunteer, in respect of whom no checks have been carried out, be left unsupervised or allowed to work in regulated activity. We will undertake a risk assessment and use our professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so we will consider:

- The nature of the work with children
- What we know about a volunteer, inc. formal and informal information offered by staff, parents and other volunteers
- Whether the volunteer has other employment has other employment or undertakes voluntary activities where referees can advise on suitability
- Whether the role is eligible for an enhanced DBS check

The risk assessment will be recorded on the Single Central Record.

We are committed to reviewing this policy annually.