



SAFER RECRUITMENT POLICY

Version: 2

Name and Designation of Policy Author(s)	Nina Chwastek, Headteacher		Is this a Statutory Document
			Yes
Approved By (Committee / Group)	Full Governing Body		
Date Approved	14/3/2019		
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Date Published	21/3/2019	Is this to be published publicly on the school website?	Yes
Review Date	3 years – Spring 2022		
Target Audience	Parents, Carers, Staff and Governors		
Links to Other Strategies, Policies, Procedures, etc	Safeguarding Policy, Data Protection Policy, Equal Opportunity Policy		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
Dec 2014	1	Finance and Personnel Committee	Initial policy in new format. No previous version.
Jan 2019	2	Nina Chwastek, Headteacher	Changes made in line with legal framework including Keeping Child Safe in Education 2018. Changes include digital footprint, pre-employment checks for candidates living outside UK and recruitment panel responsibilities

Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Lead
This policy is easily accessible on the school website for staff, parents and governors & is in date	100%	Check of the website once each term and annually	Personnel & Staff Welfare	Chair of Committee
Check that Single Central Record is complete for all members of staff	100%	Check annually	Personnel & Staff Welfare	Safeguarding Governor
Check that all recruitment adverts are compliant with Safer Recruitment policy	100%	Check prior to adverts being published	Personnel & Staff Welfare	Chair of Committee
Check that staff selection process complies with Safer Recruitment policy	100%	Check prior to selection process	Personnel & Staff Welfare	Chair of Committee

1. Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do
- We celebrate and nurture the gifts, talents and skills of everyone
- We commit ourselves to grow together in faith, love and service

Within this context this policy calls each of us to respect the abilities, dignity, and particular needs of all our children as well as the adults who journey alongside them.

2. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- Education Act 2002
- Equality Act 2010

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2018) 'Keeping children safe in education'
- DfE (2017) 'Staffing and employment advice for schools'

3. Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout St Catherine's RC Primary School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

St Catherine's RC Primary School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

4. Roles and Responsibilities

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
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.

- Ensuring a member of the board is on the recruitment panel when the candidate is to become a new headteacher.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE 2018.
- Monitoring the school's single central record (SCR), to ensure that the necessary vetting checks for potential employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the school's data protection officer (DPO) reviews this policy and that any recruitment data that is kept is done so in accordance with the Records Management Policy.

The recruitment panel is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the headteacher.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

The Head teacher 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
 - Leading the interview when the candidate is at a lower level than headteacher.

5. Equal opportunities

When recruiting, the school will adhere to its Equal Opportunities and Dignity at Work Policy.

The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

The governing body will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
- Positive action to recruit disabled persons
- Equal opportunities monitoring (which will not form part of the decision-making process)

6. Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“St Catherine’s RC Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”.

All applicants will receive a pack containing the following when applying for a post:

- Job description
- Person specification
- The school’s Safer Recruitment Policy
- The selection procedure for the post
- An application form
- Application forms will be accessible on the school website

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 called for interview.

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

The recruitment panel will be an odd number so decisions and majority votes can be cast.

7. Shortlisting and References

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant’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 procedure.

References will be sought directly from the referee, and where necessary, 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.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Applicant's current post and salary
- Attendance record
- Disciplinary record

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

References will be from a senior member of staff and not a colleague.

8. Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference relating to the role in which the candidate worked with children will be obtained
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns and following these concerns up with referees
- Checking and, where necessary, following up candidates' self-declaration forms.

9. Invitation to Interview

Candidates called to interview will receive:

- Communication via letter/email confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

Candidates who are unsuccessful in their application will be offered the opportunity for feedback.

10. Digital footprints

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to an interview.

This process may include a search for the candidate via Google, Facebook, LinkedIn or other social media platforms.

Any concerns will be addressed during the interview process.

11. The Selection Process

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

Interviews will always be face-to-face, unless there are exceptional circumstances which prevent this being possible (e.g. a candidate living overseas looking to relocate to the UK). In such a situation specific arrangements may be made to ensure that the candidate could be interviewed using an appropriate telecommunications platform.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

Candidates who are unsuccessful during the selection process will be offered the opportunity for feedback.

12. Pre-employment checks

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel 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.

Employment will commence subject to all checks and procedures being satisfactorily completed.

All staff who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

In accordance with Standing Financial Instructions (SFI) the Head teacher is responsible for appointing all teaching and support staff, although Governors may be invited to participate in the selection process as appropriate, particularly for Senior Leadership Appointments.

In accordance with Standing Financial Instructions (SFI) the Governing Body has responsibility for appointing the Head teacher and may be involved in the recruitment of other positions, as appropriate. Members of the Governing Body would be invited to participate in the recruitment of Senior Leadership Roles.

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction, or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

If the school has reason to believe that an individual is barred, it is an offence, under section 9 of Safeguarding Vulnerable Groups Act 2006, for the school to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [webpage](#).

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006.

Volunteers

If volunteers are engaging in regulated activity, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

If a volunteer is not in regulated activity, the school will use their professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Candidates who have lived outside the UK

No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE's [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept, as appropriate.

Trainee/student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

The school will obtain written confirmation from the agency that the checks have been carried out.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that harm;
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence;
- The individual has been removed from working in regulated activity, or would have been removed had they not left.

Contractors

The school will ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity

If a contractor working at a school or college is self-employed, the school or college 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.

The school will always check the identity of contractors and their staff on arrival at the school or college.

Children staying with host families

The school may make arrangements for a child to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related; in these circumstances, the LA will be consulted.

Governors

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

13. Successful Candidates

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

14. After the pre-appointment checks

Once the pre-employment checks have been completed, the recruitment panel will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

15. Single Central Record (SCR)

The school will maintain and regularly update our SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

The bullet points below set out the minimum information that must be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check

- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

For supply staff, the school will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

16. Safer recruitment training

At least one member of the recruitment panel will have completed formal safer recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every five years.