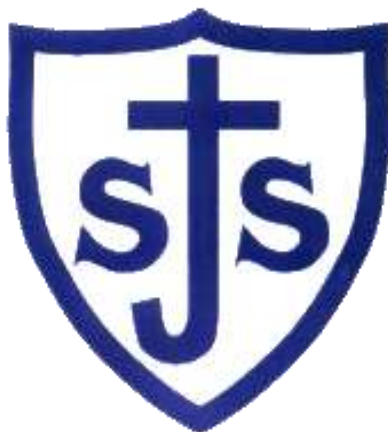


**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
CRAYFORD**



SAFER RECRUITMENT POLICY

Learning and growing together with Christ

Updated:	Autumn 2023
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Approved by:	Staffing Committee

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1. INTRODUCTION

- 1.1. This policy provides the approach to recruitment and selection of staff and volunteers in St Joseph's.
- 1.2. Recruitment and selection in the school will focus on safeguarding children by reducing the risk of harm through the employment of suitable, appropriately screened, and vetted individuals.
- 1.3. This policy directly endorses the [Keeping Children Safe in Education](#) statutory guidance.
- 1.4. This policy is designed to ensure robust checks are undertaken for all appointments, enabling the school to make informed and fair decisions about an applicant's suitability.
- 1.5. The Governing Body is the employer of the staff in St Joseph's and has overall responsibility for staffing matters including recruitment.
- 1.6. St Joseph's actively promotes equal opportunities, aims to eliminate discrimination, promote positive attitudes to disabled people and take account of disabilities in any staffing dealings, including recruitment.
- 1.7. The school collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. The School's Privacy Notice is available on the school website.

2. POLICY STATEMENT

- 2.1. St Joseph's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 2.2. The school aims to ensure that recruitment effectively and efficiently supports the provision of high-quality education. The School's objective in carrying out recruitment is to fill vacancies with people of the highest quality, drawn from the widest possible 'talent pool', cost effectively and without undue delay, whilst adhering to principles of fairness and equality.
- 2.3. The school aims to ensure that every applicant, whether internal or external, is treated fairly throughout the recruitment process and that they are assessed against selection criteria which relate **only** to the requirements of the post. Selection criteria must comply with the Equality Act 2010 and relevant codes of practice. A robust and clear recruitment and selection process will give all applicants a fair opportunity to be considered for the post, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, or sexual orientation.
- 2.4. In adopting this policy St Joseph's is committed to:
 - Developing and promoting the school.
 - Appointing on merit.
 - Being open and transparent.
 - Valuing all individuals involved in the recruitment process.
 - Valuing existing staff and helping them realise their potential.
 - Giving appropriate and proper consideration to all applicants.
 - Working towards developing a workforce that in its diversity can provide an appropriate and professional education.
 - Actively engaging with under-represented sectors of the community where possible.
 - Using flexible working arrangements, where appropriate, to encourage a diversity of applicants.

- Ensuring that assessment techniques and tests are free from any bias that might unlawfully discriminate.
- Giving consideration to making reasonable adjustments at all stages of the recruitment process for applicants with a disability.

3. KEY LEGISLATION AND STATUTORY GUIDANCE

3.1. This Policy is underpinned by:

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Children Act 1989
- Employment Rights Act 1996 (as amended)
- Freedom of Information Act 2000
- Employment Act 2002
- Fixed Term Employee Regulations 2002
- Part-time Workers Regulations 2000 (Amendment) 2002
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- The School Staffing (England) Regulations 2009 (as amended)
- Equality Act 2010
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 Amendment England and Wales Order 2013
- Immigration Act 2016, Part 7 – *English Language Fluency Duty*
- Data Protection Act 2018
- UK General Data Protection Regulation (GDPR)
- Working Together to Safeguard Children July 2018
- Keeping Children Safe in Education September 2023

4. SELECTION PANEL

- 4.1. The Governing Body has overall responsibility for all staff appointments in St Joseph's. The Governing Body may delegate these responsibilities to the Headteacher, or a group of governors.
- 4.2. The Headteacher will normally be expected to lead in determining staff appointments outside the leadership group. Therefore, other than in exceptional circumstances the Governing Body will delegate the responsibility for these matters to the Headteacher.
- 4.3. Prior to the selection process beginning, a selection panel of at least two people will be identified. The same people will, where possible, conduct the whole recruitment and selection process.
- 4.4. Where recruitment and selection is undertaken for the post of Headteacher or Deputy Headteacher, the Governing Board will appoint a selection panel, consisting of at least three of its members, other than a governor who is also a member of staff.
- 4.5. Where recruitment and selection is undertaken for the two most senior leaders of the School senior leadership team, the Religion Subject Leader, or School Chaplains, the Diocesan Director (or his or her representative) will also be invited to sit on the selection panel.
- 4.6. The majority of the members of the selection panel will have undertaken safer recruitment training, in line with the most recent [Keeping Children Safe In Education](#) statutory guidance.

- 4.7. It will be checked that the selection panel members are not related to or have a close personal relationship with any candidate. Any members of the selection panel who are personally related to or have a close connection with any job applicant must formally declare this as a pecuniary/non-pecuniary interest and remove themselves from the recruitment process or any elements of the process where the conflict might arise.

5. ANALYSIS OF POST REQUIREMENT

- 5.1. When a post becomes vacant, an analysis will be undertaken to establish whether the vacancy needs to be filled. If it does, the requirements of the post will be reviewed. This will include the working hours of the post, aspects of the role and how they relate to the overall objectives of the School.
- 5.2. The Headteacher or Governing Body, will need to consider the financial implications of creating a new post or increasing the working hours of an existing post.
- 5.3. All jobs will be considered suitable for flexible working using the adopted Flexible Working Policy should this be appropriate.

6. DEFINING THE ROLE

- 6.1. The job description for the vacant post will be reviewed to ensure it reflects the requirements of the post. If there is no job description, one will be produced.
- 6.2. The job description will state:
- The main purpose of the job
 - The major duties and responsibilities of the post
 - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, including the extent of the contact the person will have with children and his/her degree of responsibility for them.
- 6.3. The person specification for the vacant post will be reviewed to ensure it reflects the requirements of the post holder. If there is no person specification, one will be produced.
- 6.4. The person specification sets out the selection criteria - specifying the essential and desirable attributes needed by the successful candidate. These attributes will include:
- Education and Formal Training
 - Experience and Knowledge
 - Competences and Qualities that the successful candidate should be able to demonstrate, including suitability to work with children.
- 6.5. These requirements will be justifiable and clearly defined to ensure that individuals are not unlawfully discriminated against.
- 6.6. As a minimum requirement, the Bishops expect the two most senior leadership posts within the School's senior leadership team; the Religion Subject Leader; and School Chaplains to be filled by practising Catholics. This requirement will be an essential criteria within the person specification of these posts.
- 6.7. Where the post is considered 'customer facing', i.e. where the post holder is required to speak with members of the public (including children) as a regular and intrinsic part of their role, the 'fluency duty' will apply and the person specification will note as an essential criterion the ability to fulfil all spoken aspects of the role with confidence and fluency in English. Applicants will be made aware that these requirements will be tested and assessed during the selection process.

6.8. **New or Amended Posts:**

The Headteacher will ensure all amended/new support staff job descriptions will be evaluated under the relevant Job Evaluation Scheme:

- For operational, front line service posts, the Greater London Provincial Council Job Evaluation Scheme
- For senior, managerial, and executive posts, the Hay Job Evaluation Scheme

6.9. Any amendments to teachers' job descriptions will be made in line with the conditions of service and the framework of professional standards for teachers as set out in the School Teachers' Pay and Conditions Document.

7. ADVERTISING THE POST

7.1. For each vacancy which may arise, the Governing Body and Executive Headteacher will consider the most appropriate way of advertising the post and the best way of reaching the most suitable target audience. A decision not to advertise will only be taken if the Governing Board can demonstrate there is good reason not to. In some circumstances the vacancy may only be advertised internally. All decisions will be documented fully, as the Governing Board will need to demonstrate that it has acted reasonably if it is challenged.

7.2. Whenever a vacancy or prospective vacancy occurs for the post of Headteacher, or whenever the Governing Board decides to recruit a new or replacement Deputy Headteacher, the Governing Board will, as a first step, notify the Local Authority (LA) and Diocese in writing. In considering the recruitment to such posts, attention will be given to the School Staffing (England) Regulations 2009 which stipulates that the Governing Board must advertise the vacancy or post of Headteacher or Deputy Headteacher in such a manner as it considers appropriate, unless it has good reason not to (Regulations (27(2) and 27(7)).

7.3. Advertisements will be appropriate, cost effective and non-discriminatory and will:

- be based on the details in the job description and the agreed selection criteria in the person specification.
- avoid any gender, age or culturally specific language or implication, e.g., for teaching posts, wording specifically targeting Early Career Teachers must not be used as this may imply that a younger person is required.
- be clear and precise to attract applicants to seek more detail.
- include a statement of the School's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- include the safeguarding responsibilities of the post as per the job description and person specification.
- Include information to advise that the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.
- Include a statement of commitment to equality and diversity.
- give reasons for any appointment being for a temporary or fixed-term period.

8. SHORTLISTING

8.1. All applicants will be expected to complete an application form. CVs will only be accepted alongside a full application form. A CV on its own will not be accepted.

8.2. All application forms will be scrutinised to ensure that they are fully completed and that the information provided is consistent and does not contain any discrepancies. Any anomalies or gaps in employment will be noted and taken up as part of the consideration of whether to shortlist the candidate.

- 8.3. Shortlisting will be undertaken by all members of the selection panel. The panel will agree a final shortlist of applicants to invite to the selection process.
- 8.4. Late applications will not generally be considered and not once shortlisting has commenced.
- 8.5. Shortlisting will be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification.
- 8.6. As part of our commitment to equality and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise. We will interview all applicants with a disability who meet the essential criteria.
- 8.7. Applicants will be asked to complete an Equal Opportunities Monitoring Questionnaire as part of the application form. This will be detached from the application form prior to shortlisting and the anonymous details recorded by St Joseph's for monitoring purposes only. Applicants will not be eliminated from the shortlist on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation, other than where a Genuine Occupational Requirement (GOR) applies. These are situations when it is possible to specify the age, sex, sexual orientation, race, religion, or belief of the individual that we wish to carry out a role, if there is an objective justification for doing so and where this requirement is a proportionate means of achieving a legitimate aim. For example, a Catholic School may specify the post holder must be a practising Catholic as a criterion of the person specification.

9. SELF DISCLOSURE

- 9.1 Shortlisted applicants will be asked to complete and return a Self-Disclosure form, prior to attendance at the interview.
- 9.2 Applicants will not be eliminated from the shortlist on the grounds of 'spent convictions' unrelated to the post. The purpose of the Self-Disclosure is to give candidates the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.
- 9.3 Self-Disclosure forms will only be accessed by those who need to access as part of the recruitment and selection process and will be stored securely and retained only for as long as necessary. All information provided will be treated as confidential and managed in accordance with the Data Protection Act 2018 and UK GDPR. Self-Disclosure forms of unsuccessful applicants will be destroyed.

10. REFERENCES

- 10.1 References from the current (or most recent) and previous employer(s) covering at least the previous three years' employment history will be obtained before interviews take place on all shortlisted candidates so that any issues of concern can be explored further with the referee, if appropriate, and taken up with the candidate at interview.
- 10.2 Where recruitment is for the post of Headteacher or Deputy Headteacher, and the person specification requires the post holder to be a practising Catholic, a third reference will be obtained to vouch for the candidates suitability to be the Headteacher/Deputy Headteacher of a Catholic School.
- 10.3 If a candidate is not currently employed to work with children, a reference will be obtained from the employer at which they were most recently employed to work with children, to confirm details of their employment and their reasons for leaving. This may be outside of the last 3 years.

- 10.4 References will always be sought from a senior person with appropriate authority within the employing organisation i.e. The Headteacher/ Chair of the Governing Body/ Executive Headteacher, etc.
- 10.5 References will always be obtained directly from the referee, not via the candidate themselves. Open references for example addressed 'To whom it may concern' will not be relied upon.
- 10.6 In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that will be the aim in all cases.
- 10.7 A standard reference proforma will be used for reference requests which will include the following questions:
- Have you ever had any reason to doubt the candidate's honesty, trustworthiness, or reliability?
 - Do you know of any reason this candidate may not be suitable to work with children or vulnerable groups?
 - Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to safety or protection of children or vulnerable groups?
 - Has the applicant been subject to any allegations or concerns related to the safety and welfare of children, or behaviour towards children? What was the outcome of those concerns?
- Applicable to teaching posts only:
- Within the last 2 years, has the applicant been subject to capability procedures?
- 10.8 The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing a candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability. Any adverse information will be assessed in the context of a fair and consistent risk assessment process.
- 10.9 References will not request details about candidate's sickness records or health, to ensure the School complies with the Equality Act 2010.
- 10.10 On receipt, all references will be checked to ensure all questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if answers are vague.
- 10.11 Concerns raised following a candidate's references will be discussed with the candidate at interview.
- 10.12 Before making a decision not to appoint a candidate based on an unsatisfactory reference, the recruitment panel will consider if HR advice is necessary. Once the decision is made, the Headteacher/Chair of the Governing Body will record this on the recruitment file as the reason for non-appointment.
- 10.13 If a referee fails to provide a reference, the candidate will be contacted to provide an appropriate alternative referee.
- 11. ONLINE SEARCHES**
- 11.1 Online Searches will be undertaken on all shortlisted candidates to identify any incidents or issues that have happened and are publicly available online, which suggest a candidate may pose a safeguarding risk or cause reputational damage to the school.

11.2 Online Searches will be undertaken by an individual who is independent of the recruitment process to minimise the risk of bias or discrimination and to ensure that only relevant information is considered.

11.3 Applicants will not be eliminated from the shortlist on the grounds of information gathered via Online Searches. Information gathered will be presented to the panel who will discuss any concerns with the candidate at the interview. Information will be considered carefully when assessing the candidate's suitability for the post.

12 ASSESSMENT AND SELECTION

12.1 Assessment and selection methods will be used to assess the candidates' suitability to the role and whether the candidate meets the criteria for the role. The selection methods used will be relevant, non-discriminatory, and cost effective.

12.2 Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the person specification, and demonstrated by the selection methods. Selection methods will not disadvantage any particular group and all applicants will be treated in a consistent and a nondiscriminatory manner.

12.3 Appropriate and effective selection tools and processes will be used, and a range of selection methods will be considered in order to test candidates' suitability for the role. For example, teachers will be observed teaching and attend a face-to-face interview.

12.4 Selection will be based on a formal structured interview except where this would place a disabled candidate at a substantial disadvantage.

12.5 Each shortlisted candidate will be notified that they have been selected for an interview. Shortlisted candidates will be invited to interview in writing and will be notified in advance of any test procedures. Candidates will be asked to ensure appropriate documentation is brought to the interview for checking identity and eligibility to work in the UK. To ensure that recruitment practices are not discriminatory, all short-listed applicants will be asked to produce original documents as evidence of their right to work in the UK.

12.6 Each shortlisted candidate will be asked if they need any adjustments and where they do, reasonable adjustments will be made.

12.7 During the formal interview, each candidate will be asked:

- the same core set of questions and their answers fully noted. Answers may be probed further as appropriate.
- competency questions to assess personal behaviours towards safeguarding, with outcomes being fully recorded - some questions may explore the candidate's suitability to work with children as well as their suitability for the post.
- questions to discuss discrepancies or anomalies in the information the candidate has provided.
- questions to discuss and explore the circumstances of any declaration(s) disclosed on their Self-Disclosure form;
- questions to discuss and explore the circumstances of any information obtained through the Online Searches.

12.8 Questions about health will not be asked until after an offer of employment has been made.

12.9 Each member of the selection panel will score each candidate at the end of each interview privately before the overall scores are agreed collectively and the best candidate chosen. If additional selection

methods are used, these will be fed into the decision-making process at the end, and the candidate who best meets the selection criteria chosen.

- 12.10 A risk assessment process will be applied where adverse information is collected during the selection process, with the aim to assess the risk and make informed and fair decisions about an applicant's suitability. The risk assessment will consider the relevance, nature, seriousness, timescales, repetition, mitigating circumstances, changes, remorse, and where related to convictions, the country of conviction and decriminalisation.
- 12.11 The selection panel will agree feedback for each candidate and record if each is suitable for appointment, even if not the first-choice candidate.
- 12.12 Offers of employment will not routinely be made at interview.
- 12.13 All candidates will be notified of the outcome of their interview as soon as possible. However, the selection panel will wait until the successful candidate has accepted the offer before informing unsuccessful candidates, unless they are clearly unsuitable for the post.
- 12.14 All candidates will be offered feedback on their performance during the selection process and an explanation of the decision, if requested.
- 12.15 The initial job offer to the successful candidate will normally be made verbally and followed up in writing within seven working days stipulating that appointment is subject to satisfactory employment checks of:
- References
 - Online Searches
 - Proof of identity and eligibility to work in the UK
 - Qualifications/Membership of any appropriate professional body
 - Enhanced DBS check, including a check of the Children's Barred List where an individual will be engaged in regulated activity
 - Overseas checks (where appropriate)
 - Prohibition from Teaching
 - Prohibition from Management (Section 128 check) (where appropriate)
 - Historic General Teaching Council for England (GTCE) Sanctions
 - Childcare Disqualification (where appropriate)
 - Health
- 12.16 The school will retain a record for the complete recruitment process for a minimum of 12 months. The following will be recorded:
- assessment and selection criteria used (person specification);
 - application of assessment and selection criteria (e.g., application form);
 - interview and other selection method notes (e.g., question proformas, test results);
 - reasons for decisions made;
 - any additional information such as copies of qualifications, etc.
- 12.16 All recruitment paperwork relating to the successful candidate will be retained and placed on their personal file.
- 12.17 Individuals are able to access all the paperwork relating to their recruitment process in accordance with the Freedom of Information Act.

13 APPOINTMENTS

- 13.1 An offer of appointment to the successful candidate will be conditional upon satisfactory completion of the following pre-appointment checks:

- the receipt of at least two satisfactory references (if those have not already been received)
- satisfactory online checks
- verification of the candidate's identity (original documentation will be seen and a copy taken)
- verification of the right to work in the UK. We will retain a copy of this verification for the duration of the employment and for 2 years' afterwards.
- verification of qualifications (original documents will be seen and a copy retained)
- verification of professional status where required e.g., Qualified Teacher Status (QTS) (unless properly exempted), (Qualified Teacher Learning & Skills (QTLS) status (where appropriate), National Professional Qualification for Headship (NPQH), NCTL registration, etc.
- verification of successful completion of statutory induction period (for teaching posts) (applies to those who obtained QTS after 7 May 1999)
- a satisfactory enhanced DBS check, including a children's barred list check where the individual will be engaged in regulated activity (obtained before working unsupervised with children)
- a separate children's barred list check, where an individual will start work engaged in regulated activity with children before the DBS certificate is available
- satisfactory overseas checks (where applicable) – see paragraph 10.2
- verification that the candidate is not subject of a Prohibition Order
- verification that the candidate is not subject of any historic General Teaching Council for England sanctions, that prevent them from being appointed to the post
- pre-employment health screening that is targeted, necessary and relevant to the job which has been offered
- declaration by the employee that they are not disqualified under the Childcare Act 2006 (where applicable) – see paragraph 10.3

13.2 Overseas Check:

Overseas checks will include an overseas criminal record check and a letter of professional conduct from the professional regulating authority in the country (or countries) in which the candidate qualified/worked, which confirms there are no sanctions or restrictions imposed, and that they are not aware of any reason the candidate may be unsuitable to teach.

13.2.1 Further overseas checks may be obtained where the school deems necessary and appropriate. For example, a further reference may be obtained from an employer in which the candidate worked with children or young people.

13.2.2 Overseas checks will be obtained for individuals whom:

- Were born overseas; or
- Have been resident overseas for three months or more over the past five years; or
- Have ever worked with children or young people overseas.

13.2.4 The candidate will be responsible for obtaining overseas checks. Contact details of regulatory bodies in the EU/EEA and Switzerland can be found on [the Regulated Professions database](#). Applicants can also contact the [UK Centre for Professional Qualifications](#) who will signpost them to the appropriate regulatory body.

13.2.5 Documents provided that are not in English must be accompanied by a certified translation – translator credentials should be provided, along with official declaration that the translation is accurate.

13.2.6 In cases where it is not possible to obtain an overseas check, alternative methods of checking suitability, covering the period(s) the candidate spent overseas will be sought. For example, a further reference may be obtained from the employer(s) covering the period the candidate spent overseas. A risk assessment based on the information available will be undertaken and the rationale for any decision will be documented and retained only for as long as necessary. In cases where the decision is to continue with the appointment, the rationale will be retained indefinitely in the personal file.

13.3 Childcare Disqualification:

13.4 Staff are covered by the Childcare Act 2006 if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary School settings, or if they are directly concerned with the management of such childcare. This includes:

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after School care provided by the School) both during and outside of School hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the School outside of School hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during School hours (including extended School hours for co-curricular learning activities, such as the School's choir or sports teams) but it does include before School settings, such as breakfast clubs, and after School provision.

13.5 A person may be disqualified through:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations;
- refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 regulations.
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom.
- The above list is a summary only and the full list of circumstances that disqualify a person are laid out in the appendices of the [DfE Statutory Guidance on Disqualification under the Childcare Act 2006](#).

13.6 All employees will be provided with written details of the main terms and conditions of employment no later than the first day of employment as per the statutory stipulation. This is known as the Statement of Particulars.

13.7 The type of contract and the terms and conditions of employment will be clear and appropriate for the job category and the service's needs. If the contract is for a temporary or fixed-term period, the reason for this will be written in the contract.

13.8 All employment checks, including qualifications, DBS, identity and right to work in the UK will be placed on a single central record at the School which will be subject to Ofsted inspection.

14 INDUCTION

14.1 The Headteacher will make appropriate induction arrangements for all newly appointed staff. In the case of a Headteacher appointment, the Chair of the Governing Body will make appropriate induction arrangements.

14.2 Where applicable, Headteachers will follow the statutory induction programme for Early Career Teachers.

- 14.3 In accordance with the Keeping Children Safe in Education statutory guidance, new staff will, as part of induction, be given a copy of 'Part one' of that guidance. Any staff who work directly with children must read and understand at least Part one of the guidance. The School will also provide a copy of (or provide access to) the Child Protection Policy, and the Code of Conduct, with the expectation being that these are read fully and thoroughly. New staff will also be made aware of systems within the School which support safeguarding, including the role of the designated safeguarding lead. A record will be made and kept on a personal file of these documents having been provided and/or signposted as part of the induction.

15 PROBATIONARY PERIOD

- 15.1 The performance of new entrants will be rigorously monitored during a probationary period of six months with close attention being paid to learning needs and performance issues. The Probation procedure is outlined in a separate policy.

16 GOVERNORS

- 16.1 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.

- 16.2 Governors will be subject to a prohibition from management (Section 128) check.

17 VOLUNTEERS

- 17.1 Recruitment of volunteers will be in line with this policy and all appropriate recruitment checks will be made on regular volunteers as would be done for substantive, fixed term, and temporary staff.

- 17.2 All unsupervised volunteers engaging in regulated activity will be required to provide the School with an enhanced DBS check including a check of the children's barred list.

- 17.3 The School will only request barred list information for volunteers in regulated activity.

18 AGENCY AND THIRD PARTY STAFF

- 18.1 Where agency and third party staff are working at the School, written assurance will be obtained from the employer, that all necessary checks have been completed and the individual is suitable to work with children and young people.

- 18.2 Where the employing agency of **supply staff** has obtained an enhanced DBS certificate which has disclosed any matter or information, or any information was provided to the agency, prior to the individual starting work, and in accordance with Part 3, paragraph 30 (1) (b) of The School Staffing (England) Regulations 2009, the School will obtain a copy of the certificate from the agency.

- 18.3 Written assurance for an individual will be retained for the duration the individual is working at the School, and for 12 months afterwards.

- 18.4 Photographic ID will be checked on the individual's first day on site to establish they are the same person as described in the written assurance obtained from the employing agency/organisation.

19 CONTRACTORS

- 19.1 The School will ensure that any contractor, or any employee of the contractor, 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.

19.2 The School will set out its safeguarding requirements in the contract between the contractor's organisation and the School. Written assurance will be obtained from the contractor, for the contractor and any individuals working at the School for the contractor, that all necessary checks have been completed and the individual is suitable to work with children and young people.

19.3 Written assurance for an individual will be retained for the duration the individual is working at the School, and for 12 months afterwards.

19.4 The School will always check the identity of contractors and their staff on arrival.

20 TRAINEE AND STUDENT TEACHERS

20.1 The School will undertake vetting checks in line with this policy for trainee/student teachers salaried by the School.

20.2 The responsibility to undertake vetting checks for trainee teachers who are fee-funded will sit with the provider. The School will obtain written confirmation from the training provider that the necessary checks have been carried out and the trainee/student teacher is suitable to work with children and young people.

21 EXISTING STAFF

21.1 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.

21.2 If a member of staff moves from a post that does not fall under the Childcare Disqualification regulations, to a post that does, the relevant checks will be carried out.

22 REMUNERATION

22.1 It is normal policy for support staff to be appointed to the minimum of the grade. However, it is recognised that starting salaries may need to be offered above the minimum in certain circumstances, e.g., to take account of current salary levels, experience, or qualifications.

22.2 Teachers' remuneration will be in line with the School's adopted pay policy.

SAFER RECRUITMENT STAGES CHECKLIST

Stage 1: Preparing to Recruit		
	Analyse post requirement. Is the post still required? and in the same capacity?	P5
	Review Job Description & Person Specification. A good job description will identify the purpose, main tasks, responsibilities, and duties of the role. The person specification should define the qualifications, experience, skills, and personal qualities you are seeking.	P6
	Appoint selection panel. Membership of the panel should be diverse and inclusive to help ensure an equal and fair recruitment process.	P4
	Establish a timeline for recruitment. When do you need the post filled by? When will you advertise? Where will you advertise? How long will you advertise for? When will the panel shortlist? When will assessment/interviews take place? Consider teacher resignation dates for teaching posts.	
	Review reference pro-forma. Does it enable you to capture performance history? relevant skills and experiences? conduct, including performance management issues and disciplinary sanctions? concerns the referee may have or be aware of in relation to the applicants suitability to work with children & young people? and the applicants values, behaviours and attitude towards children and young people?	
	Review Self-Disclosure pro-forma. Does it enable you to request relevant information known by statutory agencies? Relevant investigation/sanction information? Relevant criminal record information (UK and overseas)? Prohibition of teaching? Disqualification from childcare?	
	Review process for undertaking online searches for shortlisted candidates. Who will undertake the online searches? Are they suitably trained to undertake online searches? How will they present information of concern to the selection panel?	
	Create Applicant Information Pack. Information Pack should include the advert, job description, person specification, some contextual information about the school, including its vision, aims and ethos, an application form including guidance notes for the applicant, and an outline of the recruitment process. You may want to consider including a covering letter from the Headteacher/ Chair of the Governing Body.	
	Advertise vacancy.	
	Create Shortlisting Matrix in preparation for shortlisting exercise.	P7

Stage 2: Selecting the Right People		
	Collate received applications to share with all members of the selection panel. Monitoring information must be removed from applications before they are shared with the selection panel. Recruitment monitoring information should be retained in accordance with GDPR and only for the purpose of equality and diversity monitoring.	P8
	Shortlist. Selection panel must shortlist separately and then meet as a group to discuss scoring and agree a shortlist of candidates to invite for assessment/interview. Clear legible notes must be made to support decisions.	P8
	Establish assessment and interview methods and timetable. Selection methods should test each aspect of the person specification and be consistently applied to all candidates with results carefully recorded.	P12
	Book rooms and equipment for assessment/interviews. Organise any support required on the day. Consider refreshments/lunch requirements for panel and candidates.	
	Prepare assessment arrangements/documents for interviews. Establish formal interview questions. Prepare assessment task scoring sheets and interview scoring matrix for panel members to score candidates throughout the assessment/interview process.	P12
	Notify successful candidates that they have been shortlisted for assessment/interview and formal invite will follow shortly.	
	Notify unsuccessful candidates.	
	Send formal invite to assessment/interview to candidates shortlisted. Outline the assessment and interview process. Confirm that references will now be obtained in line with safer recruitment. Where an applicant has not given permission on their application form. Explore reason with applicant and reiterate	P12

	policy to obtain references prior to interview, in line with KCSIE. Confirm that online searches will now be undertaken and any concerns will be discussed with the candidate at interview. Ask candidates to complete and return a Self-Disclosure form prior to interview. Advise candidates to bring photo ID, evidence of right to work in the UK, and qualification certificates (where applicable). Advise that where candidates require support requirements, they should notify you so that appropriate reasonable adjustments can be made to the selection process. If providing refreshments/lunch to candidates, consider checking dietary/allergy requirements with candidates.	
	Provide Self-Disclosure form to shortlisted candidates. Obtain prior to interview. Panel to review in preparation for any discussion required at interview.	P9
	Request references for shortlisted candidates. Obtain prior to interview. Panel to review in preparation for any discussion required at interview.	P10
	Undertake Online Searches for shortlisted candidates. Complete prior to interview. Panel to review in preparation for any discussion required at interview.	P11

Stage 3: Choosing Wisely

	Interview candidates. Check ID, Right to work in the UK and certificates. Panel to make notes and score candidates using scoring matrix. Clear legible notes must be made during the interviews.	P12
	Panel to make decision. Panel members read through notes individually, find evidence from their notes to meet the criteria, using the scoring matrix for clarity, consistency, and fairness. Apply a risk assessment process where adverse information is collected during the selection process. Panel should then come together to compare outcomes, discuss findings/scores, shortlist top candidates and make a final decision.	P12
	Panel Decision – to appoint. Make a verbal <u>conditional</u> offer to the successful candidate, which is subject to receiving satisfactory pre-employment checks. If accepted, notify unsuccessful candidates, and offer (constructive) feedback. If a successful candidate rejects an offer, consider whether any other candidate is appointable. Retain all scoring and interview notes for 12 months. Scoring and interview notes for successful candidates should be retained within a personal file for the duration of their employment and employee file retention requirements.	P12 P13
	Panel Decision - not to appoint. If a decision is made not to appoint, or successful candidate rejects offer and there are no other appointable candidates. Notify unsuccessful candidates. Retain all shortlisting and interview scoring and notes for 12 months. Review advert, JD and PS, and advertising methods and re-advertise the vacancy.	

Stage 4: Checking Thoroughly

	Offer accepted – undertake vetting checks in line with policy and statutory requirements. Agree start date. Confirm conditional offer in writing.	P13
	Notify HR/Payroll of appointment.	
	Issue Statement of Particulars to employee no later than the first day of employment.	P13.3.3
	Update Single Central Record with employee details.	P13.3.5

Stage 5: Remaining Vigilant

	Arrange Induction. Confirm the conduct expected of staff and volunteers, provide training and information on policies and procedures and the code of conduct. Arrange for individuals to be supported and mentored. Provide safeguarding training and ensure Part 1 of KCSIE is provided. Ensure clear lines of communication with Designated Safeguarding Lead (DSL), arrange for employee to sign to confirm they have read and understand the safeguarding policies and procedures in place at the School.	P14
	Apply Probation procedure (where applicable)	P15
	Recognise concerns about any new member of staff and act immediately.	
	Manage allegations in line with the Schools managing allegations against staff policy and KCSIE statutory guidance.	