

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."



**OXFORDSHIRE
COUNTY COUNCIL**

Safer Recruitment Policy



Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

Safer Recruitment Policy for Schools and Settings

1. Introduction
 - 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Saint John's Catholic 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 complies with guidance outlined in "Keeping Children Safe in Education (April 2018)" and will be ratified by the Governing Body in June 2020 and will be reviewed in June 2022.
 - 1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
 - 1.3 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
 - 1.4 Saint John's Catholic Primary School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.
 - 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) 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
 - 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

(DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. Roles and Responsibilities

2.1 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 (and repeat this every 5 years)

2.2 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

All parties will use the checklist provided by Oxfordshire County Council to support this process (Appendix 1)

3. Inviting Applications

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

Saint John's Catholic Primary School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

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

- A statement of the school's commitment to ensuring the safety and well-being of the pupils

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

- Job description and person specification
 - The school's Safeguarding Policy
 - The school's Safer Recruitment Policy
 - The selection procedure for the post
 - The schools whistleblowing policy
 - An application form
 - Copy of the School's Code of Conduct
- 3.3 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.
- 3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
- 3.5 A curriculum vitae will not be accepted in place of a completed application form.
4. Identification of the Recruitment Panel
- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years
5. Shortlisting and References
- 5.1 Candidates will be short listed against the person specification for the post.
- 5.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).
- 5.3 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 possible references will be requested in advance of interview.
- 5.4 Where necessary, previous employers who have not been named as referees may

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

5.6 Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

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

6. Invitation to Interview

6.1 Candidates called to interview will receive:

- A letter 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 if needed.
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Details for providing proof of identification

7. The Selection Process

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.
- 7.3 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 and their ability and willingness to promote fundamental British values
8. Employment Checks
 - 8.1 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
 - Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not
 - 8.2 All checks will be:
 - Confirmed in writing
 - Documented and retained on the personnel file
 - Recorded on the school's Single Central Record

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- 8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.
9. Induction
- 9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.
- 9.2 All successful candidates will undergo a period of induction and will:
- Meet regularly with their induction tutor
OR
 - Meet regularly with their line manager

 - Attend appropriate training including generalist child protection training
10. Supply Staff
- 10.1 Saint John's Catholic Primary School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.
- 10.2. Saint John's Catholic Primary School will carry out identity checks when the individual arrives at school.
11. Peripatetic Staff
- 11.1 Saint John's Catholic Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

To be approved by Governing Body

Updated: June 2020

Reviewed by: June 2022

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

Appendix 1

Recruitment Checklist for a Safe and Fair Appointment

This checklist should be used to ensure you have carried out all the necessary steps involved in a safe and fair recruitment process and staff appointment.

Post:		Proposed start date:	
+			
Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
1	Recruitment		
1.1	Planning for Recruitment Consider: <ul style="list-style-type: none"> ▪ Type of appointment required – e.g. temporary, fixed-term, term-time only, part-time, casual worker, volunteer, etc ▪ Role Profile / Job description / Person Specification ▪ Interview and selection procedures ▪ Timescales ▪ Roles and responsibilities throughout the recruitment process 		
1.2	Advertising Think about the content, medium and location of your advert. Consider:		
1.2.1	The school and what it does: <ul style="list-style-type: none"> ▪ Achievements ▪ Growth ▪ Size/structure ▪ Interest factors 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> ▪ Future projects, developments and any new initiatives 		
1.2.2	The Job <ul style="list-style-type: none"> ▪ Reason for post (new post, retirement, cover for absent staff member, etc) ▪ Duration of contract (employee), or engagement (casual worker or volunteer) ▪ Responsibilities ▪ Interest factors ▪ Support (management and/or subordinates) 		
1.2.3	The requirements/ expectations – split into essential and desirable <ul style="list-style-type: none"> ▪ Key competencies ▪ Personal Attributes required for the role ▪ Education, training and experience 		
1.2.4	Incentives <ul style="list-style-type: none"> ▪ Pay ▪ Benefits (flexible working, etc) ▪ Environment ▪ Training 		
1.2.5	Action/what to do next <ul style="list-style-type: none"> ▪ How to get an application form – online, email, call, etc ▪ Who to contact to discuss the post further and arrange visit if appropriate 		
1.2.6	Include Equal Opportunities Statement		

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
1.2.7	<p>Include Safeguarding Children Statement and ensure advert is clear that all appointments are subject to satisfactory pre-employment checks, including DBS. Include statement that the post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people and that the applicant is required to declare any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to <u>employers, and</u> cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: https://www.gov.uk/government/organisations/disclosure-and-barring-service.</p>		
1.2.8	<p>Medium & Location</p> <ul style="list-style-type: none"> ▪ Where can the post best be advertised to ensure a suitable pool of applicants? ▪ Have you considered an internal advert? ▪ Cost of advertising in various media ▪ Have you considered a standard or enhanced vacancy on education jobs? 		
1.3	<p>Application Pack The candidate's application pack should include:</p> <ul style="list-style-type: none"> ▪ Application form ▪ Detailed role profile/job description/person specification ▪ Details about grade/salary ▪ Details about type of post e.g. fixed term, part time, casual engagement, etc ▪ Details of key terms and conditions of employment or engagement ▪ Child Safeguarding & Equal Opportunities statement ▪ Information about the context of the vacancy. e.g. how the vacancy arose, start date, school and, where appropriate, local authority information 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> ▪ Information about the recruitment and selection process, including details about what pre-employment checks will be required for interview ▪ Details about what pre-employment checks will be required for the successful candidate 		
2	<p>Selection</p>		
2.1	<p>Choose panel and decide on interview details (e.g. date / time / selection activities) Remember that at least one panel member MUST be trained in Safer Recruitment.</p>		
2.2	<p>Shortlisting Scrutinise the applications, using the 'Shortlisting pro-forma' looking for:</p> <ul style="list-style-type: none"> ▪ How well the application meets your criteria for the post ▪ Gaps in employment ▪ Repeat and regular changes in employment ▪ Inconsistencies or anomalies 		
2.3	<p>Invite shortlisted <u>applicants to</u> interview</p> <ul style="list-style-type: none"> ▪ 'Invite to Interview letter' template available* ▪ Use of Pre-interview Checklist for Candidates ▪ Remember to contact the unsuccessful applicants to inform them they were not successful 		
2.4	<p>Request References prior to interview 'Pre-interview reference request pro-forma' available*</p> <p>Interview candidates</p> <ul style="list-style-type: none"> ▪ Remember that at least one panel member MUST be trained in Safer Recruitment 		

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
2.5	<ul style="list-style-type: none"> Example 'safeguarding questions matrix' available* 'Interview planning & assessment' pro-forma available* 		
2.6	<p>Other selection activities (as appropriate)</p> <p>Undertake other selection activities, if relevant (some may be undertaken before interview if appropriate), for example:</p> <ul style="list-style-type: none"> Class room observation Group activities and discussions on relevant topics Written work Presentations Occupational Personality Questionnaire Assembly slots Playground duty 		
2.7	<p>Make selection decision</p> <ul style="list-style-type: none"> Based on a fair assessment of the skills and abilities demonstrated by all the candidates during the selection process 'Post interview Decision Matrix' available* 		
3	<p>After Interview – Employees</p> <p>Make verbal offer & send conditional offer letter to successful candidate</p>		
3.1	<ul style="list-style-type: none"> Conditional offer must be subject to satisfactory pre-employment checks Model Offer Letter and associated paperwork available* 		
3.2	<p>Once offer accepted, inform unsuccessful candidates</p> <ul style="list-style-type: none"> Provide feedback if requested 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> Bear in mind that some of your unsuccessful candidates may be second choice if pre-employment checks are unsatisfactory for your first choice. 		
3.3	<p>Set up personnel file</p> <p>Model 'file divider' and 'Contents list' available*</p>		
3.4	<p>Commence pre-employment checking process</p> <ul style="list-style-type: none"> Use the relevant pre-employment checklist (Support, Teacher or Volunteer) to ensure you have carried out all the necessary checks. Satisfactory pre-employment checks should be received <i>before</i> the successful candidate begins work in the school. Remember to carry out the post-offer Health Reference – <u>"Post-offer reference request pro-forma"</u> available* 		
3.5	<p>Once satisfactory pre-employment checks have been received, send firm offer letter</p> <p>Model Firm Offer letter available*</p>		
3.6	<p>Update Single Central Record</p> <p>Update the school's SCR with relevant data from the pre-employment checks.</p>		
3.7	<p>Update Payroll system with new post details</p>		
3.8	<p>Send Statement of Particulars (contract) Or arrange for this to be sent if your school does not process Statements of Particulars itself.</p>		
4	<p>After Interview – Casual Workers</p>		

Mission Statement: "Our school is a safe place where everyone is equal. Inspired by the Holy Spirit and guided by the teaching of Christ, we know, love and respect each other. At Saint John's Catholic School, we help each other be the best that we can be."

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
4.1	<p>The following actions should be undertaken for casual worker engagements:</p> <ul style="list-style-type: none"> ▪ Make verbal offer and send Assignment letter to successful casual worker (Letter and associated paperwork available*) ▪ Inform unsuccessful candidates ▪ Carry out pre-employment checks – satisfactory checks should be received <i>before</i> the casual worker begins work in the school ▪ Set up personnel file (Model 'file divider' and 'Contents list' available*) ▪ Update the school's Single Central Record with relevant data from the pre-employment checks ▪ Update Payroll system with new post details ▪ Remember that NO Statement of Particulars (contract) to be sent out to casual workers 		
5	<p>Induction</p> <p>5.1 Introduction to the role, including:</p> <ul style="list-style-type: none"> ▪ Basic introduction to the school, including a tour and introduction to key people ▪ Explanation of role, as appropriate ▪ Confirm expected conduct <p>5.2 Confirm school's policies and procedures Signed declarations that they have read, understood, and will carry out their responsibilities in line with the school's policies and procedures, including, but not limited to:</p> <ul style="list-style-type: none"> ▪ School and County Child Protection policies ▪ Equal opportunities policies for pupils and staff ▪ Internet safety and use of ICT ▪ Capability, Disciplinary, Grievance policies 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
5.3	<ul style="list-style-type: none"> ▪ Performance management and pay policy ▪ Code of conduct for staff and dress code <p>Training needs (as appropriate)</p> <ul style="list-style-type: none"> ▪ Courses ▪ Specific to role ▪ Specific to child protection ▪ Mentoring 		
5.4	Double check all pre-employment checks have been completed		
5.5	Set date of next work review		