



# THE FEDERATION OF ST. EDMUND'S AND ST. PATRICK'S R.C. PRIMARY SCHOOLS

## SAFER RECRUITMENT POLICY

<i>Date Policy Approved:</i>	<i>27<sup>th</sup> February 2019</i>
<i>Date Approved by Governors:</i>	<i>27<sup>th</sup> February 2019</i>
<i>Date of Next Review:</i>	<i>Spring 2020</i>

## SAFER RECRUITMENT POLICY

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.

*At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.*

At the Federation of St Edmund's and St Patrick's, we are committed to embedding safer recruitment practices and procedures 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 the DfE 'Guidance for safer working practice for those working with children and young people in education settings.' (October 2015) and 'Keeping Children Safe in Education' (September 2018) documents and 'Dealing with allegations of abuse against teachers and other staff' – DfE 2012.

This policy reinforces the conduct outlined in the schools' whistle blowing policy which all staff are expected to be adhere with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the schools communities 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

The Federation of St. Edmund's & St Patrick's R.C. Primary Schools are committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the schools' 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 Authority Designated Officer formally known as the LADO(ADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) have:

- 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
- conducted an act which is deemed inappropriate and may impact on the schools' reputation or confidence in staff's ability to safely work 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.

The Executive Headteacher will check for updated relevant information about staff every 3 years.

## **ROLES AND RESPONSIBILITIES**

The Governing Body of the federation will:

- ensure the schools have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements
- monitor the schools' compliance with them
- have a clear understanding about the checking and vetting processes, before shortlisting, during the interviews and afterwards.

The Executive Headteacher will:

- ensure that the schools operate 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 schools before they are able to commence their duties.
- monitor any contractor and agency compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

## **INVITING APPLICATIONS**

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

'The school(s) and governors are committed to safeguarding and promoting the welfare of children and young people. Each successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.'

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
- Job description and person specification
- The Safeguarding and Child Protection Policy
- The Safer Recruitment Policy
- The selection procedure for the post
- A CES application form

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.

## **IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment'. The Executive Headteacher & the School Business Manager have completed this training. This training will be renewed every three years.

## **SHORT LISTING 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 or proceedings, including time-expired warnings or proceedings, relating to the safeguarding and welfare of children and young people
- The candidate's suitability for the post

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

## **INVITATION TO INTERVIEW**

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
- Details of identification required
- 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

## **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.

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
- All relevant candidates involved in early years settings and/or before or after school care for children under eight obligations to disclose relevant information to the school
- Demonstrate their ability to safeguard and protect the welfare of children and young people.
- There is an expectation of all candidates will disclose relationships either in or out of school and online that may have implications for safeguarding children.

## **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
- Declare any relationships in or out of school and online that may have implications for safeguarding children
- 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.

## **INDUCTION**

All staff and volunteers who are new to the federation will receive information on our Safeguarding & Child Protection policy, procedures, DfE 'Guidance for safer working practice for those working with children and young people in education settings.' (October 2015) and 'Keeping Children Safe in Education' (September 2018) document as part of their induction. All staff are asked to sign a declaration that they have received, read, understood and agree to adhere to the documentation they have received.

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

## **SUPPLY STAFF**

The Federation of St. Edmund's & St Patirck's R.C. Primary Schools we 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.

The Federation of St. Edmund's & St Patrick's R.C. Primary Schools will carry out identity checks when the individual arrives at school.

## **PERIPATETIC STAFF**

The Federation of St. Edmund's & St. Patrick's R.C. Primary Schools will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

## **GOVERNORS**

Governors must hold an enhanced DBS certificate.

Governors must hold a Section 128 check