



1 Policy Statement

St Julie's Catholic High School's Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment.

The policy sets out clear systems and processes to be followed by all employees within St Julie's Catholic High School. The policy is based on the statutory guidance set out in 'Keeping Children Safe in Education' statutory guidance document for schools and colleges (DfE, first published March 2015, updated September 2016), and the school's Safeguarding & Child Protection Policy.

The school is committed to:

- Ensuring a consistent and equitable approach to the appointment of all school based staff in accordance with employment law and The Bishops Memorandum on Appointment of Teachers in Catholic Schools "*to help and guide Governing Bodies to fulfil their responsibilities, including statutory responsibilities, to preserve and develop the Catholic character of the school in relation to the appointment of staff*" (Catholic Education Service) (CES)..
- Ensuring it complies with employment legislation and statutory requirements.
- Ensuring the selection and retention of employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

2 Statutory Requirements

The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school based staff. There are statutory requirements for the appointment of some staff in schools, notably the Headteacher, Deputy Headteachers, and Head of Religious Education. Where a Headteacher or Deputy Headteacher is being appointed the Governing Body will consult with the Archdiocese and Local Authority about the recruitment process. For the appointment of the Head of Religious Education the Governing Body will consult with the Archdiocese.

3 Selection Panel

In accordance with Safer Recruitment, at least one member of the selection panel has successfully completed appropriate Safer Recruitment training.

4 Inviting Applications

4.1 Advert:

All adverts are carefully constructed to ensure they promote St Julie's Catholic High School's commitment to the safeguarding of students, young children and vulnerable adults, and that the school is committed to Equality of Opportunity.

The school advertises for Teaching staff of all levels via TES online, Ednet (Local Authority's vacancy website), Perspective (Archdiocese), and via Universities. All internal vacancies are advertised via the school's email system. The school advertises for Support staff via Ednet, internal email system and Perspective.

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The Advert usually provides prospective applicants with the opportunity to attend an Open Evening prior to the closing date for applications where practicable.

4.2 The advert signposts prospective applicants to the school's website to obtain the following documents as a minimum:

- Notes to Applicants on how to complete the CES Application form [**Appendix I**]
- Application Form (CES) [**Appendix II**]
- Rehabilitation of Offenders Declaration(CES) [**Appendix III**]
- Model Recruitment Monitoring Information form (CES) [**Appendix IV**]
- Model Contract of Employment (CES) (Teaching staff and Support staff) [**Appendix V**]
- Letter to applicants (St Julie's) [**Appendix VI**]
- Advert
- Job Description
- Person Specification
- Safeguarding & Child Protection policy (St Julie's)
- Staff Code of Conduct (St Julie's)
- Safer Recruitment policy (this document)

4.3 Applications

- All prospective applicants must complete, in full, a CES application form, unless already employed by the school.
- A Curriculum Vitae (CV) **will not** be accepted.
- Internal applicants must complete a letter of application and include full education and employment history and relevant/recent Continuing Professional Development (CPD).

5 Equal Opportunities:

The school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.

6 Short-listing

Short-listing of candidates is undertaken to:

- assess applications against the person specification for the post to ensure that the selection criteria is met.
- scrutinise applications to ensure they are fully and properly completed, and to identify any gaps in employment. If any inaccuracies are identified, clarification may be sought prior to the end of the short-listing stage.

Short-listing is undertaken by the Headteacher (Governor), a Deputy Headteacher and Head of Department, all of whom are on the selection panel.

7 References

7.1 Where possible, references will be taken up after the short-listing stage and scrutinised before the selection stage, with a view to resolving any safeguarding concerns before the interview selection process. References are also reviewed after interview to confirm the decision of the panel. The conditional offer of a staffing appointment is subject to all satisfactory pre-employment checks. References form part of the pre-employment checks.

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- 7.2 References will always be requested directly from the referee stated on the application form.
- 7.3 A reference will always be sought from the present/most recent employer in accordance with the CES application form.
- 7.4 All practising Catholic applicants, regardless of the post for which they are applying, are advised to provide reference details for their Parish Priest or the Priest at the Church where they worship. Applicants applying for Senior Leadership posts referenced in 'The Bishop's Memorandum' must provide such details (*please refer to CES Notes to Applicants*).
- 7.5 The school will not rely on verbal, or open references, for example in the form of 'To whom it may concern' testimonials.
- 7.6 Referees will be asked specific questions, in accordance with the Local Authority's professional Safeguarding reference pro forma, about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for the post
- 7.7 School employees are entitled to see and receive, if requested, copies of their employment references.

8 Inviting Short-listed candidates

- 8.1 All short-listed candidates are asked to bring the following original documents to the selection process:
- Evidence of qualifications relevant to the post
 - Evidence of Identity (this includes photographic identity, and proof of current home address)
 - All qualification certificates and forms of ID are photocopied shortly after the candidates arrive at the school.
 - The qualification certificates and forms of ID are compared with the information provided on the application form.
 - All original documents are returned to the candidates on the same morning.
- 8.2 In the event of applications having been submitted electronically, on arrival at the school short-listed candidates are asked to sign and date the Application form, supporting statement, Recruitment and Monitoring form, and Rehabilitation of Offenders Declaration.

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9 The Selection process

Although the statutory minimum number for a Committee is three Governors, a Selection Panel can have less than 3 Governors. In accordance with the Governors' Delegation Planner the Selection Panel for permanent staffing appointments and / or temporary staffing appointments would be as follows:

- Headteacher – Full Governing Body
- Deputy Headteacher – Minimum of three Governors, Maximum of five Governors
- Any other Teacher or Support Staff – Committee (Headteacher plus one or more Governors)

In the event of lack of consensus or a tie the Chair has the casting vote.

In the event of a Governor being unavailable on the day of interview, the Panel will go ahead with less governors subject to Governors' agreement.

The Panel members meet before the interviews to:

- Consider and agree the questions to be asked of the candidates for the post.
- Consider any issues that need to be explored with each candidate and who on the panel will ask about each of those.
- The Selection Panel documents candidates' responses to questions during the selection process. The documented responses are referred to during the deliberation process.
- All documents in relation to the recruitment process are kept for a period of six months following which they are destroyed.
- *In the case of the successful candidate, all documents in relation to the recruitment process are kept on their personal file.*
- Candidates are informed at the end of their meeting with the Selection panel that it is usual to receive a phone call later on the same evening of the outcome of the process.
- Unsuccessful candidates are invited to obtain constructive feedback on request.

10 Conditional offer of employment

10.1 In accordance with the following DfE statutory guidance, Keeping Children Safe in education (March 2015, updated July 2015), an offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of pre-employment checks as follows:

- *the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required eg. QTS status, etc
- a children's barred list check and a satisfactory Enhanced DBS Disclosure
- (for teaching posts) a prohibition order check will be undertaken
- verification of eligibility to work in the UK
- satisfactory completion of the probationary period

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* In the case where references have been submitted electronically, referees will be contacted to provide a signed reference for the successful candidate.

- A copy of the completed Safer Recruitment Checklist will be placed on all new Teaching staff and Support staff personnel files upon appointment, with effect from October 2016 (*Advice from School Improvement Liverpool, September 2016*).

11 Post Appointment Induction

In all cases newly appointed staff employed at the school will be subject to a probationary/induction period.

- 12** When a staffing appointment is confirmed in writing, the successful candidate will be provided with a copy of relevant school policies/procedures, and will be asked to sign a pro forma to confirm that they have read and understood the Policies/ procedure. The successful candidate will be asked to sign and date the pro forma and return it to the Headteacher's PA/Clerk to the Governors by a specified date.

13 Appointment of Teaching Staff

The Headteacher observes a lesson taught, by each new member of staff during the successful candidate's first year at the school as part of the Induction process.

Arrangements are made for the Headteacher to meet with new staff to the school during the first half term.

Single Central Record

The School holds a Single Central Record (SCR) incorporating all employed staff and others that have contact with children. The record is available to the Headship Team, Designated Lead Safeguarding Officer and Designated Safeguarding Governor. The record details a range of checks as set out by the DfE. The record is maintained by the Headteacher's PA & Clerk to the Governors.

Supply Agency Staff

Supply Agency staff will not be permitted to work at St Julie's Catholic High School without written confirmation from the agency of the individual's CRB/DBS enhanced disclosure number with Children's Barred Check list, Prohibition Order check and Interim Prohibition Order (in the case of a teacher)/date of clearance.

Where supply staff attend St Julie's Catholic High School for the first time the member of staff responsible for engaging the services of supply staff is to evidence their CRB/DBS enhanced disclosure number, date of clearance, photographic image combined with a copy of their teacher reference number to the school.

Supply staff in this school are employed primarily from an agreed Supply Agency, currently Hays Education. If Hays are not able to provide suitable staff the school will use similar, suitably trusted agencies. Other than day to day supply, CVs are sought from the agency and vetted for suitability to the required post. All staff employed through this route are recorded on the school's Single Central Record

Volunteers

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Please refer to:

- St Julie's Child Protection policy - **Appendix VII**
- Flowchart of Disclosure and Barring Service criminal record checks and barred list checks (DfE: Keeping Children Safe in Education March 2015, updated September 2016) - **Appendix VIII**

DBS checks

An enhanced DBS certificate, which includes barred list information, will be required for all staff who will be engaged in regulated activity. A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.
(DfE Statutory guidance, Keeping Children Safe in Education (March 2015, updated September 2016)

Monitoring:

The Governors Staffing Committee is responsible for the recruitment process. It ensures the appropriate requirements are met for advert, application, selection, equal opportunities, and safeguarding.

Review of Policy:

- This policy will be reviewed annually by the Governing Body.

Acknowledgement to Mrs A Holden, School's HR Advisor (HoldenHR Consultants) for providing advice and guidance in order to produce the final version of the policy.

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