



## 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) and the school's Safeguarding & Child Protection Policy.

The school is committed to Safer recruitment practices that:

- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people
- Provide ongoing supervision, training and support to all staff and volunteers
- Ensure a safe, effective, 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)..
- Ensure it complies with employment legislation and statutory requirements.
- Ensure 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.

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 1 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



The school advertises for Teaching staff of all levels via TES online, Ednet (Liverpool City Council's vacancy website), Perspective (Archdiocese). All internal vacancies are advertised via the school's email system.

The school advertises for Support staff via Ednet, TES, Perspective and internal email system.

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, internal and external, must complete, in full, a CES application form.
- A Curriculum Vitae (CV) **will not** be accepted.

**5 Equal Opportunities:**

The school is an equal opportunities employer and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

**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**

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 2 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



- 7.1 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.
- 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 School Improvement Liverpool 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,

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 3 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



supporting statement, Recruitment and Monitoring form, and Rehabilitation of Offenders Declaration.

**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.

The Equality Act 2010 (Section 60) prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history will not be asked at the interview stage unless it is for the following reasons, to:

- Find out whether a job applicant would be able to participate in an assessment to test their suitability for the work
- Make reasonable adjustments to enable a disabled person to participate in the recruitment process
- find out whether a job applicant would be able to undertake a function that is intrinsic to the job, with reasonable adjustments as required
- Enable identification of suitable candidates for a job where there is a genuine occupational requirement for the person to be disabled

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 4 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



**10 Conditional offer of employment**

**10.1** In accordance with the following DfE statutory guidance, Keeping Children Safe in education, 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

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

A completed Mandatory checklist for personnel file is placed on all new employees' (Teaching and Support staff) files upon appointment (2017)

**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 in accordance with the Mandatory induction checklist for all staff and volunteers. The completed and signed Mandatory Induction checklist is stored electronically on the successful candidate's personnel file

**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.

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 5 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



### **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.

A completed and signed Mandatory Induction checklist is stored electronically for all Supply Agency staff (daily and long-term supply) upon engagement by the school

### **Volunteers**

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) - **Appendix VIII**

A completed and signed Mandatory Induction checklist is stored electronically for all Volunteers

### **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)*

Created by:	Version	Reviewed and updated by	Formally approved by	Review Date	Page 6 of 8
Mrs B Cain (Headteacher's PA/Clerk to the Governors)		Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	Governors' Policy Committee		
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



**Policy statement on the recruitment of ex-offenders**

**This statement should be read alongside St Julie's Equal Opportunities Policy**

- As an organisation using the Disclosure Barring Service (DBS) checking service to assess applicant's suitability for positions of trust, St Julie's Catholic High School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- St Julie's Catholic High School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants.
- We actively promote equality of opportunity for all with the right to mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- As a Regulated Activity provider (RAP) all paid employees at St Julie's Catholic High School are in regulated activity and therefore subject to checks with the DBS.
- In relation to volunteers and contractors, we only request a DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to Headteacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, eg. The Rehabilitation of Offenders Act 1974 and know how to access advice and support eg from our HR service, registered body, the DBS, etc.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

Created by:	Version	Reviewed and updated by	Formally approved by	Review Date	Page 7 of 8
Mrs B Cain (Headteacher's PA/Clerk to the Governors)		Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	Governors' Policy Committee		
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	



**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 (2015).**

<b>Created by:</b> Mrs B Cain (Headteacher's PA/Clerk to the Governors)	<b>Version</b>	<b>Reviewed and updated by</b> Mrs B Cain, HR & Admin Manager, in accordance with School Improvement Liverpool 2017 [Safer Recruitment course – 20-11-2017]	<b>Formally approved by</b> Governors' Policy Committee	<b>Review Date</b>	Page 8 of 8
3 May 2015	3.00	21 December 2017	<b>30 January 2018</b>	SPRING TERM 2020	