

Recruitment and Selection Policy

"In all your ways acknowledge him,
and he will make straight your
paths."

Proverbs 3:6



At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential. We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Complaints Policy and Whistleblowing Policy.

Introduction

Safeguarding and promoting the welfare of children and vulnerable adults is an integral factor in The Cathedral Catholic Primary School recruitment process and plays an essential part in creating a safe environment for children and vulnerable adults.

This document sets out the duties and responsibilities of all staff at The Cathedral Catholic Primary School in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works here including those who may not have direct contact with children and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education April 2014, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. We also comply with Bradford Safeguarding Children Board procedures and ensure that all supply agencies and many contractors supplying services to the School use Safer Recruitment practices.

Safer Recruitment Training

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with safer recruitment training. At our school, the following people hold this certificate and therefore at least one will be involved in every recruitment process:

- Kelly Hannah (Headteacher)
- Father Stephen Pearson (Chair of Governors)
- Christine Copsey (nominated Safeguarding Governor)

Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The Cathedral Catholic Primary School uses the Catholic Education Service application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;

- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register check (for teachers).

The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references.

Interviews

The selection process for people who will work at The Cathedral Catholic Primary School always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone.

- Verification of the candidate's identity (if that could not be verified at interview);
 - A satisfactory enhanced DBS Disclosure Certificate; disapplication by association check list for EYFS staff
 - A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
 - Verification of the candidate's medical fitness;
 - Verification of qualifications (if not verified at interview);
 - Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
 - Verification of previous employment history and experience, including exploration of any gaps and anomalies;
 - (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
 - (For teaching posts) check the Prohibition Register (using Employer Access Online)
- (NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures .
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at The Cathedral Catholic Primary School;
- how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

The Single Central Record

We keep a Single Central Record as described in DfE guidance. The Bursar is responsible for the day to day up keep of the SCR as directed by the Headteacher. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);

- DBS certificate (previously an enhanced CRB disclosure); disapplication by association check list for EYFS staff
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education' (DfES 2006) paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

Supply Staff

- We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.
- In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

Appendix 1 Recruitment and Selection Checklist



Role Advertised:	
Date Advertised:	
Name of Manager completing checklist:	

PRE-INTERVIEW:	Initials	Date
<p>PLANNING Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.</p>		
<p>VACANCY ADVERTISED Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p>		
<p>APPLICATIONS on receipt Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting</p>		
<p>SHORTLIST PREPARED</p>		
<p>REFERENCES – seeking Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with children and vulnerable adults</p>		
<p>REFERENCES – on receipt Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee</p>		
<p>INVITATION TO INTERVIEW Includes all relevant information and instructions</p>		
<p>INTERVIEW ARRANGEMENTS At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards</p>		
<p>Name of person on recruitment panel who holds Safer Recruitment certificate: Kelly Hannah</p>		

INTERVIEW & POST-INTERVIEW:	Initials	Date
SUITABILITY FOR THE POST Interview explores applicant's qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults		
IDENTITY <ul style="list-style-type: none"> Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure, disapplication by association check list for EYFS staff 		
PREVIOUS EMPLOYMENT AND EXPERIENCE Interview explores applicant's previous employment and experience in order to verify claims on application form		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
REFERENCES (if not obtained and scrutinised previously).		
IDENTITY (if that could not be verified on the day of the interview)		
QUALIFICATIONS (if not verified on the day of interview)		
Permissions to work in UK, if appropriate		
Criminal check – satisfactory DBS certificate received		
DBS Barred list check – (for regulated activity)		
Prohibition Register – (for teachers)		
HEALTH – the candidate is physically and mentally fit, as required by the post		
QTS – (if required)		
INDUCTION – Child Protection training completed - basic awareness of H&S, e-safety, staff code of conduct, etc.		