



St John's Catholic Primary School

SAFER RECRUITMENT POLICY

Approved by: The Governing Body **Date:** September 2019

Last reviewed on: September 2019

Next review due by: September 2021

MISSION STATEMENT

Our mission is founded on Christian values, inspired by the life and teachings of Jesus. In partnership with families and our local community, we respect, nurture and encourage every child and adult to reach their potential. We are proud to be a loving, inclusive and happy school, where children can safely and confidently find their place in the world.

Introduction

We are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and equal. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service (DBS) as all posts are exempt from the Rehabilitation of Offenders Act 1974.

When appropriate the School Council will be involved and we will hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality; we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Role of the Governing Body

The Governing Body has:

- The responsibility of ensuring that the safe recruitment process complies with Department for Education guidance and legal requirements
- Delegated certain powers and responsibilities to the Headteacher to oversee compliance with Department for Education guidance and legal requirements;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Role of the Head Teacher

The Headteacher will:

- Promote the safeguarding and welfare of children;
- Ensure the school operates safe recruitment procedures;
- Organise safe recruitment training for school personnel involved in recruitment;
- All appointment panels to include one person who has successfully passed safe recruitment training;
- Ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- Ensure contractors and agencies comply with this policy;
- Undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

For every vacancy a job and person specification will be written and approved by the Governing Body.

Job advertisement

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.

The vacancy will be advertised in some or all of the following ways:

- Internally
- Intranet
- Local press
- National press such as TES
- Other teacher publications

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS disclosure. We welcome any member/s of the present staff to apply.

School and Job Information Pack

All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies.

All applications will be acknowledged within two weeks.

Short Listing and References

Short listing will be undertaken by the appropriate sub-committee.

All applications will be looked at.

Applicants will be short listed for the post if they suit the job description and person specification.

Immediately after short listing references will be sent for those candidates short listed.

All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.

All references will be checked for consistent information.

The candidate will be asked to clarify any highlighted discrepancies

The school will inform those shortlisted immediately after the short listing process has taken place.

Unsuccessful applicants will also be informed.

Shortlisted candidates will be sent:

- detailed documentation of the interview process
- directions to the place of interview

Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs. Also, they will be informed if they will have to undertake skill tests as part of the interview.

All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.

The Interview

On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.

The interview will consist of some or all of the following depending on the post:

- An activity
- Informal meetings with the Governing Body
- Informal meeting with representatives from CAST
- A meeting with the School Council
- A professional interview.

All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

Job Offer

The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate. A job offer will be made subject to the following Pre-Employment Checks for the successful candidate.

Pre-Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check)
- Medical fitness from Occupational Health
- Proof of qualifications
- Proof of registration with the GTC for teaching staff
- Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- A letter confirming the variation to his or her terms and conditions
- Details of the planned induction programme
- The start date
- The name of the designated member of the SLT who will act as a mentor during the probationary period

Induction

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DFE guidance on Safe Working Practice and 'Keeping Children Safe in Education'.

Probationary Period

All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor.

Probation interviews will take place in their first and second term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

Central Record of Recruitment Vetting Checks

We will keep a single central record of recruitment and record checks of:

- All teaching staff
- Support staff
- Kitchen staff
- Supply teachers
- Volunteer parent helpers
- Governors who work as volunteers
- After school club leaders
- Breakfast club leaders

Raising Awareness of this policy

We will raise awareness of this policy via:

- The School Prospectus
- The Staff Handbook
- The school website
- Reports such as the Head teacher's reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning child protection and safeguarding

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage a particular person or pupil and it helps to promote equality at this school.

Monitoring the effectiveness of the policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.