



AllSaints
CATHOLIC SCHOOL

Safer Recruitment policy

All Saints Catholic School



“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness”
(1 Cor. 12:29)

Approved by
Chair of
Governor:

Date:

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by:



SAFER RECRUITMENT

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Rationale

Following the Soham tragedy, Sir Michael Bichard was commissioned by the government to report on child safety, with a focus on inter-agency record keeping, recruitment in schools and employment vetting.

The inquiry concluded that schools must pay more attention to issues about safeguarding children when recruiting and appointing staff. It was recommended that head-teachers and school governors should receive training to help strengthen the recruitment process and procedures.

The aim of this policy is to ensure that the recruitment and retention procedures followed by All Saints Catholic meet the requirements of Part 3 of the guidance ‘Keeping Children Safe’ in Education 2019’.

Purposes

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Guidelines

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools—notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

Identification of Recruiters

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure & Barring Service check.

Prospective applicants will be supplied, as a minimum, with the following:



- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

Short-Listing and References

Short-listing of candidates will be against the person specification for the post

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions 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 this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. At least one person on the interview panel will have undertaken up to date Safer Recruitment Training to ensure that the selection process adheres to statutory guidance. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.



Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to be checked against the Barred List
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- Prohibition from teaching check
- Further checks on people living or working outside the UK

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

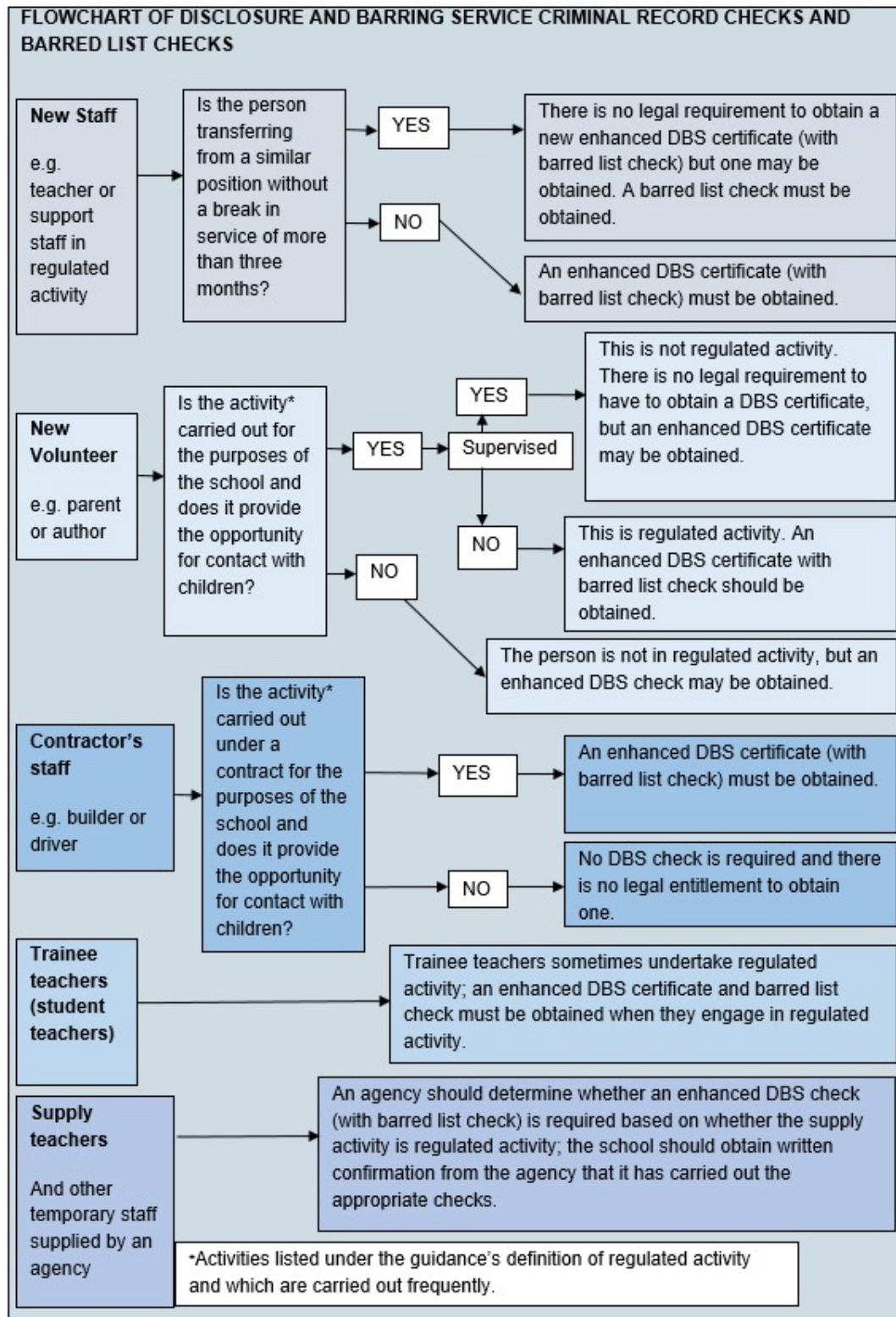
Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Conclusion

This policy has been developed to ensure safety of all students within our care. The policy has also been developed to ensure the inclusion of all students with due regard to SEN, Gifted & Talented, gender, ethnicity, disability, Looked After Children, and those students who are on the register in relation to Child Protection issues. All Saints School values the worth of every individual and the contribution they make to the school community as a whole.



Appendix Flow chart on barring list checks
KCSIE 2019 pg40





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