



## **St. Ethelbert's RCP Safer Recruitment Policy**

*Love, Care, Share...*

*Love learning as friends;*

*Care for our community as neighbours;*

*Share our faith in Jesus as disciples.*

### **Rationale**

This policy sets out the procedures used by the Governors of St. Ethelbert's RCP School when seeking to recruit high quality staff. It acknowledges that this is a serious responsibility and that there are important statutory requirements that must be followed for key elements of this process.

This policy demonstrates that the Governors recognise the importance of safer recruitment, as highlighted in the recommendations set out in the statutory guidance 'Keeping Children Safe in Education 2022' (KCSiE 2022) of putting in place safeguarding procedures to "help deter, reject or identify people who might abuse children" ensuring that only those suitable to work with young people are employed by the school.

### **What are the Principles Involved?**

The Governors and Senior Leaders shall follow the guidance set out within this policy for each stage of the recruitment process.

The recruitment process has 8 steps that must be followed:

- advertising the post
- preparing the job pack for applicants
- shortlisting
- interviewing
- making an offer of employment
- carrying out appropriate safeguarding checks and gathering references
- providing relevant induction
- issuing a contract of employment (Diocese / Local Authority)

This policy acknowledges that the Governors and Senior Leaders are aware of their statutory responsibilities to check staff who work with children.

### **Who manages this policy?**

At St. Ethelbert's RCP, the Headteacher has overarching responsibility for ensuring that recruitment is carried out in line with the guidance set out in this policy.

The Headteacher will be supported by the Office Manager, who will as part of her Job Description, carry out the day-to-day tasks associated with all aspects of the recruitment process.

Following the appointment of each new member of staff, induction will be organised by the Office Manager and a training package (for Safeguarding) put in place.

## **Aims of this policy**

- To ensure that recruitment procedures prioritise the safeguarding of children and meet the requirements of the relevant legislation
- To ensure that appropriate checks and balances take place to ensure that only those suitable to work with young people are employed by St. Ethelbert's RCP
- To ensure that recruitment procedures are fair and transparent
- To ensure that recruitment procedures do not discriminate in any way
- To ensure that sensitive documentation is stored with regard to Data Protection legislation

## **Advertising**

- Full details of all vacancies, including safeguarding statements, will be advertised via Bolton Council's 'Greater Jobs' website
- All teaching vacancies will also be advertised via the Salford Diocese website
- In addition to the above, Headteacher and Deputy Headteacher vacancies will always be advertised nationally

## **Contents of Job Packs**

Packs will contain the following information:

- Information about the post, including the start date, whether it is a fixed term or permanent post and whether it is part-time or full-time
- Information about the interview process
- A relevant Person Specification
- A relevant Job Description, which makes reference to safeguarding procedures.
- An application form – for teaching posts, the CES form will be used; for non-teaching roles, Bolton Council's form
- A safeguarding statement
- A statement informing applicants that if shortlisted, an online check will be carried out

## **Shortlisting Procedures**

- Short-listing is carried out by the Headteacher and members of the interviewing panel
- The short-listing panel must contain at least one person who has received the appropriate Safer Recruitment training
- For Headteacher or Deputy Headteacher posts, the interview panel will also include Diocesan and Council representation
- Short-listing grids are used so that only those candidates meeting the required criteria should be interviewed
- Once applications have been received, they are kept locked away, for reasons of data protection. Those received electronically will be held on the Office system, which is password protected
- Online checks will be carried out – the following platforms will be searched for all shortlisted applicants – Google; Linked In; Facebook
- Unsuccessful applications will be destroyed / deleted following the interviews
- To meet safeguarding recommendations, referees will be asked to provide a range of information, including whether or not they consider the candidate suitable to work with children

## **Inviting Candidates to Interview**

- Emails inviting candidates for interview should provide an outline of the activities for the day
- If a task is involved, details of the task should be provided
- Emails should be sent in time for candidates to prepare for any given tasks and to make arrangements to attend

- For senior leadership positions, the invitation to interview should clarify whether there is a two-part selection process on the day

### **Interviews**

- Candidates will be asked to present their identification prior to being introduced to the Interview Panel
- As per statutory requirements, all interview panels will always contain at least one member who has received Safer Recruitment training
- For teaching posts, the Interview Panel will consist of a minimum of four people. At least one member of the Senior Leadership Team should be present and where possible, a governor should also be involved
- For non-teaching posts, the panel will consist of a minimum of two people and may include a governor, a senior leader or a relevant Line Manager
- In order to ensure that the recruitment process generates as wide a range of information as possible, a teaching post will usually include a lesson observation, either within the relevant year group at St. Ethelbert's, or at the candidate's current school, if applicable
- Where this has previously been made clear to candidates, the interview may take the form of a two-part selection process and candidates will only be asked to remain for the second part where performance in the first part has been at least good
- In addition to the standard questions drawn up in advance and used to interview all candidates, the Interview Panel may ask any additional individual question necessary to clarify any gap in employment history or clarify a point made in the letter of application. This relates in particular to satisfying the panel about any matters relating to safeguarding
- All unsuccessful candidates will be offered either verbal or written feedback on their performance
- The Interview Panel may record their notes relating to each candidate's performance, to inform discussions at the end of the interviews and also so that agreed strengths and weaknesses can be fed back to any candidate who desires feedback. These notes will be destroyed after the interviews

### **Making an Offer of Employment**

- Every attempt will be made to make a decision on the day of the interview
- Every attempt will be made to contact all candidates by telephone so that they know the outcome on the day of the interview
- Any verbal offer will state that it is made subject to certain checks and conditions being met
- Following a verbal offer over the telephone, the successful candidate will receive a letter of confirmation. This letter will also state that the offer is made subject to certain conditions being met
- The conditional written offer of a job will be accompanied by DBS documentation and the appropriate Health Questionnaire which the candidate will be required to complete promptly
- The conditional offer of a job will also make it clear that one of the required checks is the receipt of two professional written references
- Where applicable, successful candidates will be asked to bring with them proof of their qualifications when processing their DBS documentation (e.g. teachers, teaching assistants etc.)

### **Recruitment Checks on New Staff**

- A DBS certificate must be obtained from the candidate as soon as practicable after an offer of appointment has been made and prior to them taking up their new post
- DBS checks are carried out by an external provider, using an online service to speed up the process
- For all staff engaged in 'regulated activity' an enhanced DBS together with barred list information must be obtained
- For all teaching roles, an additional check against the prohibited from teaching list is required
- A further check against the 'prohibited under section 128 provisions' must also be carried out, where a DBS with barred list check has not already been undertaken
- For all other staff who have an opportunity for regular contact with children, but who are not engaging in regulated activity, an enhanced DBS certificate (without the barred list check) is sufficient. This would include contractors or other temporary staff working on site within the school day

- DBS checks must be carried out (without the barred list information) for any volunteer, as all volunteers may be required to work outside the classroom with pupils e.g. hearing them read
- Two written references must be taken up on all new employees and volunteers – referees shall be asked whether the candidate is judged by them as a suitable person to be working with children. This applies even where the postholder is not engaged in regulated activity
- Checks of personal history will be made on the following platforms: Google; Linked In; Facebook
- When appointing a new member of staff, some additional employment checks must also be carried out. These include:
  - Verifying a candidate's identity, following government guidelines (see GOV.UK website)
  - Verifying a candidate's mental and physical fitness to carry out their work responsibilities
  - Verifying a candidate's right to work in the UK
  - Verifying relevant qualifications

## **DEFINITIONS OF REGULATED ACTIVITY**

Regulated Activity includes:

- teaching, training, instructing, caring for, supervising or providing guidance & advice to children if the person is unsupervised
- driving a vehicle that only provides passage for children
- work across a limited range of educational establishments with the opportunity for contact with children e.g. music tutors, sports specialists, educational psychologists etc.

## **13 SINGLE CENTRAL RECORD**

The school will maintain an up to date Single Central Record - this must cover all staff, including visiting staff and supply teachers.

The Single Central Record must contain the following information:

- Identity check
- Barred list check (where appropriate)
- An enhanced DBS check
- A prohibition from teaching check (where appropriate) A section 128 check (for management positions)
- Further checks on people who have lived or worked outside the UK
- Qualifications check (where appropriate)
- Right to work in the UK check
- Social media platform check (Google; Linked In; Facebook)
- Checks on supply staff (confirming that the relevant checks have been carried out by the agency)
- Checks on volunteers should be included (where they are carrying out regulated activity)

## **Induction**

- Wherever possible, the successful candidate will be given the opportunity to visit the school prior to taking up their new post, in order to provide an appropriate initial induction session
- The new member of staff will be provided with all relevant policies and procedures, including those related to safeguarding, and will have the opportunity to discuss these with a member of the Senior Leadership Team
- Upon taking up a new post, the member of will be provided with appropriate training and support – this may include shadowing existing experienced members of staff, attending in-house training or accessing training from external sources
- All new staff members shall undergo safeguarding and child protection training as part of their initial induction

**Reviewed and approved by the Curriculum, Pupil Welfare & Community Committee –  
8<sup>th</sup> December 2022**