



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# **Safer Recruitment Policy**

## **2018 - 2019**

<b>Person responsible for Policy:</b>	Business Manager/Senior Leadership Team
<b>Committee responsible for Policy:</b>	Finance, HR & Premises
<b>Date To Governors:</b>	October 2018
<b>Date Agreed:</b>	September 2018
<b>Review Due:</b>	September 2019 and annually thereafter
<b>Is this Policy to appear on school website:</b>	Yes

# Safer Recruitment Policy

## 1. Introduction

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

## 2. 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.

## 3. Identification of Recruiters

The Governors will ensure that that all staff involved in recruitment have received appropriate training to enable them to carry out the recruitment process and that the person(s) leading the process have successfully completed accredited training such as the 'Safer Recruitment in Education' delivered by the Department for Education.

## 4. Inviting applications

4.1 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 postholders are subject to criminal record checks carried out through the Disclosure and Barring Service"*

4.2 Prospective applicants will be supplied, as a minimum, with the following, or will be directed to the school website to access the documents:

- 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, Disclosure form and Recruitment Monitoring form.

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

## 5. Short-listing and references

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

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

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

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

5.5 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.

- 5.6 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.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6. The Selection Process**

- 6.1 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.
- 6.2 Interviews will always be face-to-face. 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).
- 6.3 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.

## **7. Employment Checks**

- 7.1 All successful applicants are required:
- to provide proof of identity
  - to complete a DBS enhanced disclosure application and receive satisfactory clearance
  - to provide actual certificates of qualifications
  - to complete a confidential health questionnaire
  - to provide proof of eligibility to live and work in the UK

## **8. Induction**

- 8.1 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.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## Selection/Shortlisting Procedure

- The shortlisting panel will consist of at least two people of suitable seniority
- At least one member of the panel **must** have successfully completed the Safer Recruitment training course to provide valuable advice and guidance to strengthen safeguards against employing unsuitable people in schools
- Members of the Interview Panel should be involved throughout the process for fairness and consistency reasons
- At the shortlisting stage the task of the selection panel will be to assess the applicant's eligibility for an interview based on the information provided in the application form
- As part of the process of drawing up a person specification it will have already been identified which elements of the criteria can be measured by considering the application form
- All applications will be read and assessed against the criteria which are indicated for assessment via the application form
- Each panel member will independently assess the applications before meeting as a shortlisting panel and then the panel will meet to discuss their results, challenging the results and any discrepancies
- Only applicants who fully meet the essential person specification should be shortlisted

### Things to be considered when drawing up a shortlist

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- 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.
- **Any 'gaps in employment' will be identified and satisfactory explanations will be sought**