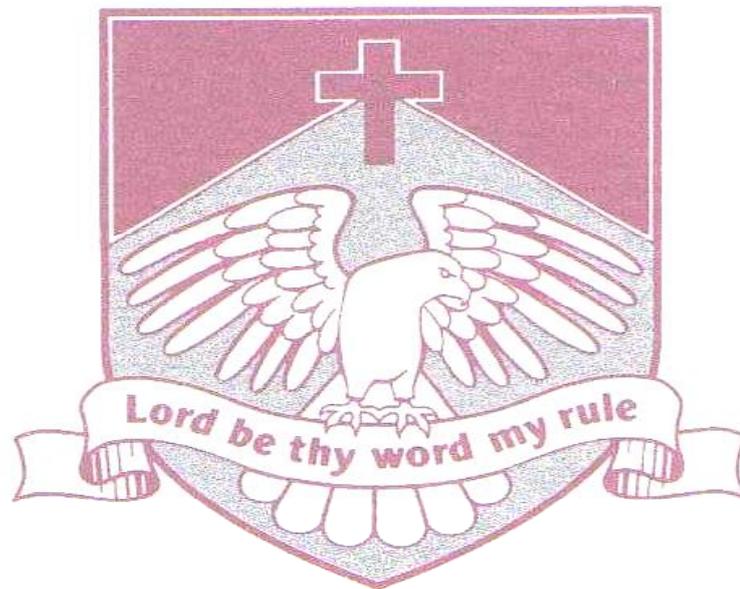


St. John the Evangelist Catholic Academy

EYFS



Policy on Safer Recruitment and Selection

Date of review: July 2019

St. John the Evangelist Catholic Academy SAFER RECRUITMENT AND SELECTION POLICY

St. John the Evangelist Catholic Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer practice in recruitment is thinking about and including issues to do with Child Protection and safeguarding and promoting the welfare of children at every stage of the process i.e.

- Advertisements
- Publicity Materials
- Recruitment websites
- Candidate's information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

Staff Recruitment and Selection Procedures

The Academy Committee will use the following process for the recruitment and selection of all staff. This is based on the procedures recommended by the DfES "Safeguarding Children: Safer Recruitment and Selection in Education Settings" guidance, LA and Diocesan guidance.

Planning and Advertising

At St. John the Evangelist Catholic Academy we feel that careful planning incorporating clear details of the qualities, qualifications and experience needed for the job is vital to successful recruitment.

In normal circumstances vacancies are advertised as widely as possible and where appropriate in the Catholic Gazette, the TES and the WM Jobs Bulletin. When a new member of staff is to be appointed, and the Academy Committee have discretion in respect of pay, the salary will be agreed by the Personnel Committee prior to advertisement. In other circumstances the job may be advertised internally.

All advertisements will state the full pay range relating to the post, the closing date for applications and, wherever possible, the date of the interview and/or other means of assessment.

The advertisement will also make clear the school's commitment to safeguarding and promoting the welfare of children and the need for the successful candidate to undertake a criminal check via CRB.

The academy believes in a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

Application Form

The academy uses the CES application forms for teaching and non-teaching posts. These application forms follow good practice procedures in terms of obtaining from prospective candidates all necessary and relevant information in accordance with DfES guidance specified under the following:

For applicants for all types of post the form should obtain:

- Full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance number;
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.
- A declaration of any family or close relationship to existing employees or employers (including councillors and Academy Committee members);
- Details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. N.B. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends.
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification.

It should include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. And it should require a signed statement that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body and

either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

It should record that:

- Where appropriate the successful applicant will be required to provide a Disclosure from the CRB at the appropriate level for the post;
- The prospective employer will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.
- Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Applicants for teaching posts will also be asked:

- To provide their DfES reference number;
- Whether s/he has Qualified Teacher status (QTS); and,
- Whether s/he is registered with the GTC for England.

Explanatory notes and/or instructions for completing the form will be included in the candidate's information pack.

Job Description

This will clearly state:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

N.B. all work in a school or similar setting involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

Person Specification

This will:

- Include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- The competences and qualities that the successful candidate should be able to demonstrate; and,
- Explain how these requirements will be tested and assessed during the selection process. For example:
 - In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:
 - Motivation to work with children and young people;
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
 - Emotional resilience in working with challenging behaviours; and,
 - Attitudes to use of authority and maintaining discipline.
- Explain that if the applicant is shortlisted any relevant issues arising from his/her references will be taken up at interview.

Information Pack to Candidates

The pack will include a copy of:

- The application form and explanatory notes about completing the form;
- The job description and person specification;
- Any relevant information about the Local Authority/establishment and the recruitment process and statements of relevant policies such as the authority/establishment's policy about equal opportunities, the recruitment of ex-offenders, etc;
- The school's Child Protection Policy Statement;
- A statement of the terms and conditions relating to the post.

Scrutinising and Shortlisting

All applications will be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted and will be returned for completion. Any anomalies or discrepancies or gaps in the employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to

shortlist the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression or a mid career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. We will not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern".

Ideally references will be sought on all shortlisted candidates, including internal ones, and in most circumstances be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases. (It is up to the person conducting the recruitment to decide whether to accede to a candidate's request to approach his/her current employer only if s/he is the preferred candidate after the interview, but it is not recommended as good practice.)

In any case where a reference has not been obtained on the preferred candidate before interview, the prospective employer will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All requests for references will seek objective verifiable information and not subjective opinion. The use of reference pro formas should help to achieve this. A copy of the job description and person specification for the post for which the person is applying will be included with all requests and every request will ask:

- About the referee's relationship with the candidate e.g. did they have a working relationship: if so what; how long has the referee known the candidate and in what capacity;
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments

about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification;

- Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable;

and should remind the referee that:

- They have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission; and
- Relevant factual content of the reference may be discussed with the applicant.

In addition to the above, requests addressed to a candidate's current employer, or a previous employer in work with children, should also seek:

- Confirmation of details of the applicant's current post, salary and sick record;
- Specific verifiable comments about the applicant's performance history and conduct;
- Details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;
- Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved.

On receipt references will be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee will be telephoned and asked to provide written answers or amplification as appropriate. The information given will also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information will be taken up with the applicant.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no

further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Other Checks Before Interview

If a shortlisted applicant claims to have some specific qualifications or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before the interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

Involving Pupils

Involving pupils in the recruitment and selection process in some way, or observing shortlisted candidates' interaction with pupils is common, and recognised as good practice. There are different ways of doing that. For example, candidates for teaching posts might be asked to teach a lesson; shortlisted candidates might be shown round the school by pupils and a Governor or senior member of staff, and/or meet with pupils and staff.

Interviews

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

Invitation to Interview

In addition to the arrangements for interviews - time, place, directions to venue, membership of the interview panel - the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

The invitation will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS check is appropriate the person will be required to complete an application for a DBS disclosure straight away. Consequently all

candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address and where appropriate change of name documentation.

Candidates will also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. N.B. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body.

A copy of the documents used to verify the successful candidate's identity and qualifications will be kept for the personnel file.

Interview Panel

Although it is possible for interviews to be conducted by a single person it is not recommended. Our Personnel Committee has agreed to have a minimum of two interviewers and, in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate and make notes while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

Headteacher Interviews - posts at this level must be advertised in the national press

A panel of no fewer than three Academy Committee Representatives will be convened for both the short-listing and interviewing. It is recommended that the same Governors be involved in both processes wherever possible.

An adviser from the Diocese is normally involved in the process. A representative of the Director of Education has a right to attend in an advisory capacity.

The full Academy Committee/ Board of Directors must ratify appointment of a Headteacher prior to the post being offered.

Deputy Headteacher Interviews - posts at this level must be advertised in the national press

A representative of the Director of Education and an advisor from the Diocese has a right to attend in an advisory capacity.

A panel of no fewer than three Academy Committee Representatives plus the Principal will be convened for both the short-listing and interviewing. It is recommended that the same Academy Committee Representatives be involved in both processes wherever possible. The full Academy Committee must ratify appointment of a Deputy Headteacher prior to the post being offered.

All teaching posts other than Principal or Vice- Principal

The interview panel will include the Principal and/or Vice Principal or other appropriate member(s) of staff, who has management responsibility for the post holder, plus a minimum of one governor.

Support Staff posts

The interview panel will include the Principal and/or Vice Principal or other appropriate member(s) of staff who has management responsibility for the post holder, plus a minimum of one Academy Representative if considered appropriate at the time.

The members of the panel will:

- Have the necessary authority to make decisions about appointment;
- Be appropriately trained.
- Consist of one Academy Representative, the Principal and one other member of staff as previously agreed by the Academy Committee

Meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing;
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- Agree their assessment criteria in accordance with the person specification.

We agree a set of questions we will ask all candidates relating to the requirements of the post, and the issues we will explore with each candidate based on the information provided in the candidate's application and references

(if available). A candidate's response to a question about an issue will determine whether and how that is followed up. Where possible we will avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people;
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Conditional Offer of Appointment: Pre Appointment Checks

An offer or appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory reference (if those have not already been received)
- Verification of the candidate's identity (if that could not be verified straight after the interview);
- A check of DfES List 99 (in some residential establishments a check of the PoCA List (Protection of Children Act) may also be required) and, where appropriate, a satisfactory DBS. (N.B. It may not be possible or productive to undertake these checks in respect of people who are resident overseas and have not previously lived in the UK);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified after the interview);

- Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and
- (for non teaching posts) satisfactory completion of the probationary period.

The school will seek advice from its Human Resources provider and follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in course of the selection process.

All checks should be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- The candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- An applicant has provided false information in, or in support of, his/her application; or,
- There are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and/or the DfES Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team).

List 99/PoCA List and CRB Checks on Overseas Staff

List 99, and where appropriate PoCA List and CRB checks should be completed on staff from overseas unless it is verified that the applicant has not previously lived in the UK. If that is the case, the checks will serve no purpose because the individual will not have a criminal record in this country and will not appear on DfES List 99 or the PoCA List. (However, in schools that are also registered as children's homes a PoCA List check may be mandatory in all cases). N. B. all the other checks described above will always be completed regardless of whether the applicant is from overseas.

In all cases where an applicant has worked or been resident overseas in the previous 5 years the employer should, where possible, obtain a check of the

applicant's criminal record from the relevant authority in that country. Not all countries provide that service but the DBS provides an Overseas Information Service. That is a fax-back service which provides employers with details of the sort of criminal record information which new employees may be able to obtain from their home countries. The DBS does not have any involvement in applications by individuals to overseas authorities. Employers should also be aware that they will have to arrange for information returned from overseas authorities to be translated into English. Further information about the Overseas Information Service can be obtained from www.crb.gov.uk/services_overseas.asp or by telephoning the DBS enquiry line on 08700 100 450. In cases where a criminal record check is not possible particular care should be taken with the other required checks, especially those of identity and qualifications, and to obtain satisfactory references.

Post Appointment Induction

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

- Provide training and information about the school's 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; and,
- 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 content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme will include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures;
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the school;
- How and with whom any concerns about those issues should be raised; and,

- Other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.

The programme will also include attendance at child protection training appropriate to the person's role.

Maintaining a Safer Culture

It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Also that staff, pupils and parents feel confident that they can raise issues/concerns about the safety or welfare of children and that they will be listened to and taken seriously. That can be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:

- A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and pupils that is understood and endorsed by all;
- Appropriate induction and training;
- Regular briefing and discussion of relevant issues; and,
- Including relevant material from the framework for Personal Social and Health Education in the curriculum.

Monitoring

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It should cover:

- Staff turnover and reasons for leaving;
- Exit interviews; and,
- Attendance of new recruits at child protection training.

The checklist at Appendix 1 provides a convenient way of signing off each stage of the process and can then be filed as a permanent record at the end of the process.

Volunteers

The school will adopt the same recruitment measures as for paid staff for volunteers who are not known to the school.

For volunteers known to the school i.e. parents, a streamlined procedure will be adopted as follows:

- Obtaining a reference;
- Undertaking a DBS check;
- Conduct an informal interview.

Volunteers for 'one off' roles e.g. accompanying teachers and pupils on a day outing, helping at a concert etc. will not be left alone or unsupervised with children and will therefore not need to be checked.

APPENDIX 1

Recruitment and Selection Checklist

PRE-INTERVIEW	INITIALS	DATE
<p>Planning Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</p>		
<p>Vacancy Advertised (where appropriate) Advertisement includes reference to safeguarding policy i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be CRB checked.</p>		
<p>Applications - on receipt Scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting.</p>		
SHORTLIST PREPARED		
<p>References - seeking Sought directly from referee on shortlisted candidates: ask recommended specific questions: include statement about liability for accuracy.</p>		
<p>References - on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible).</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>		

INTERVIEW	INITIALS	DATE
<p>Explores applicants' suitability for work with children as well as for the post. N.B. 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 of CRB Disclosure.</p>		
<p>Conditional Offer of Appointment: Pre Appointment Check Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non teaching posts a probationary period.</p>		
<p>References (if not obtained and scrutinised previously)</p>		
<p>Identity (if that could not be verified straight after the interview)</p>		
<p>Qualifications (if not verified on the day of interview)</p>		
<p>DBS - Where appropriate satisfactory DBS Disclosure received</p>		
<p>List 99 - person is not prohibited from taking up the post</p>		
<p>Health - the candidate is medically fit</p>		
<p>GTC England - (for teaching posts in maintained schools and non-maintained special schools) the teacher is registered with the GTC or exempt from registration</p>		
<p>QTS - (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS</p>		
<p>Statutory Induction (For teachers who obtained QTS after 7 May 1999)</p>		