



# *Our Lady of the Assumption Catholic Primary School*



## **Safer Recruitment Policy**

Approved by Governing Body : 7<sup>th</sup> February 2018

Signed : *A Kiely* Chair of Governors

To be reviewed before March 2020

### **Safeguarding Statement:**

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents and volunteers to share this commitment.'

### **Our Vision**

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

### **Values and Ethos**

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

### **1. Planning and advertising**

Our Lady of the Assumption Catholic Primary School will ensure that:

- All recruitment exercises will be carefully planned
- That the qualities, qualifications and experiences needed for each post will be carefully determined at the beginning of the recruitment process
- Sufficient time will be allocated to the process so that safeguards are not overlooked
- Positions will be advertised in a variety of media depending on the field of candidates we wish to attract. This can range from the school and parish newsletter for a lunchtime supervisor to the TES for a new Headteacher.

The recruitment pack will contain the following:

- The application form and explanatory note
- Job description and Person Specification
- Information on the school
- The degree of responsibility for children (including applications for support staff)
- A statement about the school's commitment to safeguarding and promoting the welfare of children including the need for DBS checks

- Details of the post and salary
- Details of qualifications required
- Safeguarding policy

## 2. **Application form**

- All applicants **MUST** complete the official Catholic Education Service application form
- CV's will **NOT** be accepted in place of the application form
- All applicants will be expected to provide through the application process:
- Full details of names, former names, DOB, current address, NI number
- Statement of academic/vocational qualifications
- FULL history, in chronological order of education and employment explaining any gaps
- Declaration of interest
- Details of at least two referees
- One referee **MUST** be current or most recent employer – unless there are exceptional circumstances
- A signed statement that the applicant is not disqualified from working with children or included on the Dfe List 99
- Have no convictions or cautions. (If they do, details should be included in a sealed envelope)
- Agree to undertake a DBs check
- Declare that they are legally entitled to work in the UK

Applicants for a teaching post must provide details of:

- DFe reference number
- QTS status

## 3. **JOB DESCRIPTIONS**

Job Descriptions will clearly state:

- The main duties and responsibilities of the post
- The individuals responsibilities for promoting and safeguarding the welfare of children

## 4. **PERSON SPECIFICATION**

The person specification will clearly state:

- Qualifications and experiences needed
- Competences required
- Qualities for a successful candidate
- An explanation of how these requirements will be tested during the selection process

## 5. **SHORT LISTING**

- All applications will be scrutinised by a minimum of two senior staff / governors. One of which will have received Safer Recruitment Training. Panel will remain the same throughout the process.
- Any gaps in education / work history will be noted
- If necessary incomplete application forms *will be returned to the candidates for completion*
- Any gaps or repeated changes in employment will be investigated
- All candidates will be assessed equally
- Short listing will be a transparent process and records kept

## 6. **REFERENCES**

- All references will be sought directly from the referee
- No open references or testimonials will be accepted. Any received will be destroyed
- References will be sought for all applicants short-listed for interview
- Candidates unwilling to agree to references from current employees will not normally be interviewed
- NO candidate successful at interview will be appointed unless satisfactory references have been received by the school

References will be a combination of narrative and evaluation form. The request will include the need for details as follows:

1. Applicant's current post and salary
2. Performance history
3. Sick record
4. Current disciplinary record
5. Details of any allegations which relate to the safety of children

In the event that the reference appears vague or is incomplete then the Headteacher will contact the referee for confirmation of details. A written note of the conversation will be made and in certain cases a written confirmation will be requested from the referee.

## **7. INVITATION TO INTERVIEW**

Candidates will be provided with:

- Letter of confirmation of interview, if time permits .
- Details of the interview day – if necessary
- Details of any tasks needed as part of the process e.g. teaching observation
- Prior to interview candidates will need to show proof of who they are- they need to produce either a passport, or other photo ID , and evidence of their National Insurance number.

## **8. THE INTERVIEW**

The panel will meet prior to the interview to consider:

- Issues to explore with the candidate and who will lead that element of the questioning
- Agree the assessment criteria
- Take the opportunity to review application forms and references

During the interview there will be set questions although supplementary questions can be asked by any member of the panel.

- Names of all panel members, their role in school and which panel member has received safer recruitment training will be kept on file.
- Panel member's notes and scores will be kept on file for 12 months and the successful candidates scores and notes will be kept in their personnel file.
- Only in exceptional cases will the interview panel not include the Headteacher
- Normally interview panels will consist of at least THREE people
- At least one member of the panel will have completed the Safer Recruitment training
- At least one member of the panel should be a governor of the school

The panel will assess the suitability of candidates for the post with special reference to working with children and young people, and safeguarding children in their care.

## 9. THE CONDITIONAL OFFER OF APPOINTMENT

An offer of appointment will be subject to:

- DBS clearance (with Certificate of Good Conduct if less than 5 years UK address history)
- Clearance of staff disqualification declaration form
- Receipt of at least TWO satisfactory references
- Verification of identity and right to work status.
- Medical fitness
- Verification of qualifications (where necessary)
- Verification of professional status where necessary
- In the case of teachers - verification of successful completion of NQT year / or if an NQT successful completion of their initial teacher training

Candidates not currently employed by Our Lady of the Assumption School will be asked to produce proof of identity and proof of current address: This list is taken from the latest DBS checklist and candidates can choose from a range of documents to present.

### Documents as proof of identity

- Any current and valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence – photo card with counterpart where one is issued -UK/Isle of Man/Channel Islands and EU (full or provisional) (Please note some European countries do not issue counterparts) All licences must be valid in line with DVLA requirements
- Birth Certificate - issued at the time of birth. UK and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Marriage/Civil Partnership Certificate -UK and Channel Islands
- HM Forces ID Card - UK
- Fire Arms Licence – UK, Channel Islands and Isle of Man
- Adoption Certificate (UK and Channel Islands)

### Documents as proof of address

- Mortgage Statement - UK or EEA – Issued in last 12 months. Non EEA statements must not be accepted
- Bank/Building Society Statement – UK and Channel Islands or EEA – issued in last 3 months Non EEA statements must not be accepted
- Bank or Building Society account opening confirmation letter – UK – Issued in last 3 months. Non EEA statements must not be accepted
- Credit Card Statement -UK or EEA – Issued in last 3 months. Non EEA statements must not be accepted.
- Financial Statement - e.g. pension, endowment, ISA – UK – Issued in last 12 months
- P45/P60 Statement - UK & Channel Islands – Issued in last 12 months
- Council Tax Statement - UK & Channel Islands – Issued in last 12 months
- Work Permit or Visa – UK – valid up to expiry date
- Utility Bill - UK- Not Mobile Telephone – Issued in last 3 months
- Benefit Statement - e.g. Child Benefit, Pension – UK – Issued in last 3 months
- Benefit statement i.e. Child allowance, Pension.
- EU National ID Card – must be valid

- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands)\*-e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

### **Other documentation that needs to be checked by the school**

- ALL original relevant examination certificates
- Where appropriate, change of name documentation (e.g. marriage certificate)

The originals of these documents **must** be checked, copied and signed by the person checking the documents marking them as “original seen”

All checks will be confirmed in writing and held on file.

### **10. DECISION TO WITHDRAW OFFER OF APPOINTMENT**

In the event of any of the following the offer of employment will be withdrawn. In certain circumstances the LA and the police will be informed.

- Candidate found to be on List 99
- Candidate found to be on the Protection of Children’s Act List
- Disqualified from working with children – usually from DBS clearance
- Candidate has provided false information
- Candidate does not have the right to work in the UK

### **11. POST APPOINTMENT INDUCTION**

No employee should start without first being at least List 99 and medically cleared and being confirmed as eligible to work in the UK.

All successful candidates will undergo a period of induction and monitoring. This will include:

- The appointment of an Induction Tutor
- An Induction Pack
- Pre appointment visit to the school
- Pre appointment meeting with the Headteacher

### **12. MONITORING**

The appointment procedure will be monitored through:

- Feedback from the Induction Tutor
- Feedback from the Line Manager
- Feedback from the new member of staff
- Analysis of staff turnover and reasons for leaving
- Exit interviews
- Professional development records of new staff

END

**CHECKLIST FOR DOCUMENTATION TO BE RETURNED TO THE RECRUITMENT TEAM FOR A NEW  
STARTER/TRANSFER**

**Have you returned the following documentation to the Recruitment Team:**

**YES**

- |  |                          |
|--|--------------------------|
| *Starter/Transfer Form (signed)                                  | <input type="checkbox"/> |
| *DBS On line Form completed correctly                            | <input type="checkbox"/> |
| *Childrens Barred List (List 99) request required?               | <input type="checkbox"/> |
| *Proof of eligibility to work in UK (signed copy)                | <input type="checkbox"/> |
| *Copies of proof of qualifications (signed copy)                 | <input type="checkbox"/> |
| * Pre-Employment Health Questionnaire                            | <input type="checkbox"/> |
| * Teacher Registration confirmation (if applicable)              | <input type="checkbox"/> |
| P45 or P46   | <input type="checkbox"/> |
| *Bank/Personal Details (this may be forwarded by the individual) | <input type="checkbox"/> |

**NB Those marked with an asterix\* are essential to enable the individual to be paid**

**Recruitment Team contact details**

**Team Managers**

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