

# **ST VINCENT'S CATHOLIC PRIMARY SCHOOL**



## **Safer Recruitment Policy**

**Policy Date: September 2022**  
**Review Date: September 2024**

## **Mission Statement**

*Caritas Christi Urget Nos*

*The love of Christ urges us to care for each other and strive for excellence in everything we do.*

### **Introduction**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St. Vincent's School is committed to safeguarding and promoting the welfare of all pupils in its care. The school expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfE/04217/2006, Keeping Children Safe in Education 2016 and the Safeguarding Vulnerable Groups Act 2006, the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils, the school is committed to a thorough and consistent Safer Recruitment Policy.

### **Aims and Objectives**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The school has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the school.

### **Roles and Responsibilities**

It is the responsibility of the Head Teacher to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements.
- Monitor the school's compliance with them.

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

## **Recruitment and Selection Procedure**

### ***Advertising***

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible; normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act in line with General Data Protection Regulation (GDPR) guidance.

### ***Application Form***

All applicants must complete, in full, an application form. Those who do not cannot be considered. CVs may be submitted in addition to, but not instead of, the application form.

### ***Job Descriptions and Person Specifications***

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### ***References***

References for short listed applicants will be sent immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

### ***Interviews***

There will be a face-to-face interview and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person

specification. It will enable the panel to explore any anomalies or gaps that may have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Safer Recruitment Training).

**Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training, as applicable.**

**All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.**

### **Offer of Employment and New Employee Process**

The appointment of all new employees is subject to the receipt of a satisfactory enhanced DBS Certificate, checks against disqualifications, prohibitions or restrictions, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

### ***The Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the school.

### ***DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)***

All staff require an enhanced DBS Certificate and a barred list check and therefore it must be obtained *before* the commencement of employment of any new employee. It is the school's policy to re-check employee's DBS Certificates every three years. Members of staff are aware of their obligation to inform the Head Teacher of any cautions or convictions that arise between these checks taking place.

### ***Dealing with Convictions***

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence.
- How long ago the offence occurred.
- One-off or history of offences.

- Changes in circumstances.
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head Teacher. A decision will be made following this meeting.

### ***Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status***

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### ***Medical Fitness***

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All successful applicants are requested by HR to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### ***Overseas checks***

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006.

### ***Induction Programme***

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

### ***Centralised Register of Members of Staff***

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained online as part of the secure administration files. The Centralised Register will contain details of the following:

- All employees who are employed to work at the school.
- All employees who are employed as supply staff to the school whether employed directly or through an agency.
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and

people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

### ***Record Retention / Data Protection***

The school will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e.: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept centrally in the School Office in a locked and secure cabinet.

### ***Ongoing Employment***

The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure.

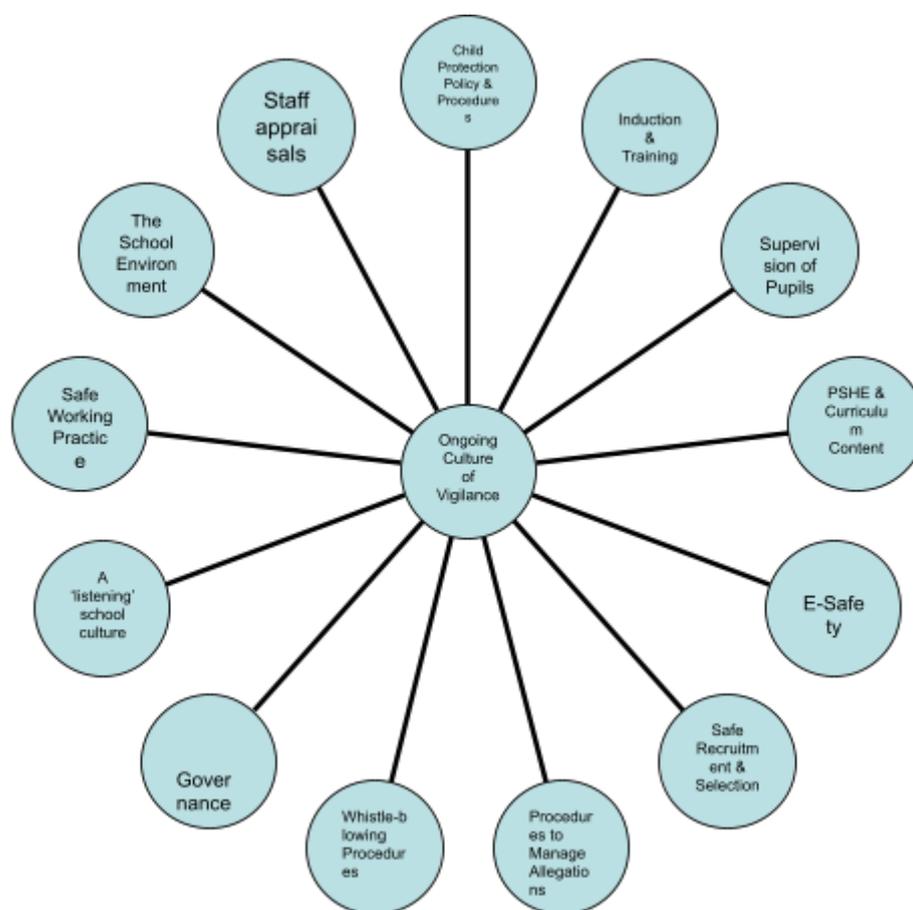
### ***Leaving Employment at St. Vincent's School***

Despite the best efforts to recruit safely there might be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual and emotional and neglect) the school's Child Protection and Safeguarding Policy will apply. In cases of dismissal (or resignation) due to the above behaviour, the school will inform the DfE and the Children's Safeguarding Unit of the circumstances why the employee is leaving the school's employment. The school will also make a referral to DBS if the referral requirements are met.

### ***Ongoing Culture of Vigilance***

The school places a strong emphasis on ongoing awareness and vigilance in order to maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.

This graphic is a representation of the various features that make a safer environment at the school (it is not an exhaustive list):



### **Features of a Safer Culture**

- An open culture, no secrets.
- A belief that 'it could happen here.'
- Clear procedures for reporting concerns, including whistleblowing.
- Support for children and adults who do raise concerns and commitment to take action.
- A code of conduct that makes clear what is acceptable and unacceptable behaviour.
- Policies and procedures that are put into practice.
- Thorough induction and use of probationary periods.
- A commitment to safeguarding and an ongoing culture of vigilance.

### **Related Documents and Policies**

This policy should be read in conjunction with other school documents and policies including but not limited to the following:

- Child Protection and Safeguarding Policy.
- Keeping Children Safe in Education (DfE 2016).
- Working Together to Safeguarding Children (DfE 2015).
- Teacher Handbook.

- SEN Policy.
- Staff Induction Policy.
- The Teachers' Standards (DfE 2012).

### **Monitoring and Evaluation**

The Head Teacher will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through a yearly Safer Recruitment Evaluation and regular communication with those in charge of the Single Central Register of Appointments.

#### **Monitoring and Evaluation of this policy**

The Curriculum Committee will, in consultation with the Head teacher/Deputy Head teacher monitor and evaluate the implementation of this policy. It will be reviewed at least every 2 years to ensure it reflects current practice.

Member of staff with Lead Responsibility for this policy:	Marie Tuohy
Date of Policy:	September 2022
Date for Review:	September 2024