

# SACRED HEART HIGH SCHOOL



## SAFER RECRUITMENT POLICY & PROCEDURES

**NOVEMBER 2016**

*To be reviewed September 2018*

*This Policy should be read in conjunction with  
all other Sacred Heart High School Policies*

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## 1 RATIONALE

Sacred Heart High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal Recruitment Procedure for the employment of all staff and adheres to the school's Child Protection

All members of staff are recruited by the Headteacher on behalf of the Governing Body. Governors are invited to attend at interview but under the Schemes of Delegation, the Headteacher can appoint without a Governor present.

Safer Recruitment is an important part of safeguarding children.

The key elements of a Safer recruitment process should:

- be robust
- have a relevant vetting and checking procedure
- include a robust induction
- provide an excellent training infrastructure

This policy outlines the steps we are taking to ensure that people who are employed by the School are safe to work with children and young people.

## 2 PURPOSE

The purpose of this policy is to

- prevent unsuitable people working with children, young people and vulnerable adults
- attract the best possible applicants to vacancies
- create and maintain a safe workforce

This policy has been updated in line with the DfE Statutory Guidance for Schools and Colleges, April 2014, '*Keeping Children Safe in Education*'

## 3 GUIDELINES

### 3.1 Sensitive and Proactive Culture

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The key to effective safeguarding is to develop a culture which is sensitive and proactive in all aspects of child protection - we do this by:

- Ensuring recruitment includes the undertaking of full pre-employment checks ie CRB, evidence of identity, evidence of eligibility to work in the UK (if appropriate), at least two satisfactory references, proof of qualifications (if necessary for the post), job application form and health statement.
- Including in all recruitment documentation and job descriptions the child protection policy (as part of an online pack) and the statement

- Supplying prospective applicants, as a minimum, with the following (these are sent electronically and can all be downloaded)
  - job description and person specification
  - the school's child protection policy
  - the school's safer recruitment policy (this document)
  - the selection procedure for the post (interview programme and names/posts of those taking part in the programme)
- All prospective applicants must complete, in full, an application form
- Short-listing of candidates is in relation to the person specification for the post
- References are taken up before the selection stage, so that any discrepancies can be probed during the selection stage
- References are sought directly from the referee; references or testimonials provided by the candidate are never accepted
- Where necessary, referees may be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies; a detailed written note must be kept of such exchanges
- Where necessary, previous employers who have not been named as referees are contacted in order to clarify any anomalies or discrepancies; a detailed written note must be kept of such exchanges

### **3.2 Questions for Referees**

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Referees must 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 and the candidate's suitability for the post. 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 not likely to cause concern. More serious or recent concerns, or issues that were not resolved satisfactorily are more likely to cause concern. A history of repeated concerns or allegations over time will give cause for concern.
- 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.

### **3.3 Reminders for Referees**

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Referees will be reminded:

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

### **3.4 Selection**

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Selection techniques are determined by the nature and duties of the vacant post, but all vacancies require an interview of short-listed candidates

### **3.5 Documents Required**

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Applicants 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 or her relevant qualifications must be obtained from the awarding body.

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

### **3.6 Interviews**

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Interviews are always face-to-face. Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview

The interview panel must always include at least one member who has successfully completed safer recruitment training. He or she will be responsible for ensuring that "Safer recruitment" procedures have been followed.

Applicants for all posts will be formally interviewed by no less than two people. Interview and visit procedures will vary according to the post, but will include a tour of the school, introduction to relevant members of staff and, in the case of teachers, will include teaching a lesson. Applicant assessment forms will be completed by all interviewers and a meeting held post interview to discuss the applicants.

### **3.7 Candidates Requirements**

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Candidates must always be required:

- to explain satisfactorily any gaps in employment 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, will be explored and verified.
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear as part of an enhanced DBS with barred list checking exercise
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

## **4 PRE-APPOINTMENT CHECKS**

- An offer of appointment to a successful candidate must be conditional upon successful completion of pre-employment checks:
- proof of identity (preferably photographic ID and proof of address)
- provision actual certificates of qualifications
- completion of a confidential health questionnaire to establish whether they have the physical and mental capacity for the role
- proof of eligibility to live and work in the UK (see GOV.UK website )
- a certificate for an enhanced DBS check with Children's barred list information – this may be applied for by the candidate or, with their permission, through an online update check through the DBS update service
- or if, during the previous 3 months the candidate has worked in a school or college in a capacity that involved regular unsupervised contact with children, the DBS update service is used to confirm that they are covered by enhanced DBS with barred list information
- if engaged in teaching, a check that the candidate is not subject to a prohibition order from the Secretary of State (use Employer Access online service)
- If the DBS certificate is not available in time for the applicant to take up their post, the school carries out a risk assessment , including use of references and checking the barred list; the applicant is not left unsupervised with children until enhanced DBS with barred information has been received

- All staff who are new to the school receive induction training that must include the school's safeguarding policies and guidance on safe working practices.
- The school has procedures and processes in place which ensure:
- There is effective induction and training in relation to safeguarding
- It is clear how to report concerns or issues or how to get help
- There are agreed standards of behaviour and a code of conduct for all employees
- That Safeguarding is on everyone's agenda

## **5 ROLES AND RESPONSIBILITIES**

### **5.1 Governors**

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- Establish this policy
- Monitor and review the effectiveness of this policy
- Be familiar with DFE guidance on Safer Recruitment

### **5.2 Headteacher**

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- Ensure structures are in place to support the effective implementation of this policy
- Consult on this policy
- Required to make a timely notification to the DBS of information about individuals working with children or vulnerable adults where they are considered to have caused harm or pose a risk of harm, for example, at the conclusion of a disciplinary investigation into relevant misconduct, in relation to someone who works with children or vulnerable adults, or where the employer has ceased using a volunteer out of the same concerns.
- To ensure the members of the interview panel
- Have the necessary authority to make decisions about appointment and at least one member of the interview panel has completed Safer Recruitment Training

### **5.3 Interview Panel**

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- To ensure child protection is central to the interview process.

**6 RATIFICATION**

This Policy has been reviewed and ratified by the Headteacher and Governing Body on 3 November 2016. The Policy will be reviewed for September 2018.



Mrs M Doyle  
Headteacher



John Sills  
Chair of Governors

## APPENDIX ONE

### APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

#### **Application Form**

- Applications will only be accepted from applicant's completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason, although should be included to support the application.
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for more information.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to *produce an enhanced DBS certificate*
- References will be sought for shortlisted applicants and we may approach previous employers for information to verify particular experience or qualifications before interview. Please let us know if you do not wish references to be sought at this stage of the recruitment process.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired). They will be asked whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.
- You should be aware that provision of 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 and DFE

#### **Invitation to Interview**

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All applicants invited to interview must bring documents confirming any educational and professionally qualifications that are necessary or relevant for

the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All applicants invited to interview must also bring with them:
  - a passport or current photo driving licence and a full birth certificate,
  - where appropriate any documentation evidencing a change of name,
  - a utility bill or financial statement showing the applicant's current name and address.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

- receipt of at least two satisfactory references (if these have not already been received);
- verification of identity and qualifications;
- a *satisfactory enhanced DBS certificate*;
- verification of professional status such as , QTS status (where required), NPQH;
- for teaching posts, verification of successful completion of the statutory induction period (this applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- satisfactory completion of the probationary period.

### **WARNING**

Where a candidate is:

- found to be disqualified from working with children and on the children's barred list as part of DBS checks
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and DfE