

Date ratified at Full  
Directors' Meeting  
20 March 2018

Review  
Resources Committee

St John the Baptist



Catholic Multi Academy Trust

### **THE MAT MISSION STATEMENT**

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

*'To think, to feel, to do' Pope Francis*

**St John the Baptist Catholic MAT**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NR1 3PB**

## **SAFER RECRUITMENT & SELECTION POLICY and PROCEDURE**



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# Safer Recruitment & Selection Policy and Procedure

## 1. Introduction

- 1.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.

## 2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The Directors and through them the Local Governing Body delegates the power to offer employment for all posts below the level of Headteacher to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Headteacher is expected to involve at least one Governor in the appointment of all staff.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

## 3. Advertising

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

## 4. Information for Applicants

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 A CES Application Form. CVs will not be accepted
- 4.3 An Information pack containing:
- a description of the school relevant to the vacant post.
  - reference to the school's policy on Equality and Diversity.
  - reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment requirements.
  - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - the closing date for the receipt of applications.
  - outline of terms of employment including salary.

## **5. Short Listing and Reference Requests**

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving where applicable.
- 5.3 Reference requests will ask the referee to confirm:
- the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history and conduct;
  - any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
  - details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 5.5 If the field of applicants is felt to be weak the post may be re-advertised.

## **6. Interviews**

6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:

### **6.1.1 Briefing:**

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

### **6.1.2 The formal interview:**

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2 The recruitment documentation will be retained for six months from the date of interview for all applications whether appointed or not. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## **7. Offer of Employment by the Selection Panel**

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## **8. Personnel file and Single Central Record**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK

- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment

8.2 Each school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

## 9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children

## Appendix 1 – Employment & Recruitment Checklist

Step	Key points	Check
<b>Identifying a vacancy</b>		
1	Ensure you are up to date with the MAT Recruitment and Selection policy	
2	Reassess the post using the job description and person specification – is it still required? Does it need to be changed? If a support staff job does it needs to be re-graded.	
3	Plan the recruitment exercise – Who should be involved? At least one individual must have undertaken safer recruitment training.	
<b>Recruitment advertising</b>		
4	The advert, job description and person specification must contain all necessary information including the schools' commitment to safeguarding and promoting the welfare of children. It should also make clear the need for an enhanced DBS check with barred list check (child) and a Childcare (Disqualification) Regulations check where applicable.	
5	Adverts should be sent to the Preferred HR Provider	
6	Ensure the candidate information pack contains all the required information about the school, role, recruitment timetable, safeguarding statement and application form.	
<b>Applications</b>		
7	Applicants should use CES application forms rather than CV's.	

<b>Shortlisting</b>		
8	Candidates should be shortlisted systematically against the person specification for the job. A shortlisting record should be kept and any gaps in information noted.	
9	If an applicant with a disability meets all of the essential criteria, they should be interviewed. Reasonable adjustments should also be made throughout the recruitment process.	
<b>References</b>		
10	Two satisfactory references should be sought directly from the referee, prior to interview and must be in writing. One of these references should be from their most recent employer. If a candidate for a teaching post is not currently employed as a teacher it is also advisable to check with their last educational establishment to confirm details of their employment and reasons for leaving.  For safeguarding purposes, every reference request should ask certain questions regarding an applicant's suitability to work with children and young people.	
11	Once received references should be checked to ensure they answer the specific questions asked to a satisfactory level.	
<b>Interviewing</b>		
12	Interview questions should focus on the key areas of the job description and person specification and address any gaps in information. At least one member of the interview panel should be trained as mentioned in step 3.	
13	Safer recruitment questions should be included at interview.	
14	Ensure a written record of the interview is kept and candidates answers are probed where needed to gain the necessary information	
15	When candidates arrive for interview ensure all relevant documentation (as specified in your interview letter) is photocopied in support of their application process.	
<b>Offer of appointment</b>		
16	Once a verbal offer of appointment has been made it must be followed up with a written offer letter. This letter should include the enclosures listed below. <ul style="list-style-type: none"> <li>- Pre employment health screening questionnaire</li> <li>- Payment of salary</li> <li>- Evidence of entitlement to work in the UK form (<i>if not already completed</i>)</li> <li>- Diversity declaration form</li> <li>- Emergency contact details form</li> <li>- Starter checklist form-available from the HMRC website</li> </ul>	

	<ul style="list-style-type: none"> <li>- Local Government Pension Scheme booklet including Form SR95 for support staff</li> <li>- Childcare (disqualification) regulations declaration form (<i>only include if the post is relevant to the regulations</i>)</li> </ul>	
17	Ensure that the verbal offer and offer letter makes it clear that the offer of appointment is conditional based on satisfactory pre-employment checks (see step 21)	
18	Once an offer has been made and accepted the online DBS application form should be submitted. Any unsatisfactory checks, or discrepancies in the information provided, should be followed up	
19	Complete the appointment notification form and send to HR (using the contact information on the appointment notification form), along with any enclosures required by the HR provider.	
20	Ensure that all pre-employment checks have been completed and returned <b>prior</b> to the employee starting employment. If they have not been received certain safeguards must be followed before the employee can start	
21	Complete the school's single central record with the appropriate information	
22	Feedback to unsuccessful candidates as soon as possible	
<b>Induction</b>		
23	Ensure the new employee is properly equipped to work well and clarity regarding child safeguarding arrangements is provided at the earliest opportunity. Supervision should also be comprehensive.	
<b>Record keeping</b>		
24	Recruitment and selection information should be kept for 6 months for unsuccessful candidates and for the successful candidate(s) information should be kept on the school's employee file, together with a copy of the statement of particulars, confirming the terms and conditions of appointment, for the term of the employment plus 7 years.	
<b>Further help and support</b>		
25	Should you require any additional guidance at any stage of this recruitment and selection process please do not hesitate to contact our preferred HR Provider – currently EPM	