



OUR LADY AND ST BENEDICT CATHOLIC ACADEMY

SAFE RECRUITMENT POLICY

Our Mission Statement:

'Loving, Learning and Looking forward with Christ.'

Following the example of Our Lady and St. Benedict we are rooted to Christ in all that we say, do and think. Within our safe Catholic family we love, learn and ensure children are ready for their next step in society with Christ as their purpose.

Aims and objectives

It is the aim of our academy that every member of the academy community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all, based upon the guiding principles of our mission statement. The health, safety and welfare of all our children is of paramount importance to us. The protection of children is an integral part of the ethos of our academy where a child receives love, respect and protection regardless of age, gender, race, culture or disability. We strive to create an atmosphere in which children feel secure, their views are valued, and they are encouraged to talk and are listened to. Our children have a right to be safe.

This policy recognises our responsibilities in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, 'Keeping Children Safe in Education' 2015.

Safe Recruitment

To ensure the safety of our children we practise safe recruitment in checking the suitability of staff and volunteers to work with children and ensure safe recruitment practices are always followed. DBS checks are carried out on all volunteers and employed staff. Use of Supply Agency staff will be from agencies where assurances have been received that appropriate DBS checks have been conducted. A single central record of safeguarding details is maintained by the Head Teacher.

Recruitment

Recruitment advertisements carry a suitable safeguarding disclosure statement and candidates are expected to apply for posts on a current Catholic Education Service application form which requires a self-declaration form to be signed. Where applications are received electronically, candidates are required to sign the form prior to or at interview. Short listing and interviews are completed in line with safeguarding expectations with a least one committee member holding the required safeguarding qualification (See Appendix 2). The Designated Person for Child Protection and the Designated Governor are each expected to undertake the Safe Recruitment module from the National College for Academy Leadership. Candidates attending interview are required to provide photographic proof of identity, evidence of qualifications, any existing DBS paperwork and evidence that they may work in the UK. Records of this information are taken. Questions at interview will clarify safeguarding understanding and any issues arising from the application form.

References:

References are taken up prior to interview and no offer of a position is confirmed until these have been verified in line with statutory guidance. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They will be requested directly from the referee and open references, for example in the form of 'to whom it may concern' testimonials will not be accepted. If a candidate for a teaching post is not currently employed as a teacher, a check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving will be made.

References will be checked to ensure that all specific questions have been answered satisfactorily and clarification will sought if required for example if the answers are vague. References will be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

If information about past disciplinary action or allegations is evident this will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

Pre – employment checks

Before taking up post the following pre- employment checks will be undertaken:

- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Whilst there is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked, the academy will still undertake a check.

Where DBS checks have been delayed and the smooth running of the academy is affected a separate barred list check will be undertaken and the Self-Declaration statement (see Appendix 1) will be substituted on a temporary basis. If the candidate has subscribed to the DBS Update service and gives permission an online update check will be undertaken. Work in the academy on a short term basis will then be allowed, alongside measures ensuring work with individual children and in isolation from other adults is not permitted.

Where a role does not fall under the definition of regulated activity an enhanced check without barred list will be requested.

Student teachers and teaching assistants working in the academy are required to have had all the necessary checks done prior to their period of teaching practice starting in the academy.

Single Central Record

A Single Central Record is maintained by the Principal and covers:

- all staff (including supply staff) who work at the academy providing education to children;

- all others who work in regular contact with children in the academy including volunteers.
- The Representatives of the Academy Committee.

Generally, the information to be recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check;
- a disqualification by association check
- further checks on people living or working outside the UK;
- a check of professional qualifications;
- a check that references have been received and are suitable (from January 2016) and
- a check to establish the person's right to work in the United Kingdom.

The academy does not keep copies of DBS checks in line with section 74 of Keeping Children Safe in Education 2015.

Members of staff are required to complete a self declaration that to the best of their knowledge are not disqualified to work with Foundation Stage children. (Childcare Regulations (2009).

A copy of the other documents used to verify the successful candidate's identity and right to work are kept for the personnel file.

The same checks will apply to individuals who have lived or worked outside the UK along with any further checks deemed necessary to ensure that any relevant events that occurred outside the UK can be considered.



OUR LADY AND ST BENEDICT CATHOLIC PRIMARY ACADEMY SAFER RECRUITMENT

We practise safe recruitment in checking the suitability of staff and volunteers to work with children and DBS checks are carried out on all volunteers and employed staff.

DBS checks can be subject to delay. In order to deal with this we ask that whilst you await your check, you make a self-declaration of your suitability to work with children. You are asked to provide photographic proof of identity and any existing DBS paperwork. Photocopies are taken.

You will then be allowed to work in the academy though measures will be put in place, to ensure that you are not allowed to work with individual children in isolation from other adults.

Thank you

Name	
Address	
Telephone Number	
Start of contact date	
Role in academy	
Line Manager	
Declaration	<p>I declare that there is nothing in my background relating to offences against children which would prevent me from taking up any role in Our Lady and St Benedict Catholic Academy.</p> <p>I will not work in any situation with an individual child which is out of sight of a permanent member of the academy staff. If asked to do so by a member of staff I must refuse.</p> <p>As soon as I receive my DBS clearance I will present it to the Principal who is the Designated Person for Child Protection</p>
Signed	
Today's Date	
Countersigned by Designated Person for Child Protection	
Date	



**OUR LADY ANDST BENEDICT CATHOLIC PRIMARY ACADEMY
SAFE RECRUITMENT CHECK**

PRE INTERVIEW	INITIALS DATE	INTERVIEW	INITIALS DATE
<ul style="list-style-type: none"> • Timetable • Job specification and description • Application form 		<ul style="list-style-type: none"> • Explore suitability to work with children • Check identity and photocopy documents • Check current DBS 	
<ul style="list-style-type: none"> • Advert includes reference to safeguarding policy and need to be DBS checked 		<ul style="list-style-type: none"> • Safeguarding statement - conditional offer of appointment pending checks • References 	
<ul style="list-style-type: none"> • Applications scrutinised • Discrepancies, anomalies, gaps in employment 		<ul style="list-style-type: none"> • Discrepancies investigated • Qualifications check • DBS check • UK ID check 	
SHORTLIST		<ul style="list-style-type: none"> • Medical where required • GTC check • QTS status 	
<ul style="list-style-type: none"> • References sought for short listed candidates asking specific questions • Invitation to interview giving relevant info and details • Agree panel of at least 3 • Agree questions and criteria 			

Review Date: September 2025

Next View Date: September 2026