

The Newman Catholic Collegiate



Safe Recruitment Policy

"Working Together"

Safe Recruitment Policy

1. INTRODUCTION

The safe recruitment of staff across the Newman Catholic Collegiate is the first step to safeguarding and promoting the welfare of children and young people. The Newman Catholic Collegiate is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the NCC expects all staff and volunteers to share this commitment.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies across the nine schools
- deter prospective applicants who are unsuitable for work with children and young people
- identify and reject applicants who are unsuitable for work with children and young people

Through its implementation, this policy aims to operate the following procedures consistently and thoroughly while obtaining and collating, analysing and evaluating information from and about applicants.

The statutory advice and guidance provided by DoE document “Keeping Children Safe in Education” July 2015, informs all safeguarding and recruitment policy and practice within the Newman Catholic Collegiate.

2. RESPONSIBILITIES

It is the responsibility of the Board of Directors of the Newman Catholic Collegiate to:

- ensure that the collegiate has an effective policy for recruitment of all staff and volunteers and that the welfare of children and young people is promoted at every stage of the process, including making sure that all appropriate checks are carried out on all staff and volunteers who work at the academy

- monitor the academy's compliance with the policy and relevant processes

The Board of Directors has delegated responsibility to the Principals to lead in appointments. Academy directors will be involved in staff appointments but the final decision will rest with the Principals.

Within the Newman Catholic Collegiate, the appointed safeguarding heads will be responsible for ensuring this policy is implemented, monitored and evaluated throughout the academy. This will be undertaken through formal audits of job vacancies and a yearly safer recruitment audit which will be presented to the Principal and Board of Directors.

3. STATUTORY REQUIREMENTS

There are some statutory requirements for the appointments of some staff in the academy – notably Principals and Deputy Principals. These requirements change from time to time and must be met.

4. IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the academies will ensure at least one member of the Interview Panel will have successfully received accredited training in safe recruitment procedures. (Appendix A List of Accredited Recruiters and dates)

Internal adverts and appointments will run as close to the recommended process where possible but checks may have already been completed and therefore unnecessary

5. INVITING APPLICATIONS

The Newman Catholic Collegiate has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. To ensure equality of opportunity the academies will advertise all vacant posts to encourage as wide a field of applicant as possible. Normally this entails an external advertisement whether in national and/or local newspapers, journals or on-line.

Any advert will make clear the academies' commitment to safeguarding and promoting the welfare of children by including the following statement:

"we are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS disclosure."

Prospective applicants will be supplied with the following:

- Job description/person specification. These are key documents in the recruitment process and they will clearly set out the duties, responsibilities, skills and experience required
- The academies' safer recruitment policy (this document)
- An application form containing questions about academic and full employment history and questions about the applicant's suitability for the role. This application form will provide all applicants with the chance to declare any convictions and the form will make it clear that the post is exempt from the provisions of the Rehabilitation Act of 1974. This application form must be completed in full by all prospective applicants
- Departmental/academy information
- Health Questionnaire

6. DECLARATIONS

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

7. SHORT-LISTING AND REFERENCES

Short – listing of candidates will be made against the information contained in the advertisement, job description and person specification for the post.

The Collegiate will use its own reference –request form (See Appendix) and references will be sent for 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, the

reference will be taken up immediately after interview and prior to any formal offer of employment being made.

The purpose of the references is to provide objective and factual information to support appointment decisions, including details of the applicant's attendance at work, levels of professionalism and suitability to the post applied for. Referees will 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
- the candidate's suitability for the post

Two references will be sought directly from the nominated referee on a collegiate template (See Appendix). References or testimonials provided by the candidate will never be accepted. Neither does the collegiate accept open references, testimonials or references from relatives of any applicant.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. Detailed written notes will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed note will be kept of such exchanges.

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

8 THE INTERVIEW PROCESS

Recruitment and selection will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

The School Staffing Regulations require governing bodies of maintained schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training. Schools may choose appropriate training and may take advice from their LSCB in doing so.

The recruitment and selection process should ensure the identification of the person best suited to the job at the academy, based on the applicant's

abilities, qualifications, experience and merit as measured against the job description and person specification. The same panel will see all applicants for the vacant position.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link)

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on the Enhanced DBS check disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

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.

All applicants should be aware that providing false information is an offence and could result in the application being rejected and possible referral to the police and other professional bodies.

9 EMPLOYMENT CHECKS

For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or

- will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or
- in a college, will regularly come into contact with children under 18 years of age.

In a school or college a **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. The Department for Education (DfE) has published separate statutory guidance on supervision and regulated activity which schools and colleges should have regard to when considering which checks should be undertaken on volunteers.

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, schools and colleges must:

- verify candidate's identity. Identification checking guidelines can be found on the GOV.UK website
- obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- 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.
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the prospective employers or volunteer managers, should follow advice on GOV.UK website.
- If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate, as appropriate
- Verify professional qualifications, as appropriate

Schools and sixth form colleges should ensure 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.

Where an enhanced DBS certificate is required, it must be obtained from the candidate before, or as soon as practicable after, the person's appointment.

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant had worked:

- In a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or
- In an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons
- All other "pre-appointment checks must be completed, including where the individual is engaging in regulated activity, a barred list check. Schools or colleges may also choose to request an enhanced DBS certificate should they wish to do so.

*A school or college **may not** request an enhanced DBS check with barred list check for anyone working in the school or college who is not in regulated activity but may request an enhanced DBS check **without** a barred list check. A disclosure by association check has been completed where appropriate. See the collegiate safeguarding policy.*

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

- the nature, seriousness and relevance of the offence
- how long ago the offence was occurred
- one off history of offences
- changes in circumstances
- decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts and analyse the documentation.

It is the academy's duty to ensure all successful applicants can:

- provide proof of identity
- provide/ complete an Enhanced DBS application and receive satisfactory clearance if not already in possession of such documentation
- provide actual certificates of qualifications
- complete a confidential health questionnaire. Where appropriate a doctor's medical report may be required
- provide proof of eligibility to live and work in the UK

10 INDUCTION

All staff who are new to the school will receive induction training that will include information on the school's safeguarding policies and on safe working practices. The induction process will make clear the expectation and codes of conduct which govern how staff carry out their roles and responsibilities across all the academy.

Regular meetings will be held during the first 3 months (or longer) of employment between the new employee (s) and the appropriate manager(s).

The Newman Catholic Collegiate 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 Newman Catholic Collegiate will therefore provide ongoing training and support for all staff as identified through the annual programme of INSET and appraisal procedures.

11 RECORD RETENTION

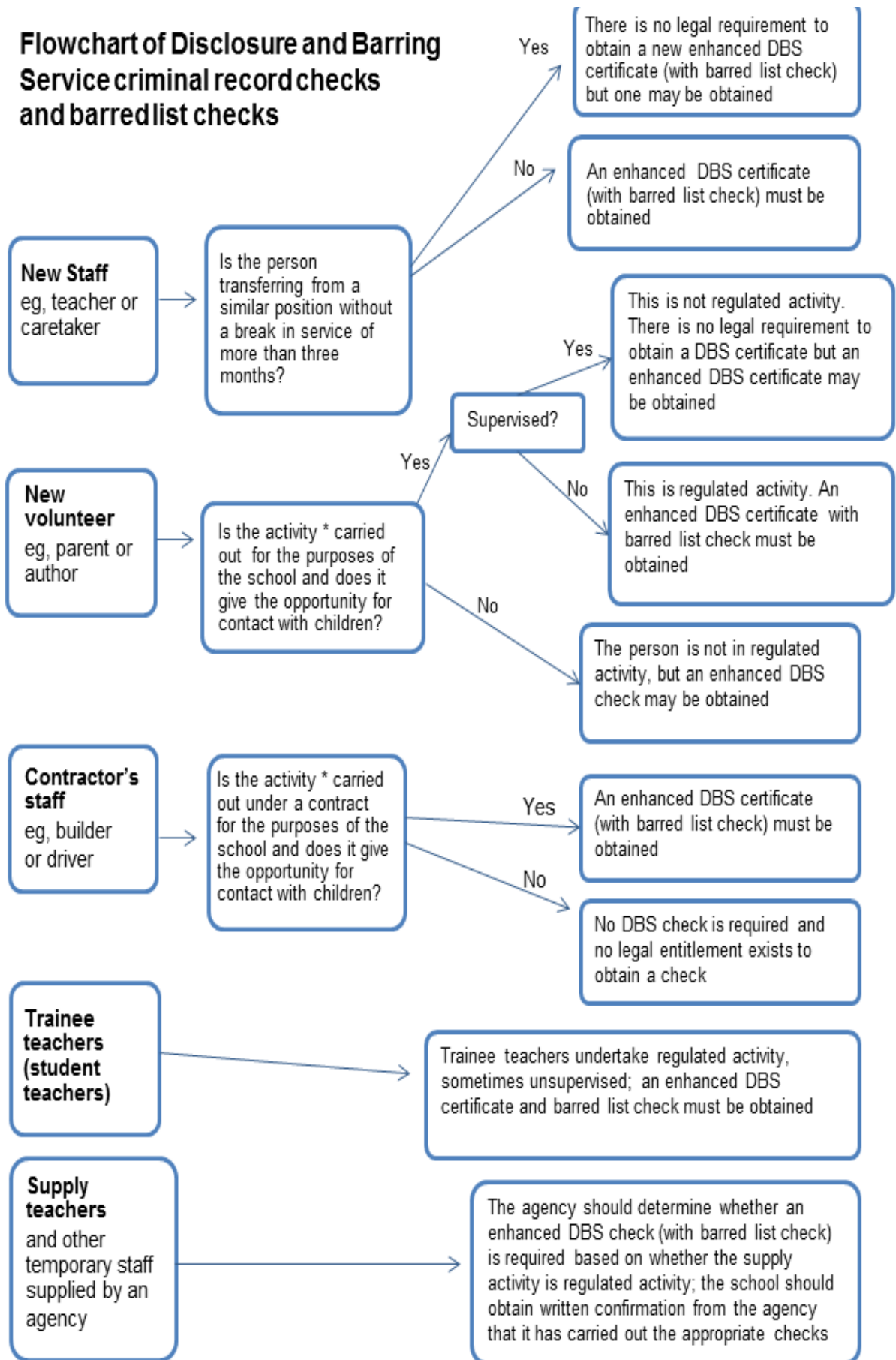
In addition to the various staff records kept in the Newman Catholic Collegiate and in individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with DfE/OFSTED requirements. This is kept up to date and retained by the academy's bursar. The centralised register will contain details of:

- all employees who are employed to work at the academy

- all employees who are employed as supply staff to the academy whether employed directly or through an agency
- all others who have been chosen by the academy to work in regular contact with children. This will include volunteers, directors, peripatetic staff, people brought in to the academy to provide additional teaching or instruction but who are not staff members e.g. sports coaches
- Prohibition Check

The Newman Catholic Collegiate will retain all interview notes on all applicants for 6 months after which time notes will be destroyed. The 6 month retention is in accordance with the Data Protection Act and will allow the academies to deal with any data access requests, recruitment complaints or to respond to any complaints made to an employment tribunal.

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'



Appendix A

Employee Reference Request Form

Please note it is the academies practice to release on request the information received on this form to the named applicant detailed below. It also may be necessary to contact you again to verify some of these details.

Name of Applicant:	Post Applied for:
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Name of Referee:	
Name of Company / Organisation	Contact Telephone Number for enquiries about this reference:
Position:	Working relationship with Applicant: Headteacher of both school direct placements.
Date of Commencement with you:	
Job Title/Capacity in which they were employed:	
Please give a outline of main duties	
Number of Hours employed per week:	
Current salary or salary on leaving	
How would you describe their time keeping and punctuality?	

Your opinion of the applicant's strengths	
Your opinion of the applicant's weaknesses	
Is/Was the applicant subject to any disciplinary action during their employment with you? If yes please give brief details:	
Was any disciplinary action pending against the individual or disciplinary investigation being conducted at the time s/he left your employment? If yes please give details	
Are you aware of any criminal convictions (other than those as defined under the Rehabilitation of Offenders Act as spent) recorded against her/him? If so please specify details.	
<i>Please state in your opinion the applicants suitability for the post that they have applied for in relation to:</i>	
Integrity?	
Reliability?	
Relationships with boss, peers, customers etc.?	
Professional expertise?	
Ability to work as part of a team?	
Suitability for the post applied?	
If no longer employed on what date did they leave, and what was the reason for leaving?	

<p>Do you know of any reason why we should not employ her/him? If yes please specify</p>	
<p>Would you re-employ? If no please specify why</p>	
<p>Please provide, any further information or comments which you wish to offer about their ability to perform in the job applied for (You may use a separate sheet if necessary)</p>	
<p>Referee Signature:</p>	<p>Date:</p>

For Office Use only - Manager Approved Reference

<p>Print Name/Title:</p>	<p>Signature:</p>	<p>Date:</p>
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For Office Use only - Validated by:

<p>Print Name/Title:</p>	<p>Signature:</p>	<p>Date:</p>
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