

## Safe Recruitment and Selection Policy



*In the Light of Jesus  
we Learn to Shine*

### **Introduction:**

The purpose of this policy statement is to emphasise and promote the school's total commitment to safeguarding and promoting the welfare of children. At St. Joseph's we expect all staff (including volunteers) in school to share this commitment.

The Safe Recruitment and selection process underpins the DFE guidance on safer recruitment and selection and serves to help ensure that information provided by the candidates or third party at every stage of the recruitment process is scrutinised and addressed. This will help ensure that safe recruitment practices are always followed and establish a safe environment in which children can learn and develop in line with the School's Child Protection Policy.

The school will ensure that the measures described in the DFE Circular on Safer Recruitment and Selection in Education Settings as set out in Luton Borough Council's Safe Recruitment and Selection Code of Practice for schools will be applied in relation to everyone who works in the school when there are children under the age of 18 years of age and who is likely to be perceived by the children as a safe and trustworthy adult. Those are not only people who regularly come into contact with children, or will be responsible for children, as a result of their work.

They are also people who regularly work in a school when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers who are not on the payroll, e.g. staff employed by contractors and unpaid volunteers.

These provisions also extend to recruitment agencies who are required to adopt and implement the measures described and must include their commitment to this in any contract for service with the school. The school will monitor the contractor's compliance.

Safe Recruitment and Selection measures will be adopted when recruiting and selecting prospective employees and volunteers. This will include the following areas; (please note that this is not an exhaustive list and elements of good practice will be encouraged and shared in schools):

- Advertisements
- Job Descriptions
- Person specifications
- Information pack to candidates
- Application form
- Scrutinising and short listing
- Identity checks
- GTC checks
- Qualification checks
- Criminal Records Bureau(CRB)
- Medical checks
- Obtaining 2 references (one can be a character reference but the second must be from the past employer, or a previous employer in work with children)
- **For teaching posts:** verification of successful completion of statutory induction period (applies to those who have obtained QTS after 07 May 1999); or monitoring and satisfactory completion of the induction period for NQTs.
- **For non-teaching posts:** monitoring and satisfactory completion of the probationary period where applicable.
- Interview panel
- Interview
- Involving pupils
- Post appointment Induction
- Monitoring and review

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file - subject to certain restrictions on the retention of information imposed by DBS regulations and:
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

An explicit Safe Recruitment and Selection Policy statement will be included in:

- Person specifications and advertising
- Job descriptions
- Competency frameworks
- Induction training

## Applying for a job at St. Joseph's Catholic Primary School

Thank you for expressing an interest in joining our school. The application pack contains a number of documents providing background information about our school and the vacancy for which we are recruiting. We hope you will find this information useful and we look forward to hearing from you.

### Making an Application

#### Application Form

CV's are **not** accepted as part of the application process. If you wish to be considered for this post please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

#### Supporting Information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

**For Teaching posts,** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

### Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

### Induction and Continuous Professional Development

The Head teacher and School Governing Body are committed to ensuring your well being and continuous professional development in this role. On appointment we will discuss an appropriate induction programme with you which will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support Staff employees new to the Council will be subject to a probationary period of 9 months.

### Pre-employment Checks

#### Reference

If you are shortlisted we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

#### Criminal Records Bureau Check (Disclosure & Barring Service)

Employment at this school is subject to an enhanced check with the Criminal Records Bureau. Checks will also be made against the Barred List held by the Independent Safeguarding Authority. All such checks must be

satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and /or unspent convictions may not necessarily make you unsuitable for appointment.

#### **Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

#### **Right to work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identify will also be required.

#### **Medical Assessment**

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

<b>School Policies</b>
------------------------

#### **Child Protection**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

#### **Whistle Blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues.

#### **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils.

The School Governors and Headteacher regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

#### **Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their sex, race, disability, sexual orientation, religion or belief, age, marriage and civil partnership, gender reassignment and pregnancy and maternity).

**Full details of all these policies are available in school**