



Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St. Bernadette's School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

The school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy and follows the recommended



procedures as set out in the Milton Keynes Safer Recruitment Toolkit Safer Recruitment Schools Toolkit - Final
(And see Appendices chosen for this school)

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the school.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Headteacher, School Business Manager and other leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.

- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments. School governors may be involved in staff appointments with at least one member of the panel having received Safer Recruitment training.

RECRUITMENT AND VETTING CHECKS

References

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

Identity Checks

These will be carried out on all appointments to the school's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

Disclosure & Barring Service (DBS) Certificate

All staff at St. Bernadette's Catholic Primary School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained **before** the commencement of employment of any new employee. Re- checks are only made if there is a break in service.

Members of staff are aware of their obligation to inform the Headteacher or School Business Manager of any cautions or convictions that arise between these checks taking place.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This is implemented separately by Milton Keynes Council.

Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic

or vocational qualifications legally required for the post and claimed in their application.

Overseas checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

The school will ensure that :

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- The 'person specification' will include a specific reference to suitability to work with children.
- Face-to-face interviews will form part of the recruitment process for all posts.
- Specific questions in the interview and observations of either teaching or work relating to the job description will be undertaken.
- Questions in the interview relate to practice and are solely hypothetical.
- A Governor with Safer Recruitment training will be present for all teacher appointments.

Interviews will be conducted using a variety of processes:

- Observations of the work, for example a lesson observation.
- Tasks relating to the job description.
- A group activity.
- Possibly working with groups of children or interviewed by the School Council (Leadership positions)
- Written test for some support staff roles, eg. KS2 maths tests for Teaching Assistant support staff.

Offers of employment are always conditional upon fulfilling statutory requirements and the appropriate checks.

Recruitment and Selection Checklist

POST TITLE:		
PRE-INTERVIEW	Comments	Initials & Date
Planning: Timetable, job description and person specification prepared.		
Interview Panel Agreed: At least two interviewers appropriately trained and with the necessary authority.		
Vacancy Advertised: (reference safeguarding policy and DBS requirements)		
SHORTLISTING		
Applications: scrutinised and discrepancies/anomalies/gaps in employment noted to explore with candidates if shortlisted.		
Shortlist Prepared:		
Invitations to Interview sent:		
REFERENCES		
References sought from shortlisted candidates: Two written references, one from the current or most recent employer.		
References received: checked against information on application; any discrepancy/issue of concern noted to take up with applicant at interview.		
INTERVIEW		
Interview Date: Explores applicant's suitability for post and to work with children. NB: Asylum and Immigration/DBS documentation and qualifications of applicants verified on day of interview.		
<u>SUCCESSFUL CANDIDATE(S):</u>		
PRE-EMPLOYMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for support staff posts, a probationary period:		
References: (if not obtained and scrutinised previously)		
Asylum and Immigration (if not checked at interview)		
Qualifications: (if not verified at interview)		
DBS: satisfactory DBS Disclosure received by applicant		

LIST 99:		
Satisfactory Medical Clearance:		
GTC Registration Confirmed		
QTS: the teacher has obtained QTS or is exempt from the requirement too hold QTS		
Appointment Form: sent to People Services (Schools Team), Human Resources, Saxon Court		
Induction:		

APPENDIX 2 – Reference Request Template Use with letter head paper

Private & Confidential
[NAME]
[ADDRESS]

[DATE]

Dear

Reference Request

Post Applied for:

.....has applied for the above post and has given your name as a referee.

I would be grateful if you would let me know whether the applicant can be recommended for this post by completing the attached reference. To assist you with your response, I enclose a copy of the Role Profile for your information. As the post involves working with children and/or young people, you are asked to consider the applicants suitability in relation to this work.

Any further comments you might like to make would also be helpful.

When you have completed the reference request, please return as soon as possible by email to.....

This reference will be held on the personal file of the applicant, who will have access to it in accordance with the Data Protection Act 1998.

I would like to thank you in advance for your response.

Yours sincerely

REFERENCE - PRIVATE AND CONFIDENTIAL

CANDIDATE'S NAME:

1. In what capacity did/do you know the candidate?

2. How long have you known the candidate?

3. If you know/knew the candidate as an employee please answer the following:
 - a) Dates of employment - **From:** **Until:**

 - b) Their job title, salary, duties and responsibilities whilst employed:

 - c) In relation to this position, which of the duties described in the enclosed job description would you consider him/her most skilled in:

 In relation to this position - least skilled in:

 - d) If no longer employed, what were the reasons for leaving?

4. Please complete the following by ticking the boxes:

- a) Honesty/Trustworthiness
- b) Time Management
- c) Organisational Skills
- d) Punctuality
- e) Personality/Attitude
- f) Ability to focus on priorities

<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Poor</u>

- 5. Please state any reasons why this school should not consider this candidate:
.....
.....
- 6. Please comment on the candidate's qualities and ability to establish good relations with supervisors, colleagues, pupils, parents and the public:
.....
.....
- 7. If the candidate were to leave, or has already left your organisation, would you re-employ the candidate? YES / NO

If your answer is no, please give your reasons.

.....
.....
- 8. Please confirm if this individual currently has any active disciplinary sanctions against them or if there have been any previous concerns/actions taken over their conduct or ability?
.....
.....
- 9. Due to the nature of this post, it is exempt from the Rehabilitation of Offenders Act 1974 relating to spent convictions. Can you, therefore, mention any conviction(s) for offences committed by the candidate that you are aware of?

.....
.....
.....
- 10. Please provide details of any criminal investigations, arrests, cautions or charges in relation to child/children, young person that the candidate might have been the subject of:

.....
.....
.....
- 11. Please provide details of any disciplinary procedures relating to the applicant, involving the safety and welfare of children, young people, including those where a disciplinary sanction has expired.

.....
.....

.....
12. Teaching Staff – Please confirm if this individual currently has any active underperformance/capability procedures taking place against them?
.....
.....
.....

13. Would you support this application without reservation? If not, please give your reasons or reservations:
.....
.....
.....

Name: **Signature:**

Company:..... **Position:**

Date:

Email to

Please note that under the Data Protection Act 1998, the person referred to is entitled to read information we hold on them.

Shortlisting Record

Post Title: Date:

Shortlisting Panel:

Applicant	Meets all essential criteria?	Meets all desirable criteria?	Disabled*	Shortlisted?	Comments for feedback to applicant

* All applicants with a disability who meet the criteria must be interviewed

PRIVATE & CONFIDENTIAL

[NAME]
[ADDRESS]

[DATE]

Dear [NAME]

Position of [JOB TITLE]

Further to your application for the above post, we are pleased to invite you to attend an interview on [DATE] at [TIME]. Please report to main reception at [INTERVIEW ADDRESS] and ask Reception to contact [NAME].

The interview will be led by [INSERT NAMES OF LEAD]. As part of the interview selection process, you are required to undertake a [INSERT TEST/EXERCISE DETAILS].

Please bring with you to the interview any relevant qualification/training original certificates that can support your application.

As part of the Immigration, Asylum and Nationality Act 2006 you are required to bring with you documentation to prove that you are legally able to work in the UK. Please see attached list for guidance.

Please confirm that you are able to attend this interview and please advise us if you have any special requirements.

Please see below a checklist to assist you in your preparation for your interview.

Yours sincerely

Draft

[NAME]
[JOB TITLE]

DBS – DOCUMENTATION REQUIRED

Applicants must produce **three** original documents, at least one of which must be from Group 1. If unable to produce any documents from Group 1, applicants must produce **five** original documents from Group 2

Appendix 5

NAME:		JOB TITLE:			PAYROLL NO:		
DOB:		START DATE:			TEACHER NUMBER:		
DEPT/YEAR		Line Manager:					
	Date Requested	Date Chased	Date Received	NOTES	Docs in Personal File	Details Recorded on SCR	
Recruitment Paperwork For File							
ADVERT/JD/PS							
SIGNED APPLICATION FORM							
EQUAL OPS FORM							
SHORTLISTING GRID RECEIVED							
INTERVIEW DOCUMENTS /NOTES							
Pre-Employment Checks Requested / Received							
REFERENCE 1							
REFERENCE 2							
REFERENCE 3							
REFERENCE 4							
DBS check							
Overseas check							
Health Clearance							
Children's Barred list check							
Risk assessment completed (if any checks not back by start date)							
RIGHT TO WORK originals seen							
Photographic ID original seen							
QUALIFICATIONS - original seen							
Teachers induction period checked							
QTS and prohibition checked							
Disqualification by Association							
Paperwork Issued							
Offer letter sent to employee							

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New Employee Form Sent To Payroll provider					
Application Form Sent To Payroll Provider					
Equal ops form retained at School					
Contract Sent to employee					
	Signed				Dates
All checks /paperwork completed					
Personal file complete					
Single central record complete					

Appendix 6

Right to Work Checklist



Appendix 8 - Right to Work Checklist (1).pd

Appendix 7

Sample Regret (Post interview) Letter

School Logo Name Address Contact Number
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Date

Dear

Re: (Post Title)

Further to your recent interview, I regret to inform you that you were unsuccessful on this occasion.

May I take the opportunity to thank you for the interest you have shown in working at *(school name)* and I wish you well for the future.

Yours sincerely

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Draft
Name
Headteacher

Appendix 8

Sample Conditional Offer Letter

Date

School Logo Name Address Contact Number
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Dear

Re: Appointment to (*Post Title*)

Thank you for attending the interview for the above. I am pleased to offer you this position at (*insert school name*) on (*insert grade and spinal column point*), subject to the following conditions:

- a Receipt of any outstanding references that satisfy the school. It is the final decision of the school to determine if such references meet our requirements.
- b Completion of an on-line Medical Questionnaire and confirmation by Occupational Health that you are medically fit to undertake the duties. Details will be provided on appointment offer. Please complete the enclosed medical questionnaire and return it to MK Occupational Health Ltd in the envelope provided.
- c An Enhanced DBS Disclosure which is satisfactory to the school. If the DBS check produces information about convictions/cautions that you have not declared, the school reserves the right to terminate your employment without notice.
- d Confirmation of your eligibility to work in the UK and copies of all relevant qualifications (*insert if not checked at interview*).

Support staff posts:

- e satisfactory completion of a probationary period (6 months)

Teaching posts:

- f GTC Registration (unless exempt)
- g QTS (unless exempt)
- h Statutory Induction (For teachers who obtained QTS after May 7th 1999)

Please confirm your acceptance in writing and return it to the school as soon as possible. Once all pre-employment checks are received you will be contacted again to arrange a start date and a formal contract of employment will be issued.

May I take this opportunity to congratulate you on your appointment and to welcome you to the school.

Yours sincerely

(*Please insert name*)

Headteacher

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Draft

Appendix 9 RECOMMENDATION FOR APPOINTMENT FORM

SCHOOL: _____

EMPLOYEE DETAILS:

Surname:	_____	Title:	_____
Forename(s):	_____	Date of Birth:	_____
Address:			
Postcode:		Contact Telephone Number:	

POST DETAILS:

Post Title:	_____
Grade/SCP:	Start Date: _____

Hours:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hours: _____	Full Time Equivalent: _____
			Weeks: _____	

TYPE OF CONTRACT:

	<input checked="" type="checkbox"/>	Reason For Appointment	
Permanent		New Post	
		Replacement for (insert name):	
Temporary / Fixed-term		Maternity Cover for (insert name):	Expected duration of contract: Or End Date of Contract:
		Sick Leave Cover for (insert name):	
		SEN Support for (insert name of pupil):	
		Unqualified Teacher	
		Imminent Organisational Change (insert details):	
		Specially funded additional work/project:	
		To cover secondment of:	
		Graduate Teacher Programme or Modern Apprenticeship	
	Pending Permanent Recruitment		

PRE-EMPLOYMENT CHECKS:

Please indicate whether successful candidate has provided the following:

DBS Form	Yes / No attached	Medical Questionnaire:	Yes / No	Asylum & Immigration Documentation (A&I):	Yes / No attached
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In addition to the above, this Appointment Form should be accompanied by the following documentation (please ✓ to confirm):

Application Form	Job Description/Person Specification	Copies of relevant qualifications
References (two)	Salary Notification Form (Teachers)	

Authorisation on behalf of school:

Name: _____ **Date:** _____

Print Name: _____ **Job Title:** _____

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