

Federation of St Charles and St Mary's Catholic Primary Schools



St Charles Catholic Primary School
Love God, Love Thy Neighbour



St Mary's Catholic Primary School
Learning together in Faith and Love

Safer Recruitment Policy

Date policy adopted by the Governing Body: September 2025

Date policy to be reviewed: Autumn 2026



The School Governors Federation Ethos Statement

As Governors we acknowledge our responsibilities as strategic leaders to ensure every child, in St Charles' and St Mary's Schools, are given the best possible opportunities to reach their full potential, spiritually and academically. We do this by promoting high standards of educational achievement, pastoral care and by modelling of the Gospel values in both communities.

We are strongly committed to building and strengthening the shared Catholic ethos of both schools whilst maintaining their individual identities.

We strive to build on the foundations of faith started at home and seek to provide an environment where beliefs and values of the Catholic faith are taught, explored, developed and nurtured. We aim for all our children to believe in their own potential, in an environment where they can flourish, succeed and achieve.

As a governing body we have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction which aim to deliver high expectations and to improve the lives and outcomes of all students.
- Holding the Executive Head Teacher and both Heads of School, to account for the educational performance of the school and its pupils, and for ensuring excellent quality of teaching.
- Overseeing the financial performance of the school and making sure its money is well spent.

As governors, we bring a wide variety of experience and expertise to the schools, and this ensures that both schools move forward and standards are constantly raised in a way that is in line with the overarching ethos and vision of the schools, along with the statutory directives from the Department for Education and The Archdiocese of Westminster.

St Charles and St Mary's Federation

Safer Recruitment Policy

1. Introduction

This Safer Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education (Sept 2024). This policy aims to ensure a safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

St Charles and St Mary's Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

St Charles and St Mary's Schools are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

3. Purpose

To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Executive Headteacher for appointing all staff.

5. Aims and Objectives

To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

To ensure a consistent and equitable approach to the appointment of all school staff.

To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

To ensure the most cost effective use is made of resources in the recruitment and selection process.

6. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment
- All applicant packs will include a job description detailing the post holder's responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate Safer Recruitment Training as recommended by the LSCP (Local Safeguarding Children's Partnership).
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our school website and the advert will include reference to the school's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

7. Equal Opportunities

St Charles and St Mary's Schools are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

8. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed LSCP approved Safer Recruitment Training prior to the start of the recruitment process.

The following staff have received Safer Recruitment Training: **Executive Head Teacher, Heads of School, HR Admin Officer and other members of the SLT Team and the Link Governor**

9. Pre-recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the school's commitment to safeguarding children and young people.

Application Form

The CES (Catholic Education Service) application form will be used to obtain a common set of data from all applicants. The application form will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.

Job Description and Person Specification

A job description and where applicable a person specification will be issued for all posts. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

Criminal Self-Disclosure

All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview.

Online Searches

An online search will be carried out on all shortlisted candidates prior to interview. This will allow any incidents or issues identified to be discussed and clarified during the interview. All shortlisted candidates will be informed that an online search will be done on them as part of the School's due diligence checks.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised school form.

References will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

The school will take reasonable steps to verify references received electronically.

10. Interviews

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel.

The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those.

Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's ethos for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history;
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

11. Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity
- verification of eligibility to work in the UK
- appropriate overseas check, and references from any overseas education employer after this date.
- verification of the candidate's mental and physical fitness to carry out their role (*governors reserve the right to refer a candidate to Occupational Health to verify their mental and physical fitness to carry out the role*)
- the receipt of at least two satisfactory and verified references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the DfE Barred List
- a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the school. (for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure)
- a check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work')
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) unless the successful candidate is an NQT undertaking their statutory induction (for teaching posts).
- Any additional checks as deemed appropriate including an online search.

All checks will be appropriately documented and retained on the individual's personnel file with information recorded on the school's central record in line with the statutory requirements set out in Keeping Children Safe in Education (Sept 2024). Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

Where:

- the candidate is found to be on the relevant barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,

- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts will be reported to the Local Authority Designated Officer (LADO).

If an individual's DBS certificate is not completed a member of staff would only be able to commence work if the school is satisfied that:

- appropriate supervision is in place
- other checks (references etc) have been completed satisfactorily
- the DBS barred list check has been completed

The following personnel should have their details entered on the School Central Register

- Staff in regulated activity
- Regular and/or unsupervised Volunteers, including Governors
- Supply Staff
- Regular visiting professionals in regular contact with children – eg Coaches
- Contract staff in regular contact with children.

All leavers will be deleted off the school central register immediately

12. Post Appointment Induction

All new staff and volunteers receive appropriate safeguarding and child protection training at induction (including online safety which includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring)

Inductions are provided by a senior leader and include reference to the following policies,

- Safeguarding and Child Protection policy
- Behaviour policy
- Staff Code of Conduct policy
- Safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods and
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Copies of these policies can be made available on request.

Supply Staff

When the school needs to use the services of a supply agency we will ensure the agency operates a safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS Disclosure
- Right to work in the UK
- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including and EEA check where applicable

When the supply member of staff arrives at the school, their identity will be checked and it will be confirmed that they are the same person on the documentation from the agency. The supply staff's details will be entered on the Single Central Record (SCR).