



## Recruitment Policy

Created: September 2018

Reviewed: May 2021

Review by: Spring 2023



### Statement of Intent

This policy is designed to assist with recruitment and selection at St Mary's Catholic High School. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

Through this policy St Mary's Catholic High School aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our school.

### Legal Framework

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Guidance for full opening: schools'
- [DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Single Central Record Policy
- DBS Policy
- Records Management Policy

- Data Protection Policy
- Equal Opportunities and Dignity at Work Policy
- ICT Acceptable Use Policy

## **Roles and Responsibilities**

The governing body of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at St Mary's Catholic High School is in-line with DfE guidance and legal requirements.

At St Mary's Catholic High School our governing body strives to ensure that staff recruitment is safe and fair, and the governing body continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

The headteacher will assist the governing body in ensuring that staff recruitment is safe, fair and compliant. The headteacher will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The headteacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

- Selection Chair – L. Martin, Business Manager

## **Inviting Applications - Advertisements**

Vacancies will be advertised through external media, keeping in mind the school's Equal Opportunities Policy and the need to reach disadvantaged groups. A commitment to equal rights will be stated in advertisements.

Advertisements will include a job description, outline the person specifications potential candidates should display, and detail the closing date.

- TES
- LCC
- DfE
- School Website
- Indeed for some support staff roles

Recruitment will not be through 'word of mouth' and advertisement will aim to reach as broad an audience as possible (i.e. local advertising may not be appropriate).

The contact point for telephone or email enquiries will be clearly outlined and it is advisable that application forms are accessible both on the school's website, as well as being sent out to applicants.

### **Information for Candidates**

Information for candidates will generally be provided in the form of an information pack. This will include:

- A copy of the advertisement.
- A comprehensive job description.
- A comprehensive person specification.
- Equal rights material.
- A brief outline of the school, its values and aims.
- An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate's most recent employer.

### **Identification of the Recruitment Panel**

The recruitment panel will comprise of an 'appointing officer', responsible for the management of the entire recruitment process. Between two and four selectors is appropriate for most appointments.

At least one member of the panel should have successfully completed training in safer recruitment.

The recruitment panel for Senior Leadership posts will involve a Governor with the Full Governors involved in the recruitment of a headteacher.

- Appointing Officer – P. Thompson, Headteacher

Applications and candidates information should not be shared with anyone outside of the recruitment panel. This includes disclosing the number of applications received.

## **Shortlisting**

All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.

Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.

The selection criteria pro-forma must be completed by each member of the selection committee.

Members of the interviewing panel will not divulge the number of candidates who have applied or any of the information held within the application form with anyone else other than those on the interviewing panel as this would be detrimental to the recruitment process.

## **Interview Invitations**

Once a shortlist has been decided, the successful applicants will be contacted by the selection chair and a suitable interview time decided.

Permission will be asked to contact the candidate's referees prior to interview.

## **References**

Two referees, one of which must be the candidate's most recent employer, will be contacted by the chair of the selection committee, ideally before candidates are interviewed. If currently working in a school this will be the Headteacher.

Structured questionnaires are a useful method of questioning referees.

Questions will include:

- General information about the candidate's previous professional performance and suitability for the post.
- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
- The applicant's sickness/attendance record. – only once the offer has been made
- The applicant's disciplinary record.

- If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.

Records will be kept of these conversations, or written references requested, and any uncertainties or issues followed up with the referee verbally will be recorded.

Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.

## **Digital Footprints**

At St Mary's Catholic High School we are committed to ensuring that safeguarding is a top priority.

In light of this commitment, where appropriate, potential candidates' social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material.

This process may include a search for the candidate via:

- Google
- Facebook
- Linked In
- Instagram
- Twitter

## **Selection Process**

During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.

Any concerns raised through contact with referees will be put to the candidate at this stage.

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.

## **Employment checks and DBS Checks (inc. "regulated activity")**

For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, "regulated activity" means:

- a) The employee will be responsible for the care or supervision of children on a regular basis.
- b) The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- c) The employee will come into contact with children under 18 years old on a regular basis.

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
- c) Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- a. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
- b. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

## **General Recruitment**

St Mary's Catholic High School will take care to ensure that:

- A candidate's identity is verified, preferably from a current photographic ID and proof of address

- Appropriate DBS checks are obtained for all candidates, including barred list information where the person is engaged in regulated activity.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained:
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Employer Access Online service.
- The successful candidate has a right to work in the UK.
- Where a candidate has worked overseas, that appropriate checks are carried out per this policy.

## **Remote Recruitment**

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.

The IT Network Manager will research and select a suitable online platform through which online interviews may take place, taking into account ease of use, privacy measures and suitability for the purposes of online interviews.

Online interviews will be conducted in line with the school's ICT Acceptable Use Policy and Data Protection Policy at all times.

Staff members conducting an online interview will ensure they understand how to operate the various relevant functionalities of the online interview platform, e.g. how to share their screen, prior to the interview commencing.

Staff members conducting an online interview will ensure privacy settings are adjusted appropriately on the provider's site or application.

The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.

The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
- Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue

When recording an online interview, prior permission will be acquired from the candidate in writing via email and all members of the interview will be notified before the interview commences via email, and again once they have joined the interview before recording commences.

If the candidate does not provide consent to recording the interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process, and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

The school will direct candidates towards the DfE's advice on '[Attending your first remote interview](#)' prior to the interview.



## Pre-appointment Checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity
- Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list information
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- Verify a candidate's mental and physical fitness to carry out their role
- Verify the person's right to work in the UK
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- For those in management, trustee or governor roles, a section 128 check will be carried out

The recruitment panel will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' [web page](#).

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 has worked:

- In a school in England in a post which brought them into regular contact with children or young persons; or
- In any post in a school since 12 May 2006 which did not bring the person into regular contact with children or young persons; or

**NOTE:** 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:

- In a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But a school or college **may** request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity.

**NOTE:** 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.

## Volunteers

Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.

Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.

Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

**Note:** Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer.

Supervision must:

- Be by a person who is in regulated activity.
- Be regular and day to day.
- Be "reasonable in all the circumstances to ensure the protection of children".

## Candidates who have lived outside the UK

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

### **Agency and third party staff**

In the case of any employee working at St Mary's Catholic High School sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary DBS checks have been completed. Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

### **Trainee/Student Teachers**

At St Mary's Catholic High School we will ensure that enhanced DBS certificates and barred list checks are obtained on all 'salaried' applicants for initial teacher training.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

### **Decision Making**

At St Mary's Catholic High School, we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

## Single Central Record

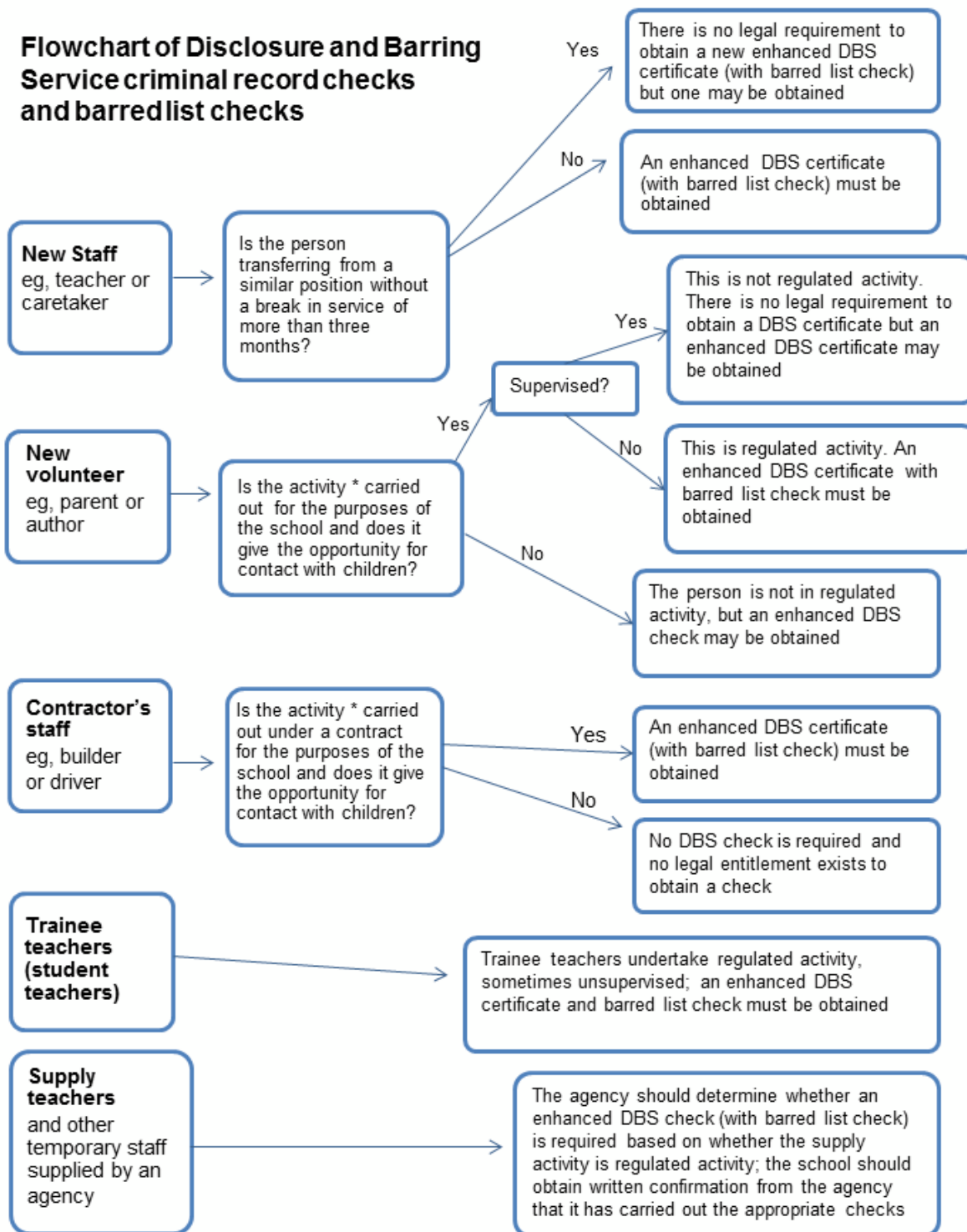
Per legal requirements, St Mary's Catholic High School will maintain and regularly update our single central record. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

# Annex 1: 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'

