



Recruitment and Selection Policy

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1. Introduction

All Blessed Christopher Wharton Catholic Trust schools ensure robust safeguarding procedures to promote the safety and welfare of its pupils are in place. We aim to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might be of risk to children.

The measures described in this policy are applied in relation to everyone who works at the school including those who may not have direct contact with children as a result of their position. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We aim to comply with safer recruitment best practice as laid down in:

- [Safeguarding Vulnerable Groups Act \(2006\)](#)
- [School Staffing Regulations 2009](#)
- [Disqualification under Childcare Act 2006 \(as amended 2018\)](#)
- [Equality Act \(2010\)](#)
- [Keeping Children Safe in Education \(2020\)](#)
- [Working Together to Safeguard Children \(2018\)](#)
- [Governance Handbook \(2020\)](#)
- [New DBS filtering rules for DBS certificates \(2020\)](#)
- [Section 128 Education and Skills Act \(2008\)](#)
- [Immigration, Asylum and Nationality Act \(2006\)](#)
- [Staffing and Employment Advice for Schools \(2020\)](#)
- [Advisory, Conciliation and Arbitration Service \(ACAS\) website](#)
- [General Data Protection Regulations \(2018\)](#)
- [Data Protection Act \(2018\)](#)

2. Safer Recruitment Training

We meet guidance under the School Staffing Regulations 2009 by ensuring every appointment panel, for a school-based post, includes a minimum of one member who has been safer recruitment trained. Consider attending safer recruitment training for all those involved in the recruitment process including Trust members and academy council.

Safer recruitment/volunteers COVID-19

It remains essential that people who are unsuitable are not allowed to enter the school or gain access to children. If we are recruiting new staff, we will continue to follow the relevant safer recruitment processes as detailed in part 3 of Keeping Children Safe in Education (KCSiE). In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on [standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where we utilise volunteers, we will continue to follow the checking and risk assessment process as set out in KCSiE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.



Regarding members of the school staff already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school to support the care of children. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The receiving school should risk assess as they would for a volunteer. The onus remains on schools to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSiE. Therefore, if we are a receiving school, we will seek assurance from the current employer rather than requiring new checks.

We understand our legal duty to continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult and to make referrals to the Teaching Regulation Agency (TRA) as per KCSiE.

All appropriate checks, assurances and risk assessments will be recorded on the Single Central Record (SCR). The individual school will log everyone that will be working or volunteering in a school on any given day, including any staff who may be on loan from other schools.

Staff Training and Safeguarding Inductions

All existing school staff have had safeguarding training and have read all required documentation in line with KCSiE. We will ensure all staff and volunteers are made aware of any new local arrangements, so they know what to do if they are worried about a child.

3. Elements of Safer Recruitment

We act reasonably in making decisions about the suitability of prospective employees based on checks and evidence in line with part 3: Safer Recruitment of Keeping Children Safe in Education September 2020 and Working Together to Safeguard Children 2020.

Our safer recruitment process begins with where the post is advertised, ensuring that the advertisement highlights our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. Our schools use the [Catholic Education Services application form \(12/2020\)](#).

Main elements of the process include:

- identifying the members of the appointment panel and who are safer recruitment trained
- state the Trust's commitment to safeguarding in all communications
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification includes specific reference to suitability to work with children
- direct candidates to the individual school safeguarding and child protection policy
- follow the updated DBS filtering guidance (28/11/2020), providing clear information about the need to disclose relevant criminal history, subject to the new filtering rule guidance, when that should be declared and signpost to organisations which can provide further guidance
- ensuring full instructions for the day are issued to shortlisted candidates inc. request to bring required ID, Right to Work in the UK, qualification documentation, self-disclosure form etc.
- ensuring at least two people are involved in shortlisting candidates
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidates' life and employment history and that any gaps are investigated and documented, with reasons, in the interview file



- obtaining written information and history for all shortlisted candidates, including internal ones, preferably before interview. In order to address issues of concern with the referee and taken up with the candidate at interview
- references will be sought on all short-listed candidates, including internal ones. If possible, these should be obtained prior to interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. (Particularly helpful for posts where a safeguarding interview is planned). Note that the Equality Act 2010 places strict limitations on the making of enquiries about a person's health before an offer of employment is made. For further information see ['The Equality Act 2010: What do I need to know? A Quick Start Guide to the Ban on Questions about Health and Disability during Recruitment'](#)
- references should seek objective verifiable information and not subjective opinion. The use of reference proforma can help achieve this.
- any information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to previously). Further help and advice should be sought, further information can be found on the [Advisory, Conciliation and Arbitration Service \(ACAS\) website](#).
- any lack of requested documentation will be queried by the panel and a decision to interview or not will be agreed
- ideally a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post. A record will be made of the questions and answers
- verifying the successful applicant's identity
- verifying that the successful applicant has any academic or vocational qualifications claimed
- verifying that s/he has the health and physical capacity for the job
- obtaining a DBS enhanced certificate with Barred list check for all staff working in regulated activity. A DBS enhanced certificate (without Barred list check) will be obtained for roles that are not in regulated activity*
- verifying the Right to Work in the UK
- prohibition from teaching check on persons working in teaching work
- further checks on people living or working outside the UK in accordance with latest guidance
- request a declaration from people working in a position which we believe meets the required criteria in accordance with the [Disqualification under the Childcare Act 2006 \(as amended\)](#)
- adhere to the KCSiE guidance on the recruitment of agency staff, governors and volunteers

**Regulated activity means a person who will be:*

- *Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children*
- *Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children*
- *Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not*

4. Interview

The selection process for all staff ideally includes a face-to-face interview, even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview. At the interview, we will verify the candidate's identity by checking original documents such as ID documents and certificates in line with the identification checks guidelines issued on the [Gov.uk website](#), to ensure the person is who he or she claims to be.



The successful candidate will be required to complete an application for a DBS certificate. A satisfactory certificate, in line with current child protection legislation, must be obtained before, or as soon as practicable after, the person's appointment. Interview records for unsuccessful candidates will be kept for six months, then securely destroyed. Interview records, identity documents and other relevant documentation, as laid out in the latest guidance for successful candidates, with the exception of below, will be kept on their personnel file and kept until termination of employment plus six years. Evidence of Right to Work in the UK will be kept until termination of employment plus not less than two years. Any copies of the DBS certificate will be kept in accordance with latest legislation and guidance.

5. Conditional offer of Employment – pre-employment checks

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

- the receipt of at least two satisfactory references, which will be requested directly from the referee, we will not accept 'to whom it may concern' testimonials. One reference will be from the current or most recent employer/line manager or HR (not from a colleague within the organisation) and a copy of the job description and person specification will be provided. The reference forms include specific questions to verify the suitability of candidates to work with children and to establish whether candidates have had any disciplinary offences relating to children. All references are verified.
- verification of the candidate's identity (if that could not be verified at interview)
- Disqualification under Childcare Act 2006 (as amended) declaration, if applicable
- a separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school-based staff only)
- verification of the candidate's medical fitness
- verification of qualifications (if not verified at interview)
- verification of professional status where required e.g., Qualified Teacher Status (QTS) (unless properly exempted)
- verification of previous employment history and experience, including exploration of any gaps and anomalies
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Secretary of State Prohibition Orders check on all posts in teaching work, via TRA
- Section 128 on staff engaged in management positions and governance in school

(NB in any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

6. Post-Appointment: Induction

There is an induction programme for all staff and volunteers newly appointed to our schools, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our safeguarding arrangements, policies and procedures
- support individuals in a way that is appropriate for the role for which they have been engaged
- confirm the conduct expected of staff within the school
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.



The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting the welfare of children e.g.
 - [Keeping Children Safe in Education September 2020](#) Part's 1 & 5
 - School Safeguarding and Child Protection Policy
 - [What to do if you're worried a child is being abused](#)
 - School Handbook/Code of Conduct, Behaviour, Whistleblowing Policy, roles and responsibilities of the designated safeguarding lead, school's response to children missing education and required conduct around staff/pupil relationships and communications over social media
- safeguarding and child protection training, including online safety awareness
- how and with whom any concerns about those issues should be raised
- reporting procedures for concerns and allegations around other children, other adults in school, inc. supply teachers, volunteers and safeguarding arrangements
- other relevant personnel procedures

All staff are required to acknowledge receipt and agree to adhere to the above documents.

7. The Single Central Record (SCR)

We keep a Single Central Record as described in Keeping Children Safe in Education September 2020. The School Business/Office Manager is responsible for the day-to-day upkeep of the SCR as directed by the senior leadership team. The SCR includes all staff, inc. supply, and teacher trainees on salaried routes, third party agencies and volunteers. The information recorded is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed and who completed the check:

- an identity check
- a barred list check (as relevant for those engaged in regulated activity)
- an enhanced DBS check/certificate
- prohibition from teaching work check
- further overseas criminal records check in line with latest guidance
- Home Office Immigration criminal record certificate where appropriate
- a check of professional qualifications
- a check to establish the person's Right to Work in the UK
- all other checks the Trust deems relevant

Where a member of the staff works across more than one site, details of recruitment checks will be held at the main site of work. Written confirmation should be sent from the main site of work to any other site which the member of staff works, confirming all required checks, including DBS enhanced and barred list check have been carried out. The other sites should record the name of the member of staff on their SCR, noting all checks have been carried out, details of which can be seen at their main site of work.

8. Supply Staff

- we obtain written notification from any agency, or third-party organisation, that they have carried out the required checks on an individual that the school would otherwise perform. We require to view the original DSB certificate and record the DBS certificate reference number and date for each agency worker on the SCR
- in addition, we seek to verify the identity of each agency worker, or third-party worker that they are the person on whom the checks have been made, upon arrival on site



9. Volunteers

Under no circumstances should a volunteer, in respect of whom no checks have been carried out, be left unsupervised or allowed to work in regulated activity. We will undertake a risk assessment and use our professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so we will consider:

- the nature of the work with children
- what we know about a volunteer, inc. formal and informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check

The risk assessment will be recorded on the SCR and a copy retained the volunteer file.

We are committed to reviewing this policy annually.



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