



# All Saints Catholic High School

## Safer Recruitment Policy

*"We will provide a Christian Education for all pupils based on the teachings of Jesus and the Spirit of the Gospels. The whole life of the school will be determined by the Gospel Values of Love and Justice. We will always value and care for all members of the All Saints Community according to their needs, and will affirm and nurture the development of all"*

**School Mission Statement**

**Date Reviewed: September 2023**

**Next Review Date: September 2024**

## Introduction

The purpose of this policy and procedures is to set our school's commitment to fair, safe and effective recruitment and selection of new and existing employees.

All Saints Catholic High School is an equal opportunities employer and will not discriminate unlawfully against anyone but will select the best person for the job in terms of qualifications and abilities.

We are committed to safer recruitment practices that:

- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people
- Prevent and deter inappropriate behaviours by providing ongoing supervision, training and support to all staff and volunteers.

## Guiding Principles

- All recruitment and selection procedures must comply with all current legislation, and specifically the guidance set out in Part 3 of Keeping Children Safe in Education (DfE September 2023).
- A job description and person specification must accompany each vacancy.
- All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.
- At least one person on each appointment panel should have undertaken Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Children Safe in Education. Refreshing this training at regular intervals and following significant changes in statutory guidance should support practice to remain effective.
- The school's Safer Recruitment Procedures set out further guidance for appointments of those working with children. For example:
  - A curriculum vitae will not be accepted in lieu of an application form
  - The applicant will be required to declare any cautions and convictions etc. that are not protected [amendments to the Exceptions Order 1975 (2013 and 2020)] prior to interview
  - References will be sought on all short-listed candidates and scrutinised before interview
  - Open references will not be relied upon and will be subject to confirmation from the referee
  - All references must include a statement about someone's suitability to work with children.
- Equality monitoring is at the heart of our Equal Opportunities Policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicants monitoring information.
- All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.
- Every applicant must be assessed consistently against the criteria identified on the person specification. The selection panel must look for relevant objective evidence on which to make a decision.
- Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.
- Safer Recruitment Training provides further guidance as to how to ask further questions to test out someone's suitability to work with children and relevant to their application form and personal statement.

- The Equality Act 2010 (Section 60) prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage. Only appropriate information should be sought to enable the candidate to participate in the interview process.
- At the end of the interviews, each panel member should have recorded evidence of how each candidate has met each of the selection criteria. Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.
- The panel should then reach agreement on which candidate is to be appointed.
- Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.
- All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant's right to work in the UK and evidence of the required qualifications.
- All posts will require all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an Enhanced DBS check, a Barred List check for those working in regulated activity, a prohibition check for those in teaching positions, overseas criminal checks including overseas teacher sanction checks, etc.
- The verbal offer of employment and the initial offer letter must be conditional on all the required checks being completed. Candidates should be advised not to resign until their post is confirmed and all relevant checks must have been completed.
- The school will keep a record of the pre-employment checks carried out on the successful candidate and these will be included in the school's Single Central Record. Evidence of the checks undertaken (where appropriate to do so) will be kept in the individual's personnel file.
- The school's safer recruitment procedures will be quality assured following each round of appointments by the Headteacher. This will include scrutiny of the school's Single Central Record and personnel files.
- All new employees will receive a mandatory safeguarding induction in keeping with the DfE guidance Keeping Children Safe in Education.
- Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and the school's complaints policy for external applicants.
- When asked to provide a reference for a current or former employee, we will ensure that the information provided confirms whether we are satisfied with the applicant's suitability to work with children, and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. We will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. As references are an important part of the recruitment process, they will be provided in a timely manner.

## Recruitment and Selection Procedures

1.	Post approved by Headteacher/Governors.	
2.	Job description and person specification drawn up (reference to safeguarding children and appropriate behaviours should be included in all relevant posts).	
3.	<p>Job description, person specification and salary range agreed by SLT and whether the post ought to be held for redeployment.</p> <p>Job description and person specification should include the following information from Paragraph 210 of KCSIE 2023 when defining the role:</p> <ul style="list-style-type: none"> <li>• The skills, abilities, experience, attitude, and behaviours required for the post</li> <li>• The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.</li> </ul>	
4.	Appointments panel agreed with a minimum of two members (panel members should remain the same for each stage of the process). Selection methods agreed. Closing date, short-listing date and interview dates agreed.	
5.	Advert drawn up and agreed by Headteacher in line with details set out in Paragraphs 210 and 211 of KCSIE 2023. For posts working with children this should include the agreed statement 'All Saints Catholic High School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education 2023, including an enhanced Disclosure and Barring Service certificate with a barred-list check and by engaging in this recruitment process, shortlisted candidates consent to an online search.' Also, include information within the advert about the post being exempt from the Rehabilitation of Offenders Act 1974, and candidates must disclose any relevant criminal history unless it is regarded as 'spent' and are protected (amendment in 2013 and 2020).	
6.	<p>Application pack prepared to include: an application form (which includes all points set out in Paragraph 214 of KCSIE 2023) with guidance notes, job description and person specification and details of any probationary period, information about the organisation and recruitment of ex-offenders and terms and conditions relating to the post. Applicants from overseas should be advised to obtain an overseas criminal check and for teachers, a letter of professional standing from the professional regulating authority in which the applicant has worked, before they apply for a visa as the post is the education sector.</p> <p>The candidate's pack should also include a copy of the Staff Code of Conduct – Safer Working Practices for Adults and guidance that requires the disclosure of non-protected cautions and convictions. Candidates should be signposted to the school website which contains further safeguarding policies. They should be advised that CVs will not be acceptable for these types of posts. In addition, references will always be required from their current employer and settings</p>	

	where they have worked with children. Candidates should also be informed that online searches may be done as part of due diligence checks on shortlisted candidates.	
7.	<p>The application form will need to request the following information:</p> <ul style="list-style-type: none"> <li>A. Details of the applicant including current and former names, current address and national insurance number and/or proof to work in the UK.</li> <li>B. A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position they are applying for with the details of the awarding body and date of award.</li> <li>C. Details of their present (or last) employment and reasons for leaving.</li> <li>D. A full educational, training and work history in chronological order since leaving secondary education with any gaps explained.</li> <li>E. Details of two referees. One referee must be the applicant's current or most recent employer and not family members.</li> <li>F. A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.</li> <li>G. An explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and if the applicant is shortlisted, all convictions, cautions, reprimands and final warnings, including those regarded as 'spent' must be declared prior to interview unless protected (amendment 2013 and 2020).</li> <li>H. A declaration that the person has no convictions, cautions, final warnings or reprimands or where these exist, details of the offence, including dates should be provided by shortlisted candidates and will be discussed further at interview.</li> <li>I. Where the candidate needs to declare any convictions, cautions, reprimands or final warnings they should be advised that they will be asked to provide full details if they are invited for interview and this information will not be requested or considered until this point.</li> <li>J. A declaration that should they provide false information or omit any material fact they will be liable to dismissal if appointed and possible referral to the Police.</li> </ul>	
8.	Post advertised.	
9.	<p>Shortlist applicants. The selection panel should identify those applicants who meet the criteria based upon their application form and personal statement. The panel should consider any inconsistencies and identify any gaps in employment and reasons provided to allow the opportunity to explore these further at interview.</p> <p>Provision should be made for disabled candidates to attend the interview.</p>	
10.	As part of the shortlisting process, consider carrying out an online search on the shortlisted candidates as part of due diligence which may help to identify any incidents or issues that have occurred and are publicly available online, which the school may want to explore with the applicant at interview.	

11.	<p>Shortlisted applicants should be asked to complete a self-declaration in relation to all relevant convictions, adult cautions or other matters which may affect their suitability to work with children, including those regarded as 'spent' unless they are protected. Shortlisted applicants should be signposted to the Ministry of Justice website for support in understanding what they are required to declare. Forms should be returned prior to the interview.</p> <p>Declarations should be considered prior to interview to allow the information disclosed to be discussed with the candidate during the interview process.</p>	
12.	<p>When invited to interview, shortlisted applicants should be asked to bring identity documents and evidence of qualifications (where required) to the interview day. They should also be asked to sign their completed application form if submitted electronically.</p>	
13.	<p>References should be requested for all shortlisted candidates whose posts will bring them into contact with children.</p> <p>All reference requests should ask:</p> <ul style="list-style-type: none"> <li>A. Confirmation of details of the applicant's current/previous post(s) including salary, job title, dates of employment and reason for leaving.</li> <li>B. About the referee's relationship with the candidate, how long they have known them and in what capacity (if the reference is from a current or previous employer it should be from an appropriately senior member of the relevant organisation/Headteacher).</li> <li>C. Specific verifiable and relevant comments about the applicant's performance history and conduct.</li> <li>D. Whether the referee is satisfied that the candidate has the ability and is suitable to undertake the role in question.</li> <li>E. Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns.</li> <li>F. Details of any disciplinary procedures the applicant has been subject to in which the sanction is still current.</li> <li>G. Details of any disciplinary procedures the applicant has been subject to which related to the safety and welfare of children, including any in which the disciplinary sanction has expired and the outcome of those.</li> </ul> <p>References should be carefully checked against the application form for any discrepancies or anomalies. The references should be scrutinised before the interview to consider any past behaviours, allegations and differences between the skills, responsibilities and experiences set out by the referee and candidate.</p> <p>References should always be verified with the person who provided the reference and school must ensure that electronic references are from a legitimate source.</p>	

	<p>Any omissions and or vague statements should always be followed up with the referee. Notes should be taken of any conversation and added to the personnel file.</p> <p>Further references may need to be taken up particularly if they are relevant to a post working with children.</p>	
14.	<p>The panel should agree on a set of questions to ask all candidates that cover the key aspects of the role and specifically those characteristics in the person specification that need testing out at the interview. In addition to interview questions, the panel should also agree on other selection techniques they feel appropriate to the role e.g. lesson observations, written and/or data tasks, presentations, etc.</p>	
15.	<p>All candidates should be asked questions to include their attitude and motivation towards working with children and young people and their ability to support the organisation to safeguard and promote the welfare of children. Paragraphs 225 and 226 of KCSIE 2023 provide further detail:</p> <ul style="list-style-type: none"> <li>● Finding out what attracted the candidate to the post being applied for and their motivation for working with children.</li> <li>● Exploring their skills and asking for examples of experience of working with children which are relevant to the role.</li> <li>● Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.</li> </ul> <p>The panel should agree further questions to ask individual candidates based upon issues raised in their personal statement, references and application form including any gaps or discrepancies identified. Towards the end of the interview any cautions and convictions etc. declared by the candidate should be discussed.</p>	
16.	<p>The appointments panel should select the successful candidate using the agreed scoring system. Each panel member will have been provided with a grid setting out each question, possible positive and negative answers and the scoring system.</p> <p>All unsuccessful interviewed candidates should receive short summative verbal feedback agreed by the panel.</p>	
17.	<p>The successful candidate should receive a verbal offer, conditional to all the required checks being completed. They should be advised they will receive a conditional offer letter and that they shouldn't resign until they receive their confirmation letter with their start date, contract and particulars.</p>	
18.	<p>The personnel file should evidence that all the required checks have been completed. A recruitment checklist for the personnel file should be signed off before their start date. The confirmation letter with a start date can be sent once all checks are completed.</p>	

*KCSIE 2023* sets out the following pre-employment checks which must be carried by schools:

- Verify a candidate's identity. This includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available. Identification checking guidelines can be found on the GOV.UK website.
- Obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). Paragraphs 249 - 252 give further guidance when using the DBS update service as the original certificate will need to be obtained by school.
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available. Paragraphs 261 - 262 detail how to obtain a separate barred list check.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities. 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.
- Conduct checks on every person's right to work in the UK, including EU nationals, other overseas nationals and British citizens. Employers should not discriminate when conducting these right to work checks. If there is uncertainty about whether an individual needs permission to work in the UK, then advice on the GOV.UK website should be followed.
- If the person has lived or worked outside the UK, make any further checks the school considers appropriate (see Paragraphs 280 - 285). 'Individuals who have lived or worked outside the UK must undergo the same checks as all other staff (set out in Paragraph 232)...In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.'
- Where the individual has taught outside of the UK, confirm that there are no sanctions against them by obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked, confirming that they have not imposed any sanctions or restrictions, or that they are aware of any reason why they may be unsuitable to teach. Advice regarding regulatory or professional bodies is available from the National Recognition Information Centre for the United Kingdom. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
- Ensure all appropriate checks are made when recruiting people from outside the UK.
- Verify professional qualifications, as appropriate. The Teacher Services' system should be used to verify the award of qualified teacher status (QTS), and the completion of teacher induction or probation;
- Confirm that the individual (if employed to carry out teaching work) is not prohibited from teaching by the Secretary of State (Paragraph 253), or any



	<p>sanction or restriction imposed (that remains current) by the GTCE (Paragraph 255) before its abolition in March 2012.</p> <ul style="list-style-type: none"> <li>• Section 128 checks should be made on all governors as the DfE state:</li> <li>• 'A person subject to a section 128 direction is also disqualified from holding or continuing to hold office as a governor of a maintained school.'</li> <li>• Paragraphs 261 and 262 set out how 'Schools and colleges can use the TRA's Employer Access Service to make prohibition, direction, restriction and children's barred list checks. The service is free to use and is available via the TRA's web page. Users will require a DfE Sign-in account to log onto the service.'</li> </ul> <p>Once all the pre-employment checks are completed the candidate can receive an offer letter contract and start date. Some posts may be subject to a probationary period.</p>	
19.	<p>Once undertaken, the date on which all pre-employment checks were completed should be recorded on the school's Single Central Record of pre-employment checks and evidence of the checks (where appropriate) will be retained on the individual's personnel file. In order to comply with the DBS Code of Practice, copies of DBS certificates will not be retained except in exceptional circumstances. Where a copy is retained, the school will note on the personnel file the rationale for keeping a copy and make arrangements to securely dispose of the certificate after 6 months.</p>	
20.	<p>Appropriate induction activities should be provided for all new employees. All staff should read and understand key guidance including KCSIE 2023 and Safer Working Practices Guidance. Provision of these documents should sit alongside a full safeguarding induction provided by the Designated Safeguarding Lead. The safeguarding induction checklist should be completed and placed on their personnel file.</p>	

# Appendix

## Safer Recruitment

### Pre-Employment Check - Online Searches

#### **Introduction:**

Keeping Children Safe in Education states the need for schools to conduct an "*online search as part of their due diligence on the shortlisted candidates.*" This form and guidance notes are to be used for the purpose of completing online searches for shortlisted candidates. *The purpose of the online check is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview, to establish their suitability to work with children.*

*The online check forms one part of the school's pre-employment checks process.*

#### **Considerations**

When undertaking an online check, the following should be taken in to account:

- Who will undertake the online search on behalf of the recruiting panel. This person should have an understanding of the reason for the online check and the process to follow for completing it. The person undertaking the check should not be part of the recruiting panel.
- Information contained online may not always be accurate, up to date or provide context
- Care needs to be taken to confirm that the information sourced online relates to the particular individual, especially where the individual has a common name or there are numerous online references.
- Online searches should not be a 'fishing expedition'; instead, searches need to focus on the job applicant's suitability to work in school.
- Consider the school's IT firewalls and whether these restrict online searches. Make sure the IT system allows the person undertaking the check to see the content they are looking for.
- The laws relating to discrimination and the Rehabilitation of Offenders apply equally to checks carried out online.
- Search information should be based upon the information shared within the candidate's application form, and should be agreed by the shortlisting panel.
- Candidates need to be informed, at an early stage, that online searches will be conducted and should be offered the opportunity to disclose in advance any information which may be relevant to any online searches.

#### **Completing the Form**

##### **Section A**

The shortlisting panel should agree the information in this sec 3 on and share with the individual who will undertake the search. This includes the parameters for the search.

The parameters identified should include information such as the names under which the check will be carried out (any name abbreviations, aliases or previous surnames, etc.) along with any geographical areas (including any identified overseas), or role specific searches e.g. teacher, Maths, KS3, safeguarding, etc.

**It is not the responsibility of the person completing the check to determine the search parameters.**

The panel may want to consider categories for the search. For example:

- extremism and / or hate speech
- violent images
- nudity
- toxic language, swearing and profanity
- safeguarding / conduct.

### **Section B**

This section should be completed as the searches are undertaken. Screen shots of anything relevant found should be appended to the form for the panel's reference. One form should be completed for each shortlisted candidate.

There are 3 possible outcomes from the search:

- check is clear
- results required advice from SLT / DSL who agreed the check is clear
- results required further advice from SLT / DSL who recommended further information was sought from the candidate as part of the interview process.

### **Section C**

This section should be completed by the interview panel where information is to be discussed with the candidate during the interview process.

The panel should explore any concerns recorded on the form with the candidate during the interview and record a summary of the discussion and decision on whether the candidate is suitable for appointment.

The form should be retained with recruitment documentation for all shortlisted candidates, and should be retained in the personnel file of the successful candidate.

## Section A - completed example

<b>Search A Search Information</b>	
Full name of candidate as detailed on the application form:	Robert Mark Smith
Also known as:	Robbie
Date of birth:	27/06/75
Email address:	<a href="mailto:SmittieR@gmail.com">SmittieR@gmail.com</a>
Lives in (area):	Wigan
Works in (area):	St Helens
Current place of work:	Superb Education Multi Academy Trust
Profession/current role:	Teacher
Search parameter requests from the panel: (where applicable include reference to overseas if this is identified through the application form)	<p>Robert / Robbie Smith, Wigan            Robert / Robbie Smith, Superb Education MAT            Robert / Robbie Smith, St Helens            Robert / Robbie Smith, Teacher            Robert / Robbie Smith TRA (teachers only)</p> <p>Please record any examples of:</p> <ul style="list-style-type: none"> <li>• extremism and hate speech</li> <li>• violent images</li> <li>• nudity</li> <li>• toxic language, swearing and profanity</li> <li>• concerns related to safeguarding and/or conduct</li> </ul>

## Safer Recruitment Pre-Employment Check - Online Search

*Form to be completed prior to interview on all shortlisted candidates and retained with recruitment documentation, or in the personnel file of the successful candidate.*

<b>Search A Search Information</b>	
Full name of candidate as detailed on the application form:	
Also known as:	
Date of birth:	
Email address:	
Lives in (area):	
Works in (area):	
Current place of work:	
Profession/current role:	
Search parameter requests from the panel: (where applicable include reference to overseas if this is identified through the application form)	

<b>Search B Search Outcome</b>	
Search Outcome: <ul style="list-style-type: none"> <li><input type="checkbox"/> Check is clear</li> <li><input type="checkbox"/> Results required advice from SLT / DSL who agreed the check is clear</li> <li><input type="checkbox"/> Results required further advice from SLT / DSL who recommended further information was sought from the candidate as part of the interview process</li> </ul>	
<b>Search Conclusion</b>	
<input type="checkbox"/> Nothing to note	<input type="checkbox"/> Information to share with the panel
Details:  Sites Searched:	

**Section C**  
**Discussion with Candidate at Interview**

Questions Asked:

Summary of Responses:

Decision Reached: