

**SAFEGUARDING CHILDREN: SAFER RECRUITMENT AND SELECTION**



**Recruitment and Selection Policy**

**School Motto**

*Sic Luceat Lux Vestra: Let Your Light Shine.*

**Our Vision**

*All individuals are children of God, created equally in his image to share an eternal future. We promise to play our full part in their education and formation.*

**Our Mission**

*We strive to meet the academic, moral, physical, social and spiritual needs of all students so that they may take their place as caring, committed, self-aware adult members of society.*

**Our Aims**

*In striving to create the school climate, which will nurture this mission statement, the school aims:*

- *To offer to all students a broad, balanced, appropriate, relevant and flexible curriculum.*
- *To develop as an integral part of the local community and in particular the local Catholic community; to develop and maintain the partnership between school and parents, parishes, primary schools and the wider community.*
- *To develop a worshipping community, in which prayer and liturgy are encouraged as part of faith development.*
- *To encourage all members of our school community; students, parents, staff and governors to follow the example of Christ in their daily work and relationships; to treat one another with justice and dignity, tolerance and respect and to be aware of and respond to each other's needs, hopes and aspirations.*
- *To provide and maintain an attractive, happy, secure, safe and healthy school environment.*

**Professional Requirements of Staff**

*In the light of our mission statement:*

*All members of staff have a professional responsibility to meet the **academic, moral, social and spiritual needs of all students.***

*To enable this to happen:*

- *We will strive to provide an excellent teaching and learning experience for all students.*
- *We will encourage students to come to a fuller understanding of the difference between right and wrong. To be good citizens of the school community the students have to follow school rules, which are enforced by every staff member.*
- *The students will be given every opportunity to develop healthy lifestyles inside and outside the curriculum time. The school has a responsibility to encourage healthy eating and exercise during the school day.*
- *The Gospel values of respect and value for others will be made explicit to all students in their interaction with every member of the community. All members of the community have a responsibility to live out Gospel values in their work relationships.*
- *Opportunities will be provided for all community members to develop spiritually. The growth of the whole person must be implicit in the ethos of the school.*

# Recruitment and Selection Policy

St. Robert of Newminster Catholic School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

## Stage One:

### a) Planning and Advertising

Planning is vital to successful recruitment. The planning involves decisions related to: who should be involved; assigning responsibilities and setting aside sufficient time for the work needed at each stage so that safeguards are not overlooked. The Governing Body value the importance placed upon the qualities, qualifications and experience that successful candidate will need to demonstrate, and will consider whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications.

The recruitment plan includes the formulation of a person specification and compiling an applicant’s pack. This will include: the application form, job description, information/guidance that clearly sets out the extent of the relationship/contact with children and the degree of responsibility for children that the person will have in the position to be filled.

The advertisement will include a statement about the employer’s commitment to safeguarding and promoting the welfare of children and reference to the need for the successful applicant to undertake a criminal record check via CRB, where appropriate, as well as the usual details of the post and salary, qualifications required etc.

### b) Application Form

St Roberts adopts the CES application form to obtain a common set of core data from all applicants. The CES application form includes:

- Full identifying details of the applicant
- A statement of any academic and or vocational qualifications
- A full history in chronological order since leaving secondary education
- A declaration of any family or close relationship to existing employees
- Details of referees
- A statement of the personal qualities and experience

*(The CES application form also includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind overs, including those regarded as spent, must be declared. It requires a signed statement that the person is not on a List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. General Teaching Council (GTC) and either has no convictions, cautions or bind overs or has attached details of their record in a sealed envelope marked confidential).*

The application form and supporting letter records that:

- The successful applicant will be required to provide a Disclosure from the CRB at the appropriate level for the post.
- The Governing Body will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview;
- If the applicant is currently working with children, on either a paid or voluntary basis his/her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.
- Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

Applicants for Teaching Posts will also be asked:

- To provide their DfES reference number
- Whether he/she has qualified teacher status (QTS) and
- Whether he/she is registered with the GTC for England

### **c) Person Specification**

This will include:

- The qualifications and experience and any other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities that the successful candidate should be able to demonstrate and
- How these requirements will be tested and assessed during the selection process. e.g.

In addition to candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children including:

Motivation to work with children and young people;

Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

### **d) Information Pack to Candidates**

The pack will include a copy of:

- The application form and explanatory notes about completing the form
- The job description and person specification;
- Any relevant information about the Local Authority/establishment and the recruitment process and statements of relevant policies such as the authority/establishment's policy about equal opportunities, the recruitment of ex offenders etc.
- St. Robert of Newminster Catholic School's Child Protection Policy statement
- A statement of the terms and conditions relating to the post

### **e) Shortlisting**

All applications will be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion.

### **f) References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. The Governing Body will obtain these directly from the referee. References or testimonials provided by the candidate, or open references and testimonials i.e. to 'whom it may concern' will not be accepted.

Ideally, references will be sought on all short listed candidates including internal ones before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

In all cases where a reference has not been obtained on the preferred candidate before interview, the Governing Body will ensure that it is received and scrutinised and any concerns are resolved satisfactorily before the person's appointment is confirmed.

All requests for references will seek objective verifiable information and not subjective opinion. A copy of the job description and person specification for the post for which the person is applying should be included with all requests and every request should ask;

- About the referee's relationship with the candidate, e.g. how long has the referee known the candidate and in what capacity.
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post and how he/she has demonstrated that they meet the person specification;
- 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 and the reasons why the referee believes the person might be unsuitable;

In addition to the above, requests addressed to the candidate's current employer, or a previous employer in work with children, should also seek:

- Confirmation of details of the applicant's current post, salary and sickness record.
- Specific verifiable comments about the applicant's performance history and conduct;
- Details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;

- Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those and;
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached and how the latter was resolved.

## **Stage Two: Interviews**

### **a) Additional Checks before Interview**

During the interview day, opportunities will be used to verify the facts before formal interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

### **b) Involving Pupils**

St. Robert's will aim to involve pupils in the recruitment and selection process in some way e.g. by observing short listed candidates' interaction with pupils through lesson observation or meetings such as the School Council.

### **c) Interviews**

The interview will assess the merits of each candidate against job requirements, and explore their suitability to work with children. The Governing Body will always adopt a formal face to face interview.

### **d) Invitation to Interview**

In addition to the arrangements for interviews- time and place, directions to the venue, membership of the interview panel – the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he/she claims to be and that where a CRB check is appropriate the person will be required to complete an application for CRB Disclosure straight away. All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy CRB requirements.

Candidates should also bring documents confirming any educational and professional qualifications that are necessary or relevant for the post.

A copy of all documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

### **e) Interview Panel**

There will always be a minimum of three interviewers. (To be agreed three days before interview)

The members of the panel should:

- Have the necessary authority to make decisions about appointment and be appropriately trained (ref: NPQH)

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;
- Agree their assessment criteria in accordance with the person specification.

The panel will agree a set of questions they will ask all candidates relating to the requirement of the post, and the issues they will explore with each candidate based on the information provided in the candidate's application and references.

Competence based questions will be the focus rather than hypothetical questions.

### **f) Scope of the Interview**

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

- The candidate's attitude towards children and young people
- His/her ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee and;
- Whether the candidate wishes to declare anything in light of the requirement for a CRB check.

### **Stage Three: Conditional Offer of Appointment: Pre Appointment Checks**

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

- The receipt of at least two satisfactory references
- Verification of the candidate's identity (if that could not be verified straight after the interview)
- A check of DfES list 99 (in some residential establishments a check of the PoCA List may also be required) and where appropriate a satisfactory CRB Disclosure
- Verification of the candidates medical fitness
- Verification of qualifications ( if not verified after the interview)
- Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted) NPQH
- (FOR TEACHING POSTS) verification of successful completion of statutory induction period applies to those who obtained QTS after 7 May 1999 and
- (for non teaching posts) satisfactory completion of the probationary period

The Governing Body will seek advice from the LA and Personnel services provider, and follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in course of the selection process.

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by CRB regulations) and
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.
- The candidate is found to be on List 99 or the PoCA List, or the CRB Disclosure shows he/she 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.

### **Stage Four:**

#### **a) Post Appointment Induction**

There will be an induction programme for all staff and volunteers newly appointed to St. Robert of Newminster Catholic School, including teaching staff, regardless of previous experience. The purpose of induction is to:

- Provide training and information about the establishment's 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 and;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities and;
- 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 will include information about and written statements of

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti bullying, anti racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures.
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment
- How and with whom any concerns about those issues should be raised and,
- Other relevant personnel procedures e.g. disciplinary, capability and whistle blowing

The programme will also include attendance at child protection training appropriate to the person's role.

### **b) Maintaining a Safer Culture**

St. Robert of Newminster School adopts an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:

- A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and pupils that is understood and endorsed by all;
- Appropriate induction and training
- Regular briefing and discussion of relevant issues and;
- Including relevant material from the framework for Personal Social and Health Education in the curriculum.

### **c) Monitoring**

The Governing Body and Headteacher will monitor both the recruitment process and induction arrangements that allow for future recruitment practices to be better informed. Monitoring will cover:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training.

**Next Review September 2010**