

STAFF APPOINTMENT AND SAFER RECRUITMENT POLICY

'Live, love and learn in a caring Christian Community'

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 IDENTIFICATION OF RECRUITERS

Whilst the Governing Body is the employer of staff, the appointment of staff in all but the position of Headteacher or Deputy Headteacher has been delegated to the Personnel Committee and the Headteacher.

The Headteacher will always notify and inform the Chair of Governors and Chair of the Personnel Committee on the recruitment of staff.

The views of pupils may be sought as part of the appointment process.

2.1 Non Teaching Staff:

The Headteacher will oversee the recruitment and appointment of all non teaching staff at St Joseph's.

Members of the Senior Management Team may also be involved in this recruitment process for professional development.

The Headteacher may request the Personnel Committee to be part of the recruitment process if it is deemed to be in the best interest of the school.

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2.2 Class Teachers:

The Headteacher and members of the Personnel Committee will oversee the recruitment and appointment of all class teachers.

Members of the Senior Management Team may also be involved in this recruitment process for professional development.

The interview panel will consist of at least 3 individuals and will include at least one member of the Governing Body. If there is a split decision over candidates, the Headteacher will have the casting vote.

2.3 Deputy Headteacher/ Headteacher:

The Governing Body will decide if they or a sub committee are involved in the appointment of the Deputy Headteacher or Headteacher.

Please see annex 1 for the steps taken to appoint such a position.

For all appointments, at least one recruiter will have successfully received accredited training in safe recruitment procedures.

3 INVITING APPLICATIONS

3.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure Barring Service check.”

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, a CES application form.

4 SHORT-LISTING AND REFERENCES

4.1 Short-listing of candidates will be against the person specification for the post

4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate, or open references, will never be accepted.

St Joseph's Catholic Primary School, Bishops Stortford, CM23 2NL

- 4.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 4.7 School employees are entitled to see and receive, if requested, copies of their employment references.

5 THE SELECTION PROCESS

- 5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 5.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 5.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 5.4 Any member of staff appointed must follow and actively support our school mission statement and "have regard to the Roman Catholic character of the school and not to do anything in any way detrimental or prejudicial to the interest of the same." (CES contract)
- 5.5 All appointments will be subject to the CES model contract of employment and subject to police and medical clearance from the LA.
- 5.6 Those unsuccessful at interview will be provided oral feedback by a member of the interview panel within 24 hours of interview or at another time if requested by the candidate.
- 5.7 The school will pay any travel expenses incurred by candidates called for interview.
- 5.8 Paperwork associated with the interview will be kept for 12 months and then shredded.

6 EMPLOYMENT CHECKS

6.1 When appointing new staff, we will:

- verify a candidate's identity
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- 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;
- verify the person's right to work in the UK;
- if the person has lived or worked outside the UK, make any further checks the school considers appropriate;
- verify professional qualifications, as appropriate.

(Keeping Children Safe in Education September 2016)

7 INDUCTION

- 7.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 7.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

ANNEX 1

Procedure to be followed when a vacancy occurs for head or deputy headteacher and advisory rights have been accorded to the Chief Education Officer.

Step 1

Notify vacancy to LA/SIP and Diocese in writing

Step 2

Full governing body meets and agrees either

- That the whole governing body shall be involved in the selection process or
- That a selection panel of at least three governors is appointed to carry out the selection process

Step 3

The governing body or panel agrees

- The text of the advertisement
- The person specification
- The job description
- The documents to be provided for applicants
- In consultation with the Diocese and the LA, the dates for short listing and interview.

Step 4

The post is advertised nationally

Step 5

Suitable applicants are selected for interview and copies of the application forms are supplied to the LA/SIP and the Diocese

Step 6

Short listed candidates are interviewed

Step 7

The decision to appoint is taken by a full meeting of the governing body