

Recruitment and Selection Policy

St Philomena's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All recruitment at St Philomena's School is in line with the DfE Safeguarding Children and Safer Recruitment in Education guidelines.

It is the School's policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises. *In order for the views of the School to be represented accurately, it is felt that the Headteacher must have an in-depth understanding of the Catholic faith. Therefore, the School will restrict this post to an applicant who is a practicing Catholic. Applicants who are practicing Catholics will be preferred candidates for the posts of Deputy Headteacher and RE Co-ordinator. This requirement does not apply to any other posts within the School.*

The School will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

Prospective applicants will be supplied with the following:

- Job description and person specification
- An application form
- The School's policy on Equal Opportunities
- The School's policy on Safeguarding

All prospective applicants must complete the application form in full.

SHORT-LISTING AND REFERENCES

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

References will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee.

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;

SELECTION PROCESS

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.

Interviews will always be face-to-face.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available.
- 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.

PRE EMPLOYMENT CHECKS

The following pre-employment checks will be required:

- receipt of at least two satisfactory references
- verification of the candidate's identity against an official document i.e. passport/driving licence plus evidence of the address from a utility bill/bank statement.
- verification of qualifications
- verification of professional status where required
- the production of evidence of the right to work in the UK

The above checks will be made visually and evidence will be photocopied and retained.

Extra pre-employment checks for teachers will be made with the Employers Access online to ensure that

- they have completed their induction or probationary period
- they are not the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current
- they have not been prohibited from teaching
- they are not on the list of restrictions imposed by all EAA and EEA authorities

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

The school will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty. They will also be asked to complete a Staff Disqualification by Association form.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced DBS Check.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

The DBS checking service code of practice is issued under section 122(2) of the Police Act 1997. The School is committed to complying with the DBS checking service code of practice. The code is there to ensure that the information released will be used fairly. The code also ensures that sensitive personal information, disclosed by the DBS is handled and stored appropriately and is kept for only as long as necessary.

Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS Disclosures applied for and received, the medical questionnaire completed and reviewed, documentation confirming the individual's right to work in the UK seen and copied and that a teacher is not prohibited from teaching or is not on the restricted teachers list imposed by all EAA or EEA authorities. A separate barred list check will be undertaken in the event that an enhanced disclosure is not received in advance of a member of staff starting work in regulated activity, or where a 'portable' disclosure is used. If the enhanced disclosure is delayed the head will allow the member of staff to commence work without confirming the appointment, after a satisfactory barred list check provided:

- The DBS application is made in advance;
- Appropriate safeguards such as loose supervision are in place;
- Safeguards are reviewed every two weeks;
- The person in question is informed what these safeguards are;
- A note is added to the single central register and evidence kept of the measures put in place.

If staff are transferred under TUPE information will be passed to the new employer and a note made on the single central register that details have been accepted under TUPE.

Appointment of Supply Staff

The school will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure-renewed every 3 years, right to work in the UK, barred list/List 99, prohibition, qualifications, overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history).

Checks will be made in advance of the appointment or as soon as practicable after the appointment of any person or body of persons registered with the DfE as being responsible for the management of the school.

All current members of staff at the school, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties will be entered on to the school's single central register.

Outside contractors who do not have a DBS work during the school holidays but if work has to be carried out during term time they will be supervised.

All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by the Headteacher during this period.

All Staff who are new to the School will receive induction training that will include the School's Safeguarding policies, a copy of part 1 of KCSIE and Annex A and guidance on safe working practices.

(March 2016 – to be reviewed March 2019)