**Holy Cross Catholic Primary School**



 **Safer Recruitment Policy**

 **2020-21**

**Approved by Governing Body on 1st September 2020**

**Reviewed by Governing Body on 1st September 2021**

At Holy Cross Catholic Primary School we believe that it is vital to create and maintain a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

Using ‘Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges – April 2014’ as the main reference, the following outlines the procedures and actions to be undertaken when making an appointment to the staff of Holy Cross Catholic Primary School.

# PRE- INTERVIEW

A timetable for the process should be decided setting all the required dates e.g. short listing, interviews etc.

* Applicants pack prepared which will contain:- Full job descriptions and person specifications will be issued to all applicants – these will be reviewed and updated regularly.
* The Application form will be the standard Local Authority form which seeks all relevant information.
* Information on the school which will include a clear statement on the schools commitment to safeguarding children.

# Advertising

Advertising the post – this will contain a reference to the safeguarding policy i.e. the school has a commitment to safeguarding and promoting the welfare of children and the successful applicant will need to have an enhanced DBS check with barred list information undertaken as they will be engaged in regulated activity (as described in Part 3 of Keeping Children Safe in Education – April 2014).

# Receipt of applications

Application forms will be scrutinised to identify any discrepancies / anomalies / gaps in employment. These will be noted and further work undertaken if the candidate is considered for short listing.

# Short list prepared

Short listing will always be an activity undertaken by at least two people. At this point any concerns around application forms will be shared.

# Seeking References

* These will always be sought directly from the referee and in writing for all shortlisted applicants.
* Specific questions relevant to the post will be included for comment by the referee.
* A specific question on the applicant’s background in relation to safeguarding included. A statement about liability of accuracy will be included.
* Further clarification on issues arising may be made if answers provided are vague or do not provide sufficient information

# Receipt of references

They will be checked against application forms. Any issues raised noted and taken up with applicant at interview.

**Invitation to interview**

This paperwork would include all relevant information and instructions.

# Interview Arrangements

* There will always be at least two people interviewing of which one will have successfully completed the Safer Recruitment Training. (A list of qualified interviewers is held by the Headteacher).
* Panel members will have the authority to appoint.
* They will have met to agree questions / assessment criteria / standards prior to the interview. Selected questions will probe candidate’s motives for working with children.
* They will have discussed any issues arising from the application forms and references and the approach they intend to take to deal with them.
* If all references have not been received then offers of appointment will only be made conditionally.
* Interviews will consist of several selection tools when appropriate eg. Task /interview/ lesson observation.

# INTERVIEW / DAY OF INTERVIEW

Following the interview a Conditional offer of appointment will be made subject to pre- employment checks. These will be:

* Verification of the candidate’s identity from current photographic ID and proof of address will be required on arrival at school prior to interview.
* Check that candidates employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service
* Verification of 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)
* Verification of the person’s right to work in the UK
* Check that if the person has lived or worked outside of the UK, make further checks deemed appropriate
* Verification of professional qualifications as appropriate

# UPON APPOINTMENT

* Obtaining a certificate for an enhanced DBS check with barred list information for all persons engaged in regulated activity
* Employment checklist completed before new member of staff commences work
* Member of staff invited in for induction before commencing work

**Review**

This policy will be reviewed by the Governing Body every year or sooner if deemed necessary.

Date approved by Governors: September 2020

Date to be reviewed: September 2021