



SAFER RECRUITMENT POLICY

Person responsible:	Business Manager
Date approved by governing body:	May 2023
Review cycle:	Annually
Date of policy review:	May 2024

SAFER RECRUITMENT POLICY and Procedure

This policy should be read in conjunction with the following policies and documents:

- Safeguarding children and young people (including child protection procedure)
- Safeguarding vulnerable adults' policy
- Care policy
- Equality and Diversity policy
- Guidance for safer working practice for adults who work with children and young people in education settings (DfE, 2015) – staff code of conduct.
- The current Keeping children safe in education, Statutory guidance for schools and colleges.

POLICY STATEMENT

St Rose's is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff and volunteers to participate in the Christian ethos of a Catholic organisation. The organisation is also committed to providing a supportive and flexible working environment to all its members of staff and recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

1. AIMS

The aims of the organisation's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities, suitability for the position and ethos of the organisation.
- to ensure that all job applicants are considered equitably and consistently. St Rose's is required by the anti-discrimination laws to ensure that all employees are given equal opportunities in respect of appointment, pay and conditions, performance management, promotion, treatment at work, and training, and not to be discriminated against on grounds of gender, race, disability, sexual orientation, age, or religion and belief. The organisation is recognised by the DfE as an institution with a religious character and may, however, appoint a Principal, senior leaders or members of staff employed to teach Religious Education, or serve in the Chaplaincy, who are active members of the Catholic church. (See Equality and Diversity Policy)
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the current "Keeping children safe in education, statutory guidance for schools and colleges" and the Code of Practice published by the Disclosure and Barring Service.
- to ensure that the organisation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. (This will be in line with the Safeguarding children and young people and Safeguarding adults with care and support needs policies).

- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. They will also have received the appropriate training in Safer Recruitment practice, particularly regarding Safeguarding Children and Adults with care and support needs.

1. ADVERTISING

After it has been agreed that there is a vacancy an appropriate advertisement will be agreed. Apart from the usual information about the post there will always be a statement which will include reference to, a commitment to safeguarding and promoting the welfare of children and young people, and the need for the successful applicant to be DBS checked.

2. RECRUITMENT & SELECTION PROCEDURE

All applicants for employment will be required to complete an application form containing questions and core information about their academic and employment history and their suitability for the role, including a statement that they are suitable to work with children and young people and have not been barred. Incomplete Application Forms will be returned to the applicant where the deadline for completed Application Forms has not passed. A Curriculum Vitae will not be accepted.

- Applicants will receive a Job Description, which will include their responsibility for safeguarding and promoting the welfare of children and young people and where appropriate a Person Specification for the advertised post, which will make a specific reference to suitability to work with children and young people.

- All applications will be scrutinised by a selection panel and all discrepancies or anomalies will be highlighted and addressed either through interview or by reference so that they are clarified or resolved. This will be completed prior to an offer of employment.

- The applicant will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail to assess the applicant's suitability for the post and suitability to work with children and young people. For some posts the organisation may require the applicant to undertake an assessment. If this is the case then applicants will be informed in advance.

- Aspects of the interview process will include exploring:
 - Previous work experience
 - If the candidate has not worked with children, ensure they have transferable skills and explore their reasons for wanting to work with children
 - If the candidate has worked with children in the past, perhaps several years ago, but the references supplied are from more recent employers, then we MUST try to obtain a third reference from the company for which the candidate worked with children
 - Qualifications and recent INSET
 - Knowledge and Skills required
 - Ability to perform
 - Physical and mental capacity to meet the requirements of the post

- Applicants will be made aware of an ongoing commitment and training in all aspects of organisation life including Safeguarding and Health and Safety.
- Modern Day Slavery
 - Modern day slavery is the illegal exploitation of people for personal/commercial gain.
 - Victims trapped in servitude they were deceived or coerced into.
 - It includes criminal exploitation, domestic servitude, forced labour, forced begging, forced marriage, illegal adoption, organ removal

Signs to look out for:

- Look malnourished or unkempt
- Withdrawn or anxious and unwilling to interact
- Under the influence of others
- Live in cramped, dirty or overcrowded accommodation
- No access or control over their passport or identity documents or use false or forged documents
- Appear scared, avoid eye contact, and be untrusting
- Show signs of abuse and/or have health issues
- Show old/untreated injuries, or delay seeking medical care with vague/inconsistent explanation for injuries
- Appear to wear the same or unsuitable clothes, with few personal possessions
- Fear authorities and in fear of removal or consequences for family
- In debt to others or a situation of dependence

If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the organisation's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the organisation considers satisfactory; and
- receipt of a third reference if the candidate has worked with children earlier in their career.
- the receipt of an enhanced Disclosure from the Disclosure and Barring Service with which the organisation is satisfied.
- satisfactory completion of the organisation's Pre-Employment Health Questionnaire.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Contract of Employment as confirmation of employment.

3. PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in the current "Keeping children safe in education, statutory guidance for schools and colleges," the organisation carries out a number of pre-employment checks in respect of all prospective employees. Any gaps in employment

will be explored and where possible be investigated. All reasons will be recorded and documented.

3.1 Verification of identity and address

All applicants who are invited to an Interview will be required to bring the following evidence (originals, not photocopies) of identity; address and qualifications, current driving licence or passport or full birth certificate; (photographic evidence of identity must be included) and

- two utility bills or statements (from different sources) showing their name and home address;
- documents confirming any educational and professional qualifications referred to in their Application Form.
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- If not a UK citizen, evidence of their right to work in the UK e.g a current visa valid at the time of appointment and start date.

3.2 References

References will be taken up on short listed candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children and young people or care, then the second referee should be from the employer with whom the applicant most recently worked with children and young people or care. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and young people. Referees will be sent a copy of the Job Description and Person Specification, where appropriate, for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- 3.2.1 the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record.
- 3.2.2 whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children and young people (including any in which the disciplinary sanction has expired);
- 3.2.3 whether any allegations or concerns 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.

The organisation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The organisation will compare all references with any information given on the

application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

3.3 Disclosure and Barring Service Check

Owing to the nature of the work, the organisation applies for Disclosure Certificates from the Disclosure and Barring Service in respect of all prospective staff members, governors and volunteers.

It is the organisation's policy that all new staff will be in receipt of a satisfactory Enhanced Disclosure. If an individual commences work in regulated activity before the DBS certificate is received, a risk assessment will be carried out and the individual will be appropriately supervised and all other checks, including the barred check list has been completed. **(The current KSIE).**

If an individual has worked or lived outside the UK they must undergo the same DBS check as above. St Rose's will assess the risk and if it considers it is appropriate further checks will be made so that any relevant events that occurred outside the UK can be considered **(The current KSIE).**

Agency and Third-Party Staff – Written confirmation must be obtained from any agency or third-party organisation that the organisation themselves has obtained the check on individuals who will be working in St Rose's. St Rose's will also check that the individual presenting themselves for work is the same person on whom the checks have been made. **(The current KSIE).**

4. POLICY ON RECRUITMENT OF EX-OFFENDERS

4.1 Background

The organisation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The organisation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the organisation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within the organisation will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, it may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the organisation to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable to work with children and young people. In addition, it will also be unlawful for the organisation to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children:

murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children and young people to attempt to apply for a position within the organisation. If the organisation receives an application from a disqualified person; is provided with false information in; or in support of an applicant's application; or the organisation has serious concerns about an applicant's suitability to work with children and young people, it will report the matter to the Police and the DBS.

4.2 Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Governors will take appropriate advice.

4.3 Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the organisation will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal and a governor before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the organisation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

4.4 Retention and Security of Disclosure Information

The organisation's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information. In particular, the organisation will:

- store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the organisation's senior management team.
- not retain Disclosure information or any associated correspondence for longer than is necessary. The organisation will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding.
- Prohibit the photocopying or scanning of any Disclosure information.
- The organisation complies with the provisions of the DBS Code of Practice.

5. RETENTION OF RECORDS

If an applicant is appointed, the organisation will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after a period of six months unless the applicant specifically requests the organisation to keep their details on file.

6. SUPPLY STAFF

This policy is for all staff. Where supply staff or bank staff are used the same checks are followed and if agency staff are used the agency must provide the relevant information in advance of the member of staff commencing work.

Volunteers (See policy on Volunteers)

Where people volunteer to work at St. Roses it is equally important that they meet all the requirements of "Safer Recruitment". The following checklist is the minimum expectation to be ascertained through interview/discussion.

Identity check

Experience

DBS

Health

7. CONTRACTORS

Contractors should, where possible, visit the site outside organisation hours or during holiday time. However due to the nature of the work in St. Roses this will not always be possible. Contractors must provide assurances that their employees working on site meet the "Safeguarding Requirements". If in doubt about a contractor, they should not be left unsupervised.

8. VISITORS

All visitors must sign in at the reception and be given a visitor's badge. They should be escorted to their meeting place or meet in reception. They should not be left to wander around the site unaccompanied. Regular visitors for whom we have seen their DBS and copies of their ID will be given DBS visitor badges, which do allow them to move around the site.

Appendix RECRUITMENT AND SELECTION CHECKLIST

Summary of Recruitment procedures (to ensure compliance with Part Three: The current Safer Recruitment of Keeping children safe in education, Statutory guidance for schools and colleges):

1. Establish the need for the post.
2. Draw up a job description and person specification, where appropriate.
3. Decide the terms of contract.
4. Create an advertisement including safeguarding statement and details of how to obtain an application form (CV not accepted).
5. Scrutinise and collate completed application forms.
6. In the case of Teachers, a check of teacher prohibition will be carried out using the NCTL Teacher Services' system **(The current KSIE)**
7. Shortlist applicants.
8. Write off for references (2) of shortlisted applicants, one from most previous employer.
9. Ensure a 3rd reference is sought if the candidate has worked at any time in their career, for an organisation where there were children.
10. Arrange interviews, including make-up of interview panel (to include governors and Principal (or other member of senior staff with safer recruitment training)).
11. Prepare interview questions (also see 11).
12. A Governor or Governors must be involved in senior staff appointments.
13. On day of interview obtain copies of:
 - a. proof of identity (Passport, Driving Licence, Birth Certificate and utility bill)
 - b. relevant certificates, eligibility to work in the UK and current DBS certificate. **(the current KSIE)** (All staff are required to have a St. Rose's DBS certificate or to be signed up to the online checking service so that their DBS can be checked when a job offer is made).
14. During the interview explore understanding of child protection and safeguarding issues and any gaps in employment or education history.
15. Explore moving from a high paid to a lower paid job and many changes of address.
16. Any offer of employment will be subject to receipt of two satisfactory references and DBS check.
17. Send an offer letter to the successful candidate.
18. Apply for a DBS certificate.
19. Verify references.
20. If an individual has worked or lived outside the UK they must undergo the same checks as above. If St Rose's thinks it is appropriate further checks will be made so that any relevant events that occurred outside the UK can be considered. In the case of teachers these checks will include a check for information about any teacher sanction or restrictions using the NCTL Teacher Services' system. **(the current 2021).**
21. Obtain health and safety information (via questionnaire).
22. Add details into SINGLE CENTRAL RECORD, PASS system and other relevant records.
23. Schedule and carry out induction procedures.

This Policy Statement is considered part of the Terms and Conditions of Employment for all staff at St Rose's

..... S. Talwar Principal

Date 10.5.2023

.....  Chair of Governors

Date 10/23