



The safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of children in education. St Mary's Catholic School is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the school expects all staff and volunteers to share this commitment. This Safer Recruitment Policy is informed by the DfE's document 'Keeping Children Safe in Education, Sept 2020'. This policy is intended to highlight the school's recruitment and appointment procedures and to prevent unsuitable individuals from working with St Mary's Catholic School students.

This school subscribes to the following safe from harm principles:

#### **Appointing appropriate paid staff and volunteers**

- All newly-appointed contractual staff, volunteers, parents, visitors, contractors, or governors with regular contact with children, supply teachers and peripatetic tutors, will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks including the investigation of any gaps in employment.
- Two satisfactory references, using the school's standard form, referring specifically to their suitability to work with children and young people, will also be sought.

#### **Staff Appointment Procedures**

- The Headteacher and members of the Senior Leadership team will meet to decide whether a vacancy needs filling and if so the appropriate salary scale and point within the scale.
- Vacancies at Deputy Headship level and above are the responsibility of the Governing Body, with guidance from the Diocese.
- A vacancy will be advertised, and the advert will make clear the school's commitment to safeguarding the welfare of children and young people and the expectation of the same commitment from its employees.

#### **Application packs will include the following:**

- Job Description & Person Specification containing references to safeguarding children.
- Further information about the school and/or subject area.
- Letter from the Headteacher.
- Copy of the job advert.
- Catholic Education Service application form, which includes pre-printed statements about references, DBS clearance etc. Also, the Newcastle Council Safe Recruitment form will be included and must be completed along with the application form and other documentation.
- Equalities information.

#### **Short-listing and Interviews**

- Application forms will be scrutinised and any discrepancies or gaps in employment noted for possible investigation during interview.
- Candidates will be short-listed by matching Personal Statements to the Person Specification.
- Notes from the shortlisting meeting will be kept.
- Written references will be sought prior to interview.
- Written invitations to interview will be issued simultaneously to the reference request letters being sent out.
- Interview panels will comprise at least 2 but preferably 3 members whom have the authority to appoint. A gender balance will be sought wherever possible.
- Every interview panel will have at least one member of staff who has undertaken and received accreditation for completing Safer Recruitment training. See the school's Single Central Record for a list of appropriately trained staff and governors.
- The interviewers will ask the candidate a set of previously arranged questions, designed to gauge their ability to perform the role. Questions will be designed to test the candidates' knowledge of the role, their ability to perform it and their suitability to work with children.

- The panel will select their preferred candidate, plus second and third choices if applicable.
- Minutes of the appointment meeting will be kept.
- The post will be offered verbally to the first choice candidate. Others may be offered the post if the first choice candidate declines the offer.
- The post will be offered subject to satisfactory references (if not already received), qualifications, DBS and health clearances.
- A written conditional offer of appointment will be made, subject to satisfactory references and clearances.
- The letter will request that the successful candidate makes an appointment to complete the necessary formalities.
- Pre-Employment Health Statement, in a sealed envelope and completed and verified DBS Disclosure Application Form will be sent to Newcastle City Council for processing and sending to the Disclosure & Barring Service.
- All personal details, qualification details and clearance details will be recorded on school's Single Central Record.
- This is held on a private computer drive and in written format in a locked cabinet in Headteacher's PA's office.
- All relevant new starter documentation, including copies of the applicant's qualifications and all other relevant documents will be sent to Newcastle City Council. The appointment form requires information to be recorded in connection with confirmation of employee identity, 2 references, health clearance, GTC check if applicable, DBS disclosure application and documentation relating to the right to work in the UK.

### **Volunteers**

- Volunteers are those who give their time, skills and abilities to the school free of charge. Volunteers are usually parental helpers, altruistic members of the local community or individuals committed to a particular career path who wish to gain experience of the school environment in pursuit of their chosen professional goals.
- Volunteers can be actively recruited by the school or approach the school direct offering their services. However they come to be within the school, safeguarding procedures need to be adopted for all volunteers with regular contact with children.
- Regular contact refers to individuals who are based in school for more than three consecutive days; accompany paid staff and students on trips involving overnight stays or whom have a regular, agreed work pattern.
- For purposes of policy, an agreed work pattern could be anything from once a term to 30 minutes per fortnight.
- Volunteers will be given a pack containing further information about the school, which will include safeguarding information.
- An Enhanced DBS disclosure will be obtained when appropriate.
- Volunteers who remain absent from school for 3 consecutive months or more, are required to complete another DBS Disclosure Application Form and be awarded Enhanced DBS Clearance, prior to return to duty.

### **Volunteers with Irregular Student Contact**

- Voluntary staff who work on an ad hoc, one-off basis will not be required to obtain DBS clearance or attend an interview.
- The school must, however, ensure that the volunteer is never left alone or unsupervised in the presence of young people.

### **Supply or Casual Employees**

- All such staff must provide an Enhanced DBS clearance plus photo identification before working in school.

### **Supply Staff Employed By Agencies**

- Supply staff are directly employed by locally-based agencies and sent into school on a supply and demand basis for a specified length of time - anything from a few hours to an entire academic year.
- The agency will invoice the school directly for employing its staff.
- All agencies are legally bound to perform identity checks and Enhanced DBS checks on their employees.
- It is school's responsibility to ensure that agency supply teachers have Enhanced Disclosure status and can confirm their identity before starting work in the school. The majority of agencies will either e-mail clearance details in advance of the teacher starting work or allow designated school staff secure, on-line access to the website where such details are held. The school's Cover Manager then checks the supply staff's identity documents before they start work.
- The clearance details for agency supply teachers must be entered on the school's Single Central Record.

## Contractors

### **Irregular Visitors**

- Contractors who visit the school occasionally, to carry out emergency repairs, perform routine maintenance of equipment or make structural changes to the property are not required to obtain CRB clearance, especially as the majority of such work will be undertaken during school holiday periods.
- In the event that such work will need to occur during term-times, site staff will escort the contractor to and from his/her destination, thereby avoiding unsupervised access to students.
- In addition, all staff will be instructed to be vigilant to prevent students from accessing areas where builders etc are working, due to the health and safety risk that this poses.
- All contractors will be required to report to Reception and sign in and out when they enter or exit the school premises. They will also be required to present photo identification upon arrival and this must be inspected, in advance, by the Site Manager.
- Upon arrival, all visitors will be presented with an official St Mary's Catholic School ID lanyard. All staff are requested to challenge any stranger that is present on school premises and not wearing this badge.

### **Regular Employees**

- Employees of external companies whom are regularly based in the school - cleaning staff for example - will be subject to the same identity checks and clearances as direct employees of the school. However, these will be carried out by their external employer and will form part of the terms of the business contract.
- The outcome of such checks will be notified to the school and detail recorded on school's Single Central Record.

### **Commencing Employment Prior to Obtaining Enhanced DBS Clearance**

- Because procedures will be followed in a timely manner, the vast majority of new employees will in possession of their DBS clearances before their contracts start. There will, however, be rare occasions when contracts start before the Enhanced Disclosure Certificate has been received.
- In this instance, the Headteacher will use his discretion as to whether an employee can start work pending the certificate's receipt.
- The Headteacher must ensure that any employee where clearances are pending is appropriately supervised and informed that they are under this scrutiny and the reasons for it.
- In all such cases a List 99 Check must be carried out prior to the new employee commencing in post.
- The Headteacher will also consider the following factors whilst determining the level of supervision required:
  - Previous experience.
  - Whether the individual is already in possession of a current or recent Enhanced Disclosure Certificate from another public body.
  - Nature of individual's duties and responsibilities within the school.
  - Information contained with references and the detail of such information.

### **Further important documentation with regards to safer recruitment:**

St Mary's Catholic School's safer recruitment policy incorporates all of the principles of safer recruitment practices and model policies, as set out by Newcastle City Council and the Catholic Education Service. Therefore, the practices outlined in the policies and documents below, together with up-to-date safer recruitment training for relevant staff, ensure rigorous safer recruitment procedures and practices at the school.

- Newcastle City Council's 'Recruitment and Selection Code of Practice.' Last revised Autumn 2014.
- Newcastle City Council's 'Disclosure of Criminal Convictions Code of Practice.' Last revised April 2015.
- Newcastle City Council's 'Safe Recruitment Form' is used for all appointments in school.
- CES 'Model Rehabilitation of Offenders Act 1974- Disclosure Form.' Last amended April 2014.

<b>Policy review date</b>	<b>By whom</b>	<b>Approved (insert date)</b>
December 2015	FGB- Academy Directors	10/12/15
September 2019	FGB- Academy Directors	20/09/19
July 2021	LGC	8/7/21

