



The policy applies to all employees and governors responsible for and involved in the recruitment and selection of all school-based staff.

### 1.0 Purpose

- 1.1 The purpose of this policy is to define the school's strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities. The school is committed to fair, safe, and effective recruitment and selection of new and existing employees.
- 1.2 The Governing Body recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating a safe environment for children and young people and expects all staff, governors, volunteers, and visitors to share this commitment. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims, therefore, of this policy are to:
- attract and appoint the highest calibre of applicants.
  - ensure safe and equitable recruitment and selection is always conducted.
  - deter, identify, and reject prospective applicants who are unsuitable for work with children or young people.
  - Prevent and deter inappropriate behaviours by providing ongoing supervision, training and support to all staff and volunteers
- 1.3 This document is available to all members of school staff and to any prospective applicant. The Governing Body welcomes any comments or contributions to this policy.

### 2.0 Legal Context

- 2.1 The Governing Body recognises that recruitment and selection is governed by many statutory provisions, and is committed to ensuring that all legislative requirements are met in the application of this policy.
- 2.2 All recruitment and selection procedures will comply with current legislation and specifically the guidance set out in Part 3 of Keeping Children Safe in Education (KCSiE) DfE 2023
- 2.3 The school will ensure a safe, effective, consistent and equitable approach to the appointment of all school based staff in accordance with employment law and The Bishops Memorandum on Appointment of Teachers in Catholic Schools *"to help and guide Governing Bodies to fulfil their responsibilities, including statutory responsibilities, to preserve and develop the Catholic character of the school in relation to the appointment of staff"* (Catholic Education Service) (CES).
- 2.4 This policy does not form part of any employee's contractual terms and conditions.

### 3.0 Delegation of Authority

- 3.1 There are statutory requirements in school for the appointment of the Headteacher, Deputy Headteacher and Head of Religious Education. Where a Headteacher or Deputy Headteacher is being appointed the Governing Body will consult with the Archdiocese and Local Authority about the recruitment process. For the appointment of the Head of Religious Education the Governing Body will consult with the Archdiocese.
- 3.2 In respect of temporary positions the Governing Body has delegated responsibility and authority to appoint staff to the Headteacher.

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#### 4.0 Equality

- 4.1 The Governing Body is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process.
- 4.2 All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.
- 4.3 Every applicant will be assessed consistently against the criteria identified on the person specification. The selection panel will look for relevant objective evidence on which to make a decision.
- 4.4 Questions asked of applicants will relate to the requirements of the post and will not be discriminatory, offensive or in any way off-putting to any person or group.
- 4.5 Questions relating to the applicant's health or sickness absence history will not be asked at the interview stage. Only appropriate information will be sought to enable the candidate to participate in the interview process.
- 4.6 The school will not ask applicants about their health or attendance before making an offer of appointment as per **Equality Act 2010 (Section 60)**.

#### 5.0 Monitoring

- 5.1 Equality monitoring is at the heart of the school's equal opportunities policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring only.
- 5.2 The recruitment panel will not have access to a job applicant's monitoring information.

#### 6.0 Vacancy Determination

- 6.1 Where a Headteacher or Deputy Headteacher vacancy arises the Governing Body will notify the Local Authority and Archdiocese as appropriate.
- 6.2 The Governing Body will review such a leadership vacancy in accordance with the current needs of the school.
- 6.3 Subject to the delegation authority at section 3.2 (where authority to appoint has been delegated to the Headteacher), where a vacancy relates to any other position within the schools existing staffing structure it is the Headteachers responsibility to determine that a vacancy exists and to review whether any such vacancy is to be filled or reviewed before initiating the recruitment process.
- 6.4 Where the Headteacher wishes to create a new position which is in addition to the agreed staffing structure of the school, a case for such a position will be presented by the Headteacher to the Full Governing Body for approval. Once approved the Headteacher can initiate the recruitment process.
- 6.5 Prior to initiating the recruitment process the Headteacher and or Senior Manager as appropriate will review the job description, person specification and salary to ensure it is an accurate reflection of the role to be filled prior to initiating the recruitment process.
- 6.6 The job description and person specification will include statements regarding the safeguarding responsibilities of the post (KCSIE paragraph 210).
- 6.7 The Governing Body and/or Headteacher will determine if the role is to be filled on a permanent, fixed-term, temporary or any other basis.

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**7.0 Advertising vacancies**

7.1 All adverts are carefully constructed to ensure they promote St Julie's Catholic High School's commitment to the safeguarding of students, young children, and vulnerable adults, and that the school is committed to Equality of Opportunity.

7.2 All adverts will include the following statement:  
*'Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.'*

7.3 It will be normal practice for all vacancies to be advertised unless there is a good reason not to. The advertisement maybe either internal and advised to all staff in school or external utilising TES, School Improvement, DfE portal or Job Centre Plus (in respect of Support Staff). Vacancies advertised externally are also notified to all current members of staff to apply should they wish to do so.

7.4 Headteacher and Deputy Headteacher vacancies will be advertised unless the Governing Body have good reason not to do so. Where the Governing Body decides not to advertise, it will minute the reason for this decision. The vacancy will be advertised in such a manner as the Governing Body considers appropriate. Advice will normally be sought from the Local Authority and Archdiocese before deciding not to advertise.

7.5 An application pack will be prepared for prospective candidates and will contain the following documents:

- Application Form (CES)
- Application Form Notes to Applicants (CES)
- Recruitment Monitoring Form (CES)
- Consent to Obtain References Form (CES)
- Job Description
- Person Specification
- Guidance Notes to include:
  - Online Search to be completed for all shortlisted candidates
  - Overseas applicant's requirements
- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- In addition, candidates will be signposted to the schools website to obtain further safeguarding policies.

7.6 A curriculum vitae will not be accepted in lieu of an application form.

**8.0 Short Listing and Selection**

8.1 At least one person on each appointment panel will have undertaken Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Children Safe in Education. (DfE) This will be noted on their personnel file induction checklist.

8.2 Safer recruitment training for Governors and staff will be repeated at regular intervals and following significant changes in statutory guidance, this will support effective practice.

8.3 For the position of Headteacher or Deputy Headteacher, the selection panel will consist of a minimum of three governors (excluding the Headteacher or as the case maybe, the Deputy

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- Headteacher), working with a Local Authority and or Archdiocese representative. For all other posts the panel will consist of at least one governor plus the headteacher plus one other (minimum of 3).
- 8.4 The number of Governors for each panel is determined by the Governors Delegation Planner.
  - 8.5 All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.
  - 8.6 The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.
  - 8.7 During shortlisting all applicants will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised with particular attention to any gaps in employment; repeated and or frequent changes in employment; and anomalies or discrepancies in information contained within the application form and completion of all relevant information asked for in the application. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any offer of employment is made.
  - 8.8 The panel agree and reviews questions to be asked of the candidates.
  - 8.9 As part of the school's recruitment process and due diligence an online search of all shortlisted candidates will be carried out prior to interview. Such candidates are given the opportunity to make the school aware or clarify any details which may appear in such searches via the Clerk to Governors. The recruitment panel will agree the criteria for the online search to be undertaken.
  - 8.10 Shortlisted applicants will be required to complete a CES Rehabilitation of Offenders Act 1974 Disclosure Form on which to declare any spent cautions and convictions under the Rehabilitations of Offenders Act 1974 (Exemptions) Order 1975 unless it is a 'protected' conviction or caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions ) Order 1975 (in 2013 and 2020) and therefore not subject to disclosure.
  - 8.11 All posts are subject to the terms and conditions of the appropriate Catholic Education Service model contract a copy of which will be issued to shortlisted candidates prior to interview.
  - 8.12 The Clerk to Governors will ask for written information about previous employment history and check that information is not contradictory or incomplete.
    - Two references will be sought for all short-listed candidates including internal candidates and scrutinised before interview.
    - References are always requested from current employers, utilising School Improvement Liverpool reference template.
    - All references must include a statement about someone's suitability to work with children.
    - Open references will not be relied upon and will be subject to confirmation from the referee.
    - Undertake an online search of short-listed candidates in accordance with School Improvement Liverpool Guidance and criteria selected by the interview panel.
  - 8.13 When invited to interview shortlisted candidates are required to bring the following.
    - Photographic ID
    - Current Enhanced DBS
    - Evidence of qualifications
    - CES Rehabilitation of Offenders Act 1974 Disclosure Form (to be Submitted to the Clerk to Governors) and
    - Requested to sign their completed application form if submitted electronically.

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**9.0 Selection Process and Outcome**

- 9.1 **Prior** to interview references, criminal self-disclosures and evidence of online searches are shared with the interview panel for consideration.
- 9.2 Each panel member records evidence of how each candidate has met each of the selection criteria and at the end of the interviews discusses candidate responses. Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.
- 9.3 A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification and job description during the selection process.
- 9.4 The candidate is given the opportunity to provide accurate context regarding any disclosed criminal record or results found in an online search.
- 9.5 The panel will then reach agreement on which candidate is to be appointed.
- 9.6 In the event of a lack of consensus or a tie the Chair will have the casting vote.
- 9.7 If any caution or conviction is declared, or a disclosure is made on a candidates Enhanced DBS certificate the recruitment panel will complete a risk assessment using the School Improvement Liverpool 'Criminal Offences Risk assessment' template. (If the candidate is appointed a copy of the risk assessment is retained on their Personnel File or if the offer is withdrawn retained in accordance with interview documentation retention schedule).
- 9.8 Both the verbal offer of employment and the initial offer letter will be conditional on all the required pre-employment checks (see section 10.0), being completed satisfactorily. Candidates will be advised not to resign until their post is confirmed and all relevant checks have been completed and are satisfactory.
- 9.9 Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.

**10.0 Pre-employment Checks**

- 10.1 When appointing new staff, the Clerk to Governors will undertake the following prior to employment commencing. Reference to DfE Keeping Children Safe in Education.
  - o Verify their Identity
  - o Obtain (via the applicant) an Enhanced Disclosure and Barring Service (DBS) Certificate, to include Barred List information for those engaging in regulated activity.
  - o If the applicant is registered via the DBS Update Service a DBS check will be carried out in accordance with current KCSiE guidance.
  - o Obtain a separate Barred List check if the applicant starts work in regulated activity prior to the Enhanced DBS Certificate being available.
  - o For Senior Management posts the school will undertake a Section 128 check which verifies if an applicant is subject to a section 128 direction made by the Secretary of State.
  - o Verify the applicant's fitness to carry out their work responsibilities.
  - o Verify the applicants right to work in the UK including EU Nationals. Such verification will be held by the school for the duration of their employment and 2 years afterwards.
  - o Verify the applicant's professional qualifications, as appropriate evidencing original certificates.
  - o If the applicant is being employed as a teacher, ensure they are not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

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- Carry out further additional checks as appropriate on candidates who have lived or worked outside of the UK. Where available, these will include:
  - For all staff, criminal records check for overseas applicants
  - For teaching positions, obtaining a letter of professional standing from the professional regulating Authority in the country where the applicant has worked
- 10.2 All pre-employment checks are recorded in the Single Central Record prior to new staff commencing employment.
- 10.3 Evidence of checks undertaken where appropriate will be kept in the individual's personnel file.
- 10.4 Any unsatisfactory pre-employment checks may lead to the consideration of the withdrawal of a conditional offer of employment.
- 11.0 Offer of employment**
- 11.1 Offers made prior to satisfactory completion of pre-employment checks are made on a conditional basis. Conditional offers are confirmed once pre-employment checks are satisfactorily completed.
- 11.2 All new employees will receive a mandatory safeguarding induction in keeping with DfE guidance Keeping Children Safe in Education the evidence of this will be retained in the individual's personnel file.
- 11.3 Contracts of employment will be received by the individual within eight weeks of the commencement of their employment.
- 12.0 Quality Assurance**
- 12.1 The school's safer recruitment procedures will be quality assured following each round of appointments by the Headteacher. This will include scrutiny of the school's Single Central Record and personnel files.
- 12.2 Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and school's complaints policy for external applicants.
- 12.3 Clerk to Governors will follow and complete the following School Improvement Liverpool checklists to Quality Assure the Safeguarding Recruitment Process.
  - Recruitment and Selection Procedure
  - Mandatory Pre-employment Checklist
  - Mandatory Volunteer Checklist
  - Mandatory Safeguarding Induction of All Staff and Volunteers Checklist
- 12.4 Clerk to Governors will undertake a reconciliation of the Single Central Record related to staff and volunteer records.
- 12.5 Senior Secretary will undertake a full reconciliation of all further details within the Single Central Record which do not relate to staff or volunteers.
- 13.0 Retention of records**
- 13.1 For unsuccessful applicants, all documents gathered as part of the recruitment process will be kept confidentially and securely for a period of six months. Following this period all records will be confidentially disposed of.

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- 13.2 For staff appointed to work at the school, all documents gathered during the recruitment process will be used to form part of the employee's personnel file and, where applicable, will be mandatorily recorded on the school's Single Central Record.
- 13.3 The school will complete and maintain School Improvement Liverpool Personnel File Checklist to ensure all required documents are evidenced within staff files.

#### 14.0 Current and Former Employees

- 14.1 When asked to provide a reference for a current or former employee, the school will ensure that the information provided confirms whether the school is satisfied with the applicant's suitability to work with children/there are no safeguarding or disciplinary issues and judgements on teaching /professional qualities to be either 'in line' or 'not in line' with Teacher Standards. Only facts will be provided. The school will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. As references are an important part of the recruitment process, they will be provided in a timely manner.

#### 15.0 Agency and Third-Party Staff

- 15.1 The school will obtain written confirmation from the agency or third-party organisation that they have undertaken the required pre-employment checks of such staff. The checks required of such individuals are equivalent to those carried out under the school's own safer recruitment process.
- 15.2 Where supply staff or third-party staff attend school for the first time the member of staff responsible for engaging their services is required to obtain evidence of their DBS enhanced disclosure certificate with barred list information ensuring photographic image identification is also provided on arrival at school.
- 15.3 Those organisations providing online delivery of education on the school's behalf are subject to the requirements at 15.1 and 15.2.
- 15.4 Where an agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work in school which has disclosed any matter or information, or any information which was provided to the employment business, the school will obtain a copy of the certificate from the agency.

#### 16.0 Trainee and Student Teachers

- 16.1 Salaried teacher training candidates are subject to all the required safer recruitment employment checks.
- 16.2 Fee Funded teacher training candidates will require the following prior to the placement starting at the school:
- Written confirmation from the provider is provided to the school to confirm the individual's DBS enhanced disclosure number with children's barred list information
  - Written confirmation provided to the school of their suitability to work with children.
- 16.3 When trainee student teachers attend the school for the first time, they are required to provide to the school their DBS enhanced disclosure certificate with barred list information, ensuring that photographic image identification is also provided.

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## 17.0 Visitors

- 17.1 The school will not request a DBS or Barred List check or ask to see DBS Certificates for visitors such as relatives.
- 17.2 For visitors at the school in a professional capacity; the school will check ID and be assured of a visitors appropriate DBS check (or the visitor's employers have confirmed that their staff have the appropriate checks, in this instance the school does not require to see the certificate).
- 17.3 All visitors will be accompanied by staff when the school does not hold an Enhanced DBS Certificate with Barred List Check. Staff are required to complete the visitor accompaniment form for such visitors.
- 17.4 Visitors are issued with the Visitors Code of Conduct.
- 17.5 Staff will carefully consider the suitability of external organisations who can provide a varied and useful range of information, resources and speakers that can enrich students' education, prior to asking them to visit the school.

## 18.0 Volunteers

- 18.1 An unchecked volunteer will never be permitted to work in regulated activity or be unsupervised in school.
- A risk assessment will be completed for all volunteers in school which will detail the work being undertaken and determine the subsequent safeguarding checks required.
  - A copy of the risk assessment will be retained.
  - Unsupervised volunteers engaging in regulated activity will always require an Enhanced DBS Certificate which includes barred list information.

## 19.0 Governors

- 19.1 Governors are required to have the following checks:
- All governors will have an enhanced DBS check without barred list information.
  - Governors are required to have an enhanced DBS check with barred list information if they are working in regulated activity.
  - All governors will also have a section 128 check.

## 20.0 Staff Working in Alternative Provision Settings

- 20.1 Where a pupil is placed with an alternative provision provider, the school will obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working at the establishment i.e those checks that the school would otherwise perform in respect of its own staff.
- 20.2 Alternative provision shall be quality assured by the Headteacher.

## 21.0 Adults who Supervise Children for Work Experience

- 21.1 The school will ensure that placement providers have policies and procedures in place to protect children from harm.
- 21.2 The school will adhere to the current KCSiE guidance 329-334 in relation to Work Experience for students as per type of work experience being arranged.

## 22.0 Contractors

- 22.1 The school will ensure that any contractor, or employee of the contractor who is to work at the school has had the appropriate level of DBS check as follows:

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- An enhanced DBS check with barred list information for contractors engaged in regulated activity.
- An enhanced DBS check, not including barred list information, for all contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.
- The school will obtain a DBS check for self-employed contractors.
- DBS checks provided to the school by contractors will not be held for longer than 6 months.
- The identity of contractors and their staff will be checked on arrival at the school.
- Contractors who do not hold any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- All third party contractors receive the Code of Staff Conduct and the Safeguarding Policy once they have signed in. They are also asked to sign to confirm they have received both documents.

*Policy completed with reference to:*  
*School Improvement Liverpool Safeguarding Handbook 2023-2024 v1*  
*DfE Keeping Children Safe in Education 2023*

*This policy is reviewed annually.*

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