


Safer Recruitment Policy 2022



St Aloysius' College

Hornsey Lane,
Highgate,
London
N6 5LY

Last Review Date:	Feb 2022
Next Review Date:	Feb 2025
Governor's Signature:	



Introduction

St Aloysius' College emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the following guidance provided by the Department for Education (DfE hereafter):

["Keeping Children Safe in Education" \(KCSIE hereafter\) issued September 2021.](#)

In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy.

The purpose of this policy is to provide guidance for Head teachers and managers involved in the recruitment and selection of staff to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre employment checks.

- To give the necessary tools to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) and the Disclosure & Barring Service (DBS).
- To give guidance on the Disclosure & Barring Service (DBS) checks, single central record (SCR) and childcare disqualification requirements.
- This guidance has been produced in line with the Department for Education (DfE) Keeping children safe in education, a statutory guidance for schools and colleges (September 2021)

Our Aims

This policy has been developed to ensure that the recruitment of staff or volunteers to work at St Aloysius 'College is fully compliant with DfE guidance and the guidance issued by the Catholic Education Service (CES) regarding recruitment. This is so that the risk of recruiting someone who intends to harm is minimised. It applies to all people who carry out work at our school, whether paid, voluntary, supplied by an agency or under a service term agreement.

The Role of the School in Safeguarding

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children.

Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy e.g. employee code of conduct. Both should be provided to all staff – including temporary staff and volunteers.

Each school should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

Safer Recruitment

We must ensure that we do everything we can to prevent appointing people who may pose a risk to children, as this is an essential part of safeguarding. Safer recruitment practice is not just about the Disclosure & Barring Service (DBS) check, in fact most people who abuse children do not have a criminal conviction. Therefore, a range of systems, processes and vetting checks need to be in place to prevent unsuitable people from working with children and young people.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on; the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The safer recruitment process identifies the following approach as good practice for schools.

Stage	Action	Responsibility
Defining Requirements	<ul style="list-style-type: none"> Exit interview <ul style="list-style-type: none"> Identify reason for leaving with postholder to see if adjustments should be made to improve recruitment and retention Post Reviewed <ul style="list-style-type: none"> Has the post changed? (if so is regrading required?) Is the post suitable for jobshare? Selection Process outlined <ul style="list-style-type: none"> Date of appointment Person specification Other school documentation for applicants Time scale for process 	<p>HR Officer except for senior staff</p> <p>Headteacher</p>
	<ul style="list-style-type: none"> Decide changes to grade or structure Agree if management allowance appropriate 	<p>HR Committee</p> <p>HR Committee</p>

Planning Selection	<ul style="list-style-type: none"> Decide interview panel usually comprises headteacher, head of department, a governor as a minimum. Note: Ideally, at least 2 of the panel will be trained in safer recruitment procedure. Decide shortlisting panel (for the recruitment of a Headteacher, someone cannot be involved in the process unless they have been involved in the shortlisting) Determine the date of interviews Determine selection process (presentation, testing, meeting other staff/governors etc) Book arrangements: (rooms, equipment, catering etc) 	Headteacher Headteacher HR Officer HR Officer
Attracting Candidates	<ul style="list-style-type: none"> Advert <ul style="list-style-type: none"> Drafted to include governor's commitment to ensure safeguarding children Approved placed 	HR Officer Headteacher HR Officer
	<ul style="list-style-type: none"> Receiving requests for information packs <ul style="list-style-type: none"> Names and addresses recorded Packs issued containing further commitment for safer recruitment 	HR Officer
	<ul style="list-style-type: none"> Informal discussion with prospective candidates 	Line Manager/Headteacher
	<ul style="list-style-type: none"> Completed application received (CV alone not accepted) <ul style="list-style-type: none"> Recording applications Detaching diversity monitoring forms Recording monitoring information 	HR Officer
Shortlisting	<ul style="list-style-type: none"> Prepare and distribute shortlisting panel packs: <ul style="list-style-type: none"> Application forms Job description and person specification Details of salary group decisions (if changes made) 	HR Officer

	<ul style="list-style-type: none"> • Shortlisting: <ul style="list-style-type: none"> ○ Compare applicants with person specification ○ <u>Check for gaps and inconsistencies in employment history</u> ○ Record decisions for selection or rejection against specification • Inform unsuccessful candidates they have not been selected for interview 	Line Manager with recommendations to Headteacher HR Officer HR Officer
References	<ul style="list-style-type: none"> • Request references from referees 	HR Officer
Selection preparation	<ul style="list-style-type: none"> • Arrange for copies of all relevant paperwork for interview panel (including this document) • Invite shortlisted candidates for interview <ul style="list-style-type: none"> ○ Time and date ○ Panel composition ○ Selection process ○ Details of presentation to be given ○ Requests for equipment for presentations ○ Request details of any adaptations required for disabled candidates ○ Forms to complete for successful candidate: DBS, Medical questionnaire (Inform LEA) ○ Identification to bring: passport, work permit etc/ ○ Qualification certificates 	HR Officer
	<ul style="list-style-type: none"> • Arrangements for interviews: <ul style="list-style-type: none"> ○ Equipment for presentation ○ Rooms booked 	HR Officer
Panel Preparation	<ul style="list-style-type: none"> • Determine structure and arrangements of interviews 	Headteacher to chair the panel

Interview Panel	<p><u>Headteacher/Deputy or Assistant Headteacher</u> 2 Governors and 1 member of the Diocese</p> <p><u>Head of Department</u> Headteacher, Deputy or Assistant Headteacher and 1 Governor</p> <p><u>School Business Manager</u> Headteacher and 1 Governor</p> <p><u>Teaching Staff</u> SLT and Head of Department</p> <p><u>Support Staff</u> SLT and Line Manager for the department the member of staff will be working for</p>	
Interview	<p>The purpose of the interview is to assess the candidates' suitability against the criteria set in the person specification. Use of other subjective criteria or subjective opinion may result in unfair discrimination and, therefore, will not be used.</p> <p>Formal interviews will be conducted for all appointments (including where there is one applicant).</p> <p>During the interview the panel will:</p> <ul style="list-style-type: none"> • Explore any gaps in employment • Ask about the candidate's previous experience of working with children in this age range and about their attitude to managing behaviour in school • Assess candidates' motivation and appropriate skills and experience to work with children and for the role • Explore any difficulties that the candidates' have had with working with children and how they have managed these • Explain the School's safeguarding policy to candidates and discuss issues with candidates/ask safeguarding question/ • Keep a record of the interview and candidate's answers. • Confirm commitment to the ethos of the school • Ask if prepared to undertake DBS check and ask for a copy of the self-declaration form, notifying the school of any content that may appear on their DBS certificate 	<p>Interview Panel</p>

Interview Record	<ul style="list-style-type: none"> • Completion of appointment form with details for HR Officer • Reasons for rejecting candidates should be clear using criteria in person specification • Information should be able to be used to provide feedback to candidate • Interview score sheets retained for 1 year. 	<p>Chair of Interview Panel</p> <p>HR Officer</p>
Decision	<ul style="list-style-type: none"> • Determine which candidates are not appointable. Of the appointable candidates, hear the views of all panel members and reach consensus about preferred applicant if possible • Decide if another appointable candidate can be offered the post if preferred candidate refuses offer. 	Interview Panel
Communicating Decision	<ul style="list-style-type: none"> • Offer post to successful candidate subject to DBS and medical clearance (and satisfactory references if not received prior to interview). • Salary offer is made making it clear that the offer is in accordance with the School Teachers • Pay and Conditions policy and the National Joint Council for Single Status Staff ('Green Book') and determined by the HR Committee. Salary offer should clearly identify pay point of which scale and any management allowance. The monetary value of the offer should be quoted. • A verbal acceptance of the post is binding on both parties, subject to safeguarding clearance and references (NB: conditional offers must be made if there are outstanding matters to be clarified). Offer letter to be valid for 10 days. • Inform unsuccessful candidates they have not been selected at interview 	<p>Chair of the interview panel</p> <p>HR Officer</p> <p>HR Officer</p>
Pre-employment checks completed	<ul style="list-style-type: none"> • <u>For every post</u> ensure necessary clearance/documentation received (from LEA where necessary): • Medical • Qualifications • <u>Minimum of 2 references (references will be specific to the post applied for and be in writing cover the last 5 years of employment)</u> • Work permit (Asylum and Immigration Act 1996) • DBS check (Employment will not normally begin until the DBS check has been received and employment approved by the Headteacher). 	HR Officer

Statement of Terms & Conditions	<ul style="list-style-type: none"> Letter of offer and a Contract of Employment is prepared and sent to successful candidate 	HR Officer – signed by Headteacher
Personal file preparation	<ul style="list-style-type: none"> Personal file to be compiled from documents already received. Contents: Application form Medical References Copies of qualifications Copies of passport/work permit DBS check (for approved period) 	HR Officer
Right of Appeal	<ul style="list-style-type: none"> Interview notes to be kept on file for 1 academic year. 	HR Officer

*Some responsibilities will change if the vacancy is for a Headteacher or SLT member.