



**Our Lady of Lourdes**  
Catholic Multi-Academy

## **RECRUITMENT AND SELECTION POLICY**

### **Including Safer Recruitment**

#### **Purpose**

The purpose of this document is to set out St Bede's Catholic Middle School's policy in relation to the recruitment and selection of staff that aims to attract the best possible applicants, deter prospective applicants who are unsuitable for work with children or young people and identify and reject applicants who are unsuitable for work with children and young people.

#### **Scope**

The principles set out in this policy apply to all appointments made once a decision to recruit has been taken.

#### **Policy Statement**

St Bede's Catholic Middle School (Academy) recognises the need to recruit the best possible staff to all posts. We are also mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

St Bede's Catholic Middle School (Academy) will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to a range of safer employment checks including:

- Appropriate references
- A Disclosure and Barring Service check
- Qualification certificates checks
- Proof of Right of Work eligibility
- Medical clearance

## Principles

Our Policy is founded on the following key principles:

- ✓ Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed.
- ✓ Only applications submitted on the schools application form will be considered.
- ✓ Staff will be appointed on merit.
- ✓ The process of selection will conform to all legal requirements and will reflect the need to safeguard children and young people and promote their welfare, including in all advertisements and documents used by the school to publicise a vacancy, the following statement – *“The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to complete an enhanced disclosure check (DBS)”*
- ✓ The process of selection will be open and accountable taking account of the right to confidentiality of individual applicants.
- ✓ Managers involved in appointing staff will have the appropriate skills and experience for the task, with at least one member of the senior leadership team (appointing manager) who has gained accreditation in safer recruitment procedures.
- ✓ The appointing manager will ensure that other staff, including governors, who will be involved in the appointment process, are aware of the safer recruitment procedures.
- ✓ All appointments will be subject to an enhanced DBS check.
- ✓ All prospective applicants will be supplied, as a minimum, the following; A job description which includes the specific reference to the responsibility for safeguarding and promoting the welfare of young people, a person specification which includes specific reference to suitability to work with young people as an essential, the selection procedure for the role with shortlisted candidates receiving further details and an application form. CV's will not be accepted.
- ✓ Application forms will require full completion, including a full history of employment and training since the applicant left school. This record should provide start and end dates with reasons for leaving employment. Any gaps should be explained.

## Recruitment and Selection Training

To support the principles of fair recruitment and selection in practice, individuals involved in the process will receive training which will include the technical skills required to prepare and review job descriptions and person specifications as well as interview and decision making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity.

All vacancies will require an interview of short-listed candidates and these will be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview. Applicants will be required to explain satisfactorily any gaps in employment, explain

satisfactorily any discrepancies in the information available to the selection panel, to declare any information which may appear on a DBS enclosure and to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **References**

Wherever possible references will be taken up on all shortlisted candidates prior to interview. References will not be shared with the appointment panel before interview unless there is a specific need to explore particular issues with the applicant at interview.

References on behalf of the school will only be provided by the Principal whilst shortlisting and references will be matched against the relevant person specification.

References will be obtained directly from the referee. References supplied by the applicant will not be accepted nor will references from friends or family members.

One referee should be the applicant's current or most recent employer. Where a candidate is not currently working with children, but has done in the past, a reference must be obtained from the employer who most recently employed the applicant to work with children.

## **Volunteers**

If the school seeks volunteers it will adopt the same measures as if recruiting a paid member of staff. All volunteers will be required to complete a satisfactory DBS enhanced disclosure check.

Where a volunteer has been recruited by another organisation, for example a sports coach, the school will obtain written confirmation from the organisation that the person has been properly vetted and they will be expected to provide proof of identity, including photographic evidence, and proof of a satisfactory DBS enhanced disclosure check.

## **Supply Agencies**

The school will obtain written confirmation that supply agency staff have been properly vetted and agency staff will be required to provide proof of identity, including photographic evidence, before they are allowed to begin work.

## **Employment checks**

All successful applicants will be required to provide proof of identity, complete a DBS enhanced disclosure application and receive a satisfactory clearance, provide actual certificates of qualification, complete a confidential health questionnaire and provide proof of eligibility to live and work in the UK.

## **Induction**

All staff new to the school will receive induction training that will include the school's safeguarding policy and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee and appropriate line manager to ensure an understanding of the continuing responsibility for safeguarding and promoting the welfare of young people.