

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Learning and growing together through prayer, belief and love

This policy was presented to and approved by the Full Governing Body on
18th December 2023.

This policy will be reviewed annually



Headteacher	Signature <i>Ms Heap</i>	Date 18.12.23
Chair of Governors	Signature <i>Linda Barnard</i>	Date 18.12.23
Review Date	December 2024	

MISSION STATEMENT

Our Mission Statement '**Learning and growing together through prayer, belief and love**' captures perfectly our vision of a Christ-centred community which recognises that we are all God's children 'made in the image and likeness of God'. At St Anselm's we aim to develop children's spiritual 'thirst' and accompany them on their journey of faith in a rich, positive learning environment with Jesus' teachings and values at the core of our curriculum.

INTRODUCTION

St Anselm's school pays full regard to DfE statutory guidance, 'Keeping Children Safe in Education September 2023'. The purpose of this policy is to set out our commitment to safeguarding and promoting the welfare of the children in our school, upholding their right to protection from harm and all forms of abuse.

We aim to do this through a recruitment process that will:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

The governors of this Catholic Voluntary Aided school are the employers of the teachers and staff, to whom they should give clear guidelines about the Catholic character of education and life in the school.

As employers, the Governing Body will issue the appropriate contract of employment and associated documentation as published by the Catholic Education Service (CES).

STATUTORY REQUIREMENTS

There are statutory requirements for the appointment of all staff in schools including headteachers and deputy headteachers. These requirements change from time-to-time and must be met. The governors pay full regard to DfE statutory guidance, 'Keeping Children Safe in Education September 2023'.

LEGAL FRAMEWORK

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Education Act 2002
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Skills Act 2008
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Amendments to the Exceptions Order 1975, 2013 and 2020.

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Governance handbook'

- DfE (2021) 'Staffing and employment advice for schools'
- DfE (2022) 'ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2023) 'Keeping children safe in education'
- DfE (2023) 'Recruit teachers from overseas'
- Disclosure & Barring Service (2018) 'Regulated activity with children in England'
- Home Office (2022) 'Employer's guide to right to work checks'
- Safer Recruitment Consortium (2022) 'Guidance for safer working practice for those working with children and young people in education settings'

DEFINITIONS

"Regulated activity" includes:

- Being responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), or in connection with the purposes of the establishment, with the opportunity for contact with children, but not including work undertaken by supervised volunteers.
- Engaging in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Regulated activities do not include:

- Paid work in specified places which is occasional and temporary and does not involve teaching or training.
- Supervised activities which are paid in non-specified settings.
- A supervised volunteer who regularly teaches or looks after children.

"Teaching role" refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of KCSIE if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.

A **"standard DBS"** provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

An **"enhanced DBS"** provides the same information as the standard DBS, plus any additional information, e.g. interviews and allegations, held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

An **"enhanced DBS with barred list check"** check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.

The “**children’s barred list**” is a list maintained by the DBS which covers individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the candidate is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

A “**section 128 check**” provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

“**Safer recruitment**” is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

RECRUITMENT PANEL MEMBERS

At least one member of the recruitment panel will have successfully received accredited training in safe recruitment procedures.

INVITING APPLICATIONS

Advertisements for posts whether in newspapers, journals or online will include:

- A statement of the school’s commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.
- Where applicable, the school will use the application form to make clear that shortlisted candidates may be subject to online searches.

All postholders are subject to a satisfactory enhanced Disclosure and Barring Service check, (DBS).

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the selection procedure for the post;
- a CES application form.

All prospective applicants must complete, in full, the CES application form.

SHORT- LISTING AND REFERENCES

- Short-listing of candidates will be against the job description and person specification for the post.
- References will be sought directly from two referees. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Professional curiosity will be used by the selection panel including the use of a search engine as another tool to provide more information about the suitability of an individual to work with children.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for this post;
- School employees are entitled to see and receive, if requested, copies of their employment references

THE SELECTION PROCESS

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Bodies.

The recognition of the role that Catholic teachers play stands alongside the value we place on teachers of other Christian Churches, other Faiths and other teachers who contribute to and support the Catholic ethos in our schools. We recognise the great contribution they make helping to ensure that our pupils are equipped to communicate with and participate in contemporary society. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

PRE - EMPLOYMENT CHECKS

All successful applicants are required:

- To provide proof of identity
- To complete an enhanced DBS disclosure application and receive satisfactory clearance including barred list information for those who will be engaging in regulated activity (see definition above)
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK
- To provide at least two satisfactory references
- To provide verification of professional status where required e.g. Qualified Teacher Status (QTS) unless properly exempted.
- (for teaching posts) to provide verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.
- Ensure that appropriate checks are carried out to ensure that individuals employed to work in Reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.
- For those in management, trustee or governor roles, conduct a section 128 check.

VOLUNTEERS

All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

SUPPLY STAFF

Agencies will be advised:

- To comply with DfE statutory guidance 'Keeping children safe in education September 2023'.
- To carry out all necessary checks on all supply staff sent to the school. To carry out additional checks as appropriate for those staff who have lived outside the UK.
- St Anselm's school must see proof of an enhanced DBS disclosure for all supply teachers sent to the school.

TRAINEE AND STUDENT TEACHERS

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

EXISTING STAFF

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

CONTRACTORS

The school will ensure that any contractor, or any employee of the contractor, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

GOVERNORS

Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

INDUCTION

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including the Disqualification Policy for Staff (Ref Induction policy)

VETTING AND BARRING

The school is committed to referring information to the Independent Safeguarding Authority when an individual is dismissed, resigns or who leave the school while under investigation for allegedly causing harm or posing a risk of harm.

SINGLE CENTRAL RECORD (SCR)

The school will maintain and regularly update the SCR. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school, including volunteers.

SAFER RECRUITMENT TRAINING

At least one member of the recruitment panel will have completed formal safer recruitment training. As A measure of good practice, the school will ensure that this training is renewed every two years.

Staff and governors involved in the recruitment process will have an awareness of information regarding the following:

- The recruitment and selection process
- Pre-appointment and vetting checks, regulated activity and recording of information
- Other checks that may be necessary for, staff, volunteers and others
- How to ensure the ongoing safeguarding of children and legal reporting duties on employers.