



Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding / Staff

SAFER RECRUITMENT POLICY

Service before Self

INTRODUCTION

This policy is produced with due regard to the- DfE Safer Recruitment Guidance, and the Independent School Standards Regulations. Sacred Heart is committed to safeguarding and promoting the welfare of children and young people in our care and in order to ensure this, our Safer Recruitment policy is in accordance with national guidance, outlined in 'Safeguarding Children and Safer Recruitment in Education-September 2016' in conjunction with 'Working Together to Safeguard Children- March 2015' and following the recommendations of the Norfolk Safeguarding Children Board (2016) It has been ratified by the Trustees and Governing Body and has due regard to the School's Mission Statement.

Sacred Heart School is a Catholic community which reflects the spirit of the Daughters of Divine Charity and aims to inspire, challenge and support all. The recruitment of all staff and volunteers will be addressed through this policy.

The Checklist at the end of the policy gives a detailed list of checks to be carried out at each stage of the recruitment process which is listed in brief below

This policy reinforces the school's whistle blowing policy with which all staff are expected to be familiar. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies,
- deterring prospective candidates/volunteers who are unsuitable from applying and identifying and rejecting those candidates / volunteers who are unsuitable to work with children and young people.

Sacred Heart School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer to the DBS, any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process. Cases of abuse must also be reported to the L.A.D.O.

ROLES and RESPONSIBILITIES

The Trustees and Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well being of children and young people at every stage of this process

INVITING APPLICATIONS

All advertisements for paid or unpaid posts will include the following statement:

Sacred Heart School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure".

All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well being of the pupils
- Job description and the person specification will include suitability to work with children
- The selection procedure for the post
- An application form which requires confirmation that the school's Safeguarding Policy and Code of Practice, which are on the website, have been read.
- A medical declaration form

Prospective applicants must complete, in full, and return, a signed application form which will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, current address, DoB (optional)
- NI number and evidence of eligibility to work in the UK
- Qualifications relevant to the position applied for including awarding body and date of award
- Teachers will need to provide DfE number and GTC registration for foreign nationals
- Full history, in chronological order showing, employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment
- Details of at least two referees – one of whom must be the current or most recent employer. (For an employee not currently working with children, but who has done so in the past, it is important to also contact the past employer).
- A statement from the applicant of their personal qualities and experience
- Applicants will be asked to bring to the interview a current Disclosure, if held, and identification

Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

A curriculum vitae will not be accepted in place of a completed application form, but may be submitted separately.

RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. A panel of three, including a Governor, for all teaching posts and two for Learning Supports

SHORT LISTING AND REFERENCES

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage and checked by the Headteacher, so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee, who will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings relating to the safeguarding of children and young people
- The candidate's suitability for the post
- In what capacity/relationship the referee knows the applicant

Reference requests will include the following:

- Applicants current post and salary
- Disciplinary record and whether the teacher has been subject in the last two years to the school's capability procedure

All appointments are subject to all recruitment checks being completed to the school's satisfaction. Information received about unsuccessful applicants will be destroyed.

INVITATION TO INTERVIEW

Candidates called to interview will be asked to bring photographic proof of identity and current address, proof of D.O.B and other documentation required for the Disclosure check, as well as original certificates of qualifications. These will be photocopied and destroyed if candidate is not successful, after the recruitment process is concluded.

Candidates will receive:

- A letter/email confirming the interview and any other selection techniques
- An outline of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will, wherever possible, be face-to-face.

Candidates will be required to:

- Answer questions based on the Warner Report (Choosing with Care, 1992)
- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the Disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced Disclosure application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications and verification of successful completion of statutory induction period
- Fill in a Health form and sign a medical fitness form
- Provide proof of eligibility to live and work in the UK, (NI no. does not automatically give this right)
- Self-certify on the 'Disqualification by Association Declaration' if anyone living in the household is disqualified from working with children (Disqualification under the Childcare Act 2006).
- Overseas applicants who have lived or travelled abroad for 3 months or more in the last five years, will need to obtain a Criminal Records check from the relevant country
- Staff appointed to management positions after 12th August 2015 are checked to determine whether they are subject to 128 Prohibition from Management of Independent Schools, direction 277. This does not apply to staff promoted internally.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

Data Protection – All documentation will be retained for the duration of the successful applicant's employment at the school and is kept in a locked and secure cabinet.

In accordance with the data Protection Act 1998, the school will retain the relevant documentation on all unsuccessful candidates for 6 months after which time the documents will be destroyed.

A personal checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment. The checklist will be retained on personal files kept in a locked, secure cabinet.

CONTRACT

A contract will be written by the Bursar and two original copies signed by the Headteacher and the Employee.

Initially a letter of acceptance with terms of employment will be provided.

INDUCTION (See Induction Policy)

All staff and volunteers who are new to the school will receive information on the school's policies and be made aware of the following policies and procedures and how to access them on the school website: Safeguarding and welfare – child protection, anti-bullying, anti-discrimination, restraint, behaviour, discipline and grievance. They will meet with the Lead Safeguarding Practitioner for a training session. Health and Safety – Fire Risk Assessment, Staff handbook and general policies and will be made aware of the channels for raising any concerns.

All successful candidates will undergo a period of monitoring and meet regularly with their induction tutor and attend any appropriate training and staff meetings.

Staff Concerns (Whistleblowing)

All staff/volunteers are encouraged to be confident about raising serious concerns and to question and act upon concerns about practices. The Sacred Heart School is committed to providing appropriate avenues for staff/volunteers to raise concerns, for these to be treated confidentially, seriously and sensitively and for a response to be given and feedback on any action taken.

We also assure staff/volunteers that there will be support to protect you from possible reprisals.

Our discipline & grievance procedures cover many areas for concerns, but some aspects may fall out of their scope. These include:

- Possible fraud and corruption
- Unauthorised use of funds, failure to comply to financial regulations
- Failure to comply with codes of practice/conduct; Conduct which is an offence
- A criminal offence being committed
- Disclosures
- Health and safety risks
- Damage to the environment
- Sexual or physical abuse
- Other unethical conduct

Concerns may be made verbally or in writing to the Head Teacher. The matter will then be dealt with appropriately and objectively and staff/volunteers will be kept advised. The Head Teacher may seek advice from Governors or from external experts on the way to proceed.

Ongoing Employment

Sacred Heart School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management.

We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.

SUPPLY STAFF

Sacred Heart School only use Supply Teaching Staff for long term sickness or Maternity leave and will only use an Agency in an Emergency. It will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the Disclosure and Barred list check will be treated confidentially.

Sacred Heart School will carry out identity checks when the individual arrives at school.

PERIPATETIC STAFF

Sacred Heart School will require that all necessary checks and disclosure and vetting requirements have been satisfactorily completed for peripatetic staff.

MONITORING AND REVIEW

After 3 months. Staff appointed to Management positions after 12 August 2015 are checked to determine whether they are subject to 128 prohibition from management of Independent Schools direction 277. (Does not apply to staff promoted internally).

A personnel file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

This policy will be regularly reviewed by the SMT, Governors and Trustees

Adapted from Manchester County Council Sample Safer Recruitment Policy by Sr F and SG Nov 2011 reviewed November 2017 SrF / HK, to be reviewed November 2018

Appendix 1 Safer Recruitment Process: Checklist

Process Planning

- ⤴ Ensure there is enough time to proceed properly through the process
- ⤴ Short listing and interviewing panel identified
- ⤴ Interview date set in advance and all panel members are available
- ⤴ At least one panel member has safer recruitment training
- ⤴ Administrative support is in place and a file for this process has been set up
- ⤴ Recruitment/advertising budget is agreed

Advertising

- ⤴ School's safeguarding statement is in the advertisement
- ⤴ Disclosure and Barred List checks/DBS registration stated in the advertisement

Job description and person specification

- ⤴ Safeguarding statement
- ⤴ Enhanced Disclosure and Barred List checks/DBS registration requirements
- ⤴ Nature of contact with pupils
- ⤴ Level of responsibility for pupils
- ⤴ Any off-site or out-of-hours duties
- ⤴ Reference made to school's safeguarding portfolio, including child protection procedure and whistle blowing
- ⤴ Required competencies include commitment to safeguard and promote welfare

Literature/application pack

- ⤴ Application form
- ⤴ Child protection policy, including whistle blowing policy, terms and conditions
- ⤴ Staff and pupil codes of conduct
- ⤴ Medical declaration form
- ⤴ Declaration statement including Disqualification by Association

Application form - required information

- ⤴ Ensure full name and any previous name given
- ⤴ Full school, employment, voluntary and other history is provided, with no gaps
- ⤴ Reasons for leaving all previous posts, including voluntary ones
- ⤴ Two referees, including current or most recent employer, including voluntary agency / charity and most recent employer where applicant worked with children
- ⤴ Form makes clear that referees will be asked about applicant's suitability to work with children, child protection concerns and disciplinary offences
- ⤴ Implications of providing false information
- ⤴ DfE reference number/qualified teacher status / GTC registration
- ⤴ DBS registration
- ⤴ Rehabilitation of offenders form
- ⤴ Declaration that applicant is not on Barred list, disqualified from work with children or subject to sanctions (for example, from the GTC)
- ⤴ Declaration that The Child Protection Policy and Code of Practice have been read and understood
- ⤴ Supporting statement addressing commitment to safeguarding
- ⤴ Declaration regarding Disqualification by Association (Early Years and relevant later years provision)

Shortlisting requirements

- ⤴ Same panel available for short listing and interviewing
- ⤴ At least one member has safer recruitment training
- ⤴ Candidate's application form properly completed
- ⤴ Gaps in history accounted for

- ⤴ Concerns or irregularities noted, for example, gaps in employment, frequent moves of work or address
- ⤴ Given referees comply with requirements – current / most recent employer / most recent work with children
- ⤴ Interview questions, including safeguarding and format agreed
- ⤴ Involvement of pupils / classes in selection procedure agreed
- ⤴ Task set in class for completion by candidates

References/Identity

- ⤴ Original identity documents match all other information provided
- ⤴ Photographic identity document provided
- ⤴ Referees have received the job description and person specification
- ⤴ References requested and received for shortlisted candidates
- ⤴ Referees have answered specific safeguarding / suitability questions
- ⤴ Any concerns, omissions or ambiguous comments are clarified with the referee
- ⤴ Missing reference followed up

Interview

- ⤴ Confirm identity documents and qualifications seen and copies taken
- ⤴ References received
- ⤴ Interview follows agreed format
- ⤴ Commitment to safeguarding and requirement of Disclosure and Barred List checks/DBS registration reiterated at start of interview
- ⤴ Gaps in history, ambiguous statements, irregularities are explored with candidate
- ⤴ Safeguarding questions
- ⤴ Additional safeguarding issues for vulnerable groups explored if relevant, for example, working with disabled/SEN pupils

Conditional offer of appointment

- ⤴ Successful candidate's referees telephoned to confirm these are bona fide
- ⤴ Medical fitness and Disqualification by Association declaration completed
- ⤴ Verification of identity/qualifications/registrations/right to work in UK
- ⤴ Offer repeats school's commitment to safeguarding
- ⤴ Disclosure and Barred List checks/DBS registration process explained / repeated
- ⤴ Emphasise offer subject to satisfactory references and Disclosure and Barred List checks/DBS registration if not yet received

Vetting and barring/ Disclosure and Barred List checks

- ⤴ Disclosure and Barred List disclosure form completed
- ⤴ Confidentiality and safe storage requirements met
- ⤴ DBS registration confirmed clear/subject to monitoring

Adverse Disclosure and Barred List checks /barring result

- ⤴ Post is regulated activity and bar is automatic without representation - applicant cannot work with children
- ⤴ Post is regulated and bar is automatic with representation - applicant cannot work with children until a decision is reached by DBS
- ⤴ Post is controlled - consider whether appropriate safeguards can be put in place

Induction arrangements

- ⤴ Meet with Senior Safeguarding Practitioner
- ⤴ Sign to confirm Child Protection policy and Code of Practice received and read
- ⤴ Ascertain training requirements
- ⤴ Evidence of previous child protection training seen

Storage, retention and destruction of paperwork

- ⤴ All application forms and interview paperwork appropriately stored
- ⤴ Disclosure and Barred List checks/DBS records appropriately stored in line with Disclosure and Barred List checks guidance in file and on data base

RECRUITMENT FLOW CHART



- ↓
- Receipt of minimum 2 satisfactory references
 - Medical fitness check
 - Check of qualifications
- Satisfactory DBS Disclosure and, if necessary, right to work in the UK checks and satisfactory overseas disclosure