



# **THE JOHN HENRY NEWMAN CATHOLIC SCHOOL Safer Recruitment Policy**



**This is to be read in conjunction with the Staff Appointment Procedures**

## **1 INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children and young people;
- identify and reject applicants who are unsuitable for work with children and young people.

## **2 STATUTORY REQUIREMENTS**

There are statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.

## **3 GOVERNORS AS RECRUITERS**

The school provides training to ensure that most Governors are accredited with training in safe recruitment procedures

## **4 INVITING APPLICATIONS**

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*'The John Henry Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.'*

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

- job description
- person specification;
- the school's Child Protection Policy;
- the school's Safer Recruitment Policy (this document);
- an application form;
- School Safeguarding Policy;
- School Mission Statement
- School background information

4.3 All prospective applicants must complete, in full, an application form. CVs will not be accepted.

## **5 SHORT-LISTING AND REFERENCES**

- 5.1 Short-listing of candidates will be set against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate are never accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written record will be kept of such exchanges.
- 5.5 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 record will be kept of such exchanges.
- 5.6 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;
  - any founded allegations made about behaviour towards children.

## **6 THE SELECTION PROCESS**

- 6.1 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.
- 6.2 Interviews for permanent posts will be face-to-face.
- 6.3 Telephone interviews may be used for supply agency posts, which can be terminated without notice, when employed on a daily temporary basis, particularly if recruiting teachers from overseas, through Teaching Agencies.
- 6.4 Candidates will always be required to:
  - explain satisfactorily any gaps in employment;
  - explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - declare any information that is likely to appear on a DBS disclosure;
  - demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 6.5 All interview panels will include at least one panel member trained in safer recruitment.

## **7 EMPLOYMENT CHECKS**

- 7.1 All successful applicants are required to provide the following original documents before employment is confirmed;
  - provide proof of identity;
  - complete a DBS disclosure application and receive satisfactory clearance;
  - provide actual certificates of qualifications;
  - complete a confidential health questionnaire and be deemed fit to work by the Occupational Health Unit used by the School (based at Hertfordshire Fire and Rescue Service, Longfield, Hitchin Road, Stevenage, SG1 4AE. Contact name; Michelle Moore)
  - provide proof of eligibility to live and work in the UK.

## **8 INDUCTION**

- 8.1 All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

**Policy ratified:**  
**To be reviewed**

**5.12.2016**  
**Autumn 2017**