



CATHEDRAL SCHOOL

LLANDAFF ♦ CARDIFF

SAFER RECRUITMENT POLICY (APPLICABLE TO ALL EMPLOYMENT POSITIONS)

1 INTRODUCTION

The purpose of this policy is to:

- 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.

2 IDENTIFICATION OF RECRUITERS

At least one recruiter has successfully received accredited training in safe recruitment procedures.

3 INVITING APPLICATIONS

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

The Cathedral School is a Woodard School in membership of the Society of Heads, the Choir Schools Association, & IAPS. It is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

3.2 Prospective applicants will be supplied with the following:

- job description;
- the school's recruitment policy (this document);
- an application form;

3.3 All prospective applicants must complete, in full, an application form and a hand written letter of application. Applications received without an application form will be rejected.

4 SHORT-LISTING AND REFERENCES

4.1 Short-listing of candidates will be against the person specification for the post.

4.2 Where possible, references will be taken up before interview, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

4.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A written note will be kept of such exchanges. Referees will be contacted in any case to verify the authenticity of references on the successful candidate.

- 4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A written note will be kept of such exchanges.
- 4.6 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.
- 4.7 School employees are entitled to see and receive, if requested, copies of their employment references.

5 THE SELECTION PROCESS

- 5.1 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.
- 5.2 Interviews will always 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 (which may be via visual electronic link).
- 5.3 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.
- 5.4 The successful candidate will receive a letter of appointment, a contract of employment, and a copy of the Staff Handbook which sets out the duties and expectations of staff.

6 EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to provide a letter from their GP confirming their fitness for the role (in the case of disability, the school will consider any reasonable adjustments which might be made to enable the selected candidate to take up their appointment)
- to provide proof of eligibility to live and work in the UK

7 DBS CERTIFICATE

All staff at the Cathedral School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

It is the School's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff are aware of their obligation to inform the Head (academic/sports staff) or Bursar (support staff) of any cautions or convictions that arise between these checks taking place.

8 INDUCTION

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

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Headmaster
January 2014