



## BROUGHTON HALL CATHOLIC HIGH SCHOOL

# SAFER RECRUITMENT POLICY AND PROCEDURE

**Broughton Hall Catholic High School (the “school”) is an equal opportunities school, which is fully supportive of inclusion principles** and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The school has an up to date Safeguarding Policy which should be read in conjunction with this policy.

### **INTRODUCTION**

The purpose of this policy is to set out the school’s commitment to fair, safe and effective recruitment and selection of new and existing employees.

The school is committed to safer recruitment practices that:

1. ensures the recruitment and selection of all staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.
2. deter prospective applicants who are unsuitable to work with children or young people
3. identify and reject applicants who are unsuitable to work with children or young people

Effective recruitment is central and crucial to the successful day-to-day functioning of the school. Successful recruitment depends upon finding people with both the necessary skills, expertise and qualifications to deliver the school’s objectives and the ability to make a positive contribution to the values and aims of the school.

### **AIMS and OBJECTIVES**

The aim of this policy is to help to provide a framework for the school to use for appointing staff. The objective of this policy is to provide the school with a consistent process to recruit the best applicant for the job.

### **FRAMEWORK**

This policy is based on the guidance set out ‘Keeping Children Safe in Education’ (DfE July 2015) and the guidance issued by the Catholic Education Service (CES) .

The school is an employer of staff who carry out work within a regulated activity for children.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

The school recognises the legal framework established to protect this age group and acknowledges it is illegal for employers to employ people who have been 'barred' from working with vulnerable groups.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The Governors of the school have delegated responsibility to the Head Teacher for all staff appointments other than the roles of Head Teacher, Deputy Head teacher and other members of the Leadership Team. The School Recruitment and Selection Policy aims to :

- adhere to current safeguarding policies and procedures
- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, age, religion or disability;
- conform to statutory regulations and agreed best practice
- provide clarity for all those applying for posts within the school so that the school can recruit the best available people to complement and enhance teaching learning and school support services

For every post the current Catholic Education Service application forms and contracts will be used.

## **SCOPE**

This policy should be applied in relation to everyone who works in the school setting where there are children under 18 and who are likely to be perceived by the children as a safe and trustworthy adult. Those are not only people who regularly come into contact with children, or who will be responsible for children, as a result of their work. They are also people who regularly work in the school setting when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors and unpaid volunteers, who are dealt with specifically within the policy.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.
- It is the responsibility of the Head Teacher, HR or personnel staff and other managers involved in recruitment to:
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head Teacher to lead in all appointments (other than appointments of a Head Teacher). The Head Teacher may ask a Deputy Head Teacher to lead in her absence. School governors may be involved in staff appointments but the final decision will rest with the Head Teacher.

## **THE RECRUITMENT PROCESS**

### **1. Timeline**

Timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period.

It is recognised that appointments often need to take place speedily to ensure continuity of provision for the students, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

### **2. Job Descriptions and Person Specifications**

- At the start of the recruitment process it is important to define what the responsibilities of the postholder will be, as well as the qualifications and experience needed to perform the role. A job description and person specification must accompany each vacancy.

#### **All Job Descriptions will, as a minimum detail:**

- Job Title
- Grade/Scale of Post
- Review Date
- Job Purpose
- Line Management
- Specific Responsibilities
- Skills & Abilities
- Responsibilities
- The postholder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children that they come into contact with through their job.

#### **All Person Specifications will, as a minimum, detail:**

- Qualifications required
- Professional Registrations (if required)
- Define the skills, competencies and previous experience required
- The requirement for an enhanced DBS barred clearance for work with children and, where appropriate, a Childcare (Disqualification) Regulations declaration.

Each requirement on the person specification will be graded as either 'Essential' or 'Desirable'. These grades will be used for shortlisting purposes after the closing date. How these issues will be tested – e.g. application form, interview, or assessment day, will be stated and will vary from post to post.

### **3. Advertisements**

The advertisement for a vacancy will demonstrate the school's commitment to safer recruitment and vetting and barring procedures in order to act as a deterrent to would-be abusers. Placement of adverts will be done with both the school's duties under the Equality Act 2010 and best value principles in mind.

All recruitment advertisements will display the following:

- Broughton Hall Catholic High School name and logo
- Post Title
- Hours (this should indicate if full or part time)
- Grade or Scale
- Salary including any allowances offered e.g. TLR, with clarification if the advertised salary is on an FTE basis or a pro-rated basis
- Permanent or Fixed Term (if fixed term the duration of the contract should be stated)
- Advert Text (which should detail the main responsibilities of the post)
- Safeguarding Children Statement: "Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure and Barring Service check."
- Closing Date and Interview Date

#### **4. Application Packs**

All covering letters sent with application packs will include the following paragraph:  
*"Broughton Hall Catholic High School as an aware employer is committed to safeguarding and protecting the welfare of children as its number one priority."*

The following, as a minimum, will be provided to applicants:

- CES Application Form and Guidance for Applicants
- Job Description
- Person Specification
- Further information relating to the school
- CES Recruitment Monitoring Declaration Form
- CES Rehabilitation of Offenders Declaration Form
- DBS (Disclosure and Barring Service) – A Guide for Applicants
- Guidance on the Childcare (Disqualification) Regulations where appropriate

As part of the Application Process:

- a curriculum vitae will not be accepted in lieu of an application form
- the applicant will be required to declare any cautions and convictions etc that are not protected [amendments to the Exceptions Order 1975 (2013)]

#### **5. Shortlisting**

After the closing date, the Recruitment Monitoring Declaration will be removed from the application documents by office staff before the papers are passed to the shortlisting panel for shortlisting.

The shortlisting panel will review all applications and match them against the published person specification. The shortlisting panel will keep notes of their decision-making process.

#### **6. Invitation to Interview**

Candidates will receive an invitation to interview letter using the model CES template which reiterates the school's commitment to safeguarding and stipulates that each candidate must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking. See Pre-Employment Checks below.

All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.

## **7. Interviews**

On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. The copies will be verified, initialled and dated and held with the Pre-Employment Checklist pending the outcome of the interviews.

The interview process will allow time for any discrepancy in a candidate's application or references to be discussed with the candidate and clarified.

Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children.

The Panel will be certain they have explored all relevant areas before they offer a post.

All interviews will be carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing, in which case other arrangements will be made to obtain original documents.

All recruitment panels should include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer. All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures

The composition of a recruitment panel will reflect the nature of the post. The panel ensure that equality legislation is adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

- Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.

The interview panel will keep notes of the interviews which support their decision-making process.

## **8. References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought directly from the referee.

At least two but preferably three references will be requested prior to interview and subject to postal/other delay will be available to the interview panel on the day of the interview. One of the referees must be the candidate's current or most recent employer.

- references will be sought on all short-listed candidates and scrutinised before interview
- open references will not be relied upon and will be subject to confirmation from the referee
- all references must include a statement about someone's suitability to work with children

When references are received prior to interview, the school will follow up any discrepancies or issues to enable the panel to make a decision with reference to all the facts available at the time.

Gaps and inconsistencies will be followed up before an offer of employment is made. Standard forms for seeking and responding to reference requests will be used for this purpose.

## **9. Employment Gaps**

The CES application form allows for candidates to inform the school of any gaps in their employment history. The HR/Personnel Manager will check for these gaps and highlight any found to the panel.

These will be investigated at interview, along with the reason for them not being disclosed on the application form.

The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored.

## **10. Qualification Verification**

At interview, essential qualifications required for the post, including those set by statute, will be verified by the HR/Personnel Manager. Any concerns will be made known to the panel.

A photocopy of all the original qualification certificates will be taken and if the candidate is successful, these will be placed on their personal file. If the candidate is unsuccessful, then these, along with evidence of identity documents will be securely destroyed in line with the school's Retention of Records Policy.

## **11. Equality and Monitoring**

- The **Equality Act 2010 (Section 60)** prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage unless it is for the following reasons:
- Finding out whether a job applicant would be able to participate in an assessment to test their suitability for the work
- Making reasonable adjustments to enable a disabled person to participate in the recruitment process
- Finding out whether a job applicant would be able to undertake a function that is intrinsic to the job, with reasonable adjustments as required
- To enable identification of suitable candidates for a job where there is a genuine occupational requirement for the person to be disabled
- Equality monitoring is at the heart of our equal opportunities policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicants monitoring information.

## **12. Feedback**

Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.

- Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.

## **13. Offer of Post**

- All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant's right to work in the UK and evidence of the required qualifications.

- All posts will require all the relevant pre-employment checks set out in Keeping Children Safe in Education.
- The verbal offer of employment and the initial offer letter must be conditional on all the required checks being completed. Candidates should be advised not to resign until their post is confirmed and all relevant checks must have been completed.

#### **14. Complaints**

Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and school's complaints policy for external applicants.

### **PRE and POST EMPLOYMENT CHECKS**

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, the school encourages candidates to disclose any *unspent* and *spent* convictions during the application stage by including space for this on the application form.

Disclosing a criminal background will not be used as a reason to avoid shortlisting a candidate, unless it involves violence and/or the safety of children.

Having a criminal conviction will not necessarily bar a person from working with children.

Successful candidates will be required to complete a DBS application form (and Childcare (Disqualification) Regulations declaration where appropriate). Once Enhanced DBS with barred list clearance is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

#### **Regulated Activity**

An Enhanced DBS check with barred list is needed for all staff engaging in regulated activity. For most appointments, an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity.

A person will be considered to be in 'regulated activity' if as a result of their work they fulfil one or more of the following:

- A person will be responsible, on a regular basis, in any setting for the care or supervision of children;
- A person will regularly work in a school or college at times when children are on school or college premises
- Where a person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer),
- Where a person is directly employed or employed by a contractor and will regularly come into contact with children under 18 years of age.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity, although an enhanced DBS certificate may be obtained.

## **Post Interview Checks**

Any offer of employment to any post at the school will be subject to post interview checks as detailed in Appendix 1.

If the post is a teaching post then the candidates will be checked against the Prohibited from Teaching list through the Employer Access Online service. If the check is not satisfactory, ie the candidate is prohibited from teaching then the necessary authorities will be informed and the candidate will not be appointed to the role.

## **OTHER CONSIDERATIONS**

### **Starting employment before receipt of DBS check**

If the Head Teacher wishes for an individual to start work in regulated activity before the DBS certificate is available then a risk assessment should be completed and held by the personnel officer to identify any risks that this may pose to the students. A separate barred list check must be undertaken before the individual starts work.

The Head Teacher will make the decision as to whether it is appropriate for this person to start employment after reviewing the risk assessment, and will ensure that appropriate supervision is in place.

### **Temporary Staff Employed Directly By the School.**

Staff employed on a temporary contract issued by the school will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

### **Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers)**

All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves.

This should be submitted in writing and in advance of the provider starting work and should be agreed as part of any contract between the school and the provider.

The school reserves the right to view the original copy of the disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record by the personnel officer.

If evidence is not provided then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children.

### **Contractors and Workmen**

Whilst there may be little opportunity for contractors and workers to be unsupervised with young people on the school site, it is difficult to say that there will not be times when contact with a child occurs.

Anyone entering school premises to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with



company or council ID. The school will take all necessary precautions to ensure that the named individual is who they say they are.

Please see Appendix 2 for a flow chart of actions for checking contractors and workmen.

### **Volunteers Engaging in Regulated Activity**

Many volunteers in schools have the same unsupervised access to children as employees. A child may not consider a distinction between a volunteer and a member of staff when seeking help or support.

An Enhanced DBS check incorporating a Children's Barred List check must be carried out prior to the volunteer starting their duties. Two references will also be required - one of these must be from their current or most recent employer/voluntary organisation.

Open references will not be accepted neither will references which have been provided by the candidate. These checks will be carried out for all volunteers engaging in regulated activity.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the school.

### **Volunteers Not Engaging in Regulated Activity**

A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. If such a volunteer becomes a paid employee, then all pre-employment checks must be completed including an Enhanced DBS check .

### **Single Central Record**

The school will keep a Single Central Record off all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Children's Barred List check
- Disclosure and Barring Service check
- Employer Access Online (List of persons prohibited from teaching)
- Overseas Criminal Record Checks (applicable for any employee who has spent time abroad)
- Right to work in the UK

This record will be kept by the personnel officer.

## **INDUCTION**

### **The purpose of induction and probation is to:**

- Provide training and information about the school's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been engaged.
- Confirm the conduct expected of staff.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset (or from the interview) and address them immediately.

### **The content and nature of the induction and probationary process**

This will vary according to the role and previous experience of the new member of staff or volunteer.

As far as safeguarding and promoting the welfare of children is concerned the induction and probation programme should include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, antiracism, physical intervention or restraint, intimate care, health and safety, internet safety and any local child protection and safeguarding procedures.
- Safe practice and the standards of conduct and behaviour expected of staff, children and other service users in the establishment.
- How and with whom any concerns about those issues should be raised.
- Other relevant personnel procedures e.g. disciplinary, capability and whistle blowing
- Child protection training appropriate to the role should also be provided to all new staff as a mandatory element of the induction and probation programme for those working with children. The Child protection officer will arrange for this training

### **RECORD KEEPING**

All information held in respect of unsuccessful candidates will be securely destroyed in line with the school's Retention of Records Policy.

Information gathered in respect of the successful candidate will be transferred to their personnel file, with the exception of their DBS certificate and any overseas criminal record checks, which will be securely destroyed after being recorded on the Single Central Record.

### **SUMMARY**

A summary tick sheet is attached at Appendix 3 to aid the smooth process and procedure of staff recruitment.

## **APPENDIX 1**

### **PRE and POST INTERVIEW CHECKS**

The following pre and post interview checks will be carried out by the personnel officer before an offer of employment can be made. The post may be described in a covering letter as subject to satisfactory responses to specific post interview checks.

#### **Employment History and References**

The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the school will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.

References will be sought on all shortlisted candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

On receipt, satisfactory references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate; for example if the answers are vague.

They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

#### **Verification of Candidates Identity**

It is vital that the school knows who employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check.

The school will verify a candidate's identity from current photographic ID and will ask to see proof of address. Where a candidate is not appointed, this documentation will be securely destroyed in line with the school's Retention of Records Policy.

#### **Enhanced DBS check with Children's Barred List Check**

All employees will be considered to take part in regulated activity and the school will require them to be checked against the Children's Barred List and obtain an enhanced DBS clearance check.

It is at the school's discretion but there is no requirement to obtain an additional enhanced DBS check if in the three months prior to beginning work in their employment, the candidate already has DBS enhanced clearance with Children's barred List checks and has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006;

OR

- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

The Head Teacher will review the completed DBS check and determine if it meets the required standard. Where it does not, any issues will be discussed with the candidate. If they cannot be resolved, the subject to contract offer of employment will be withdrawn with immediate effect. Advice and guidance should be sought from HR in this instance.

## **Medical Clearance**

Successful candidates will be required to complete a medical questionnaire. Depending on the answers given by the candidate, a referral to Occupational Health may be required to assess fitness for work. If a referral is made then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

## **Prohibition Order**

The school will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Employer Access Online Service to check this detail.

## **Right to work in the UK**

The school will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn.

## **Overseas Check**

If the candidate has lived or worked outside of the UK, the school will complete any further checks which are appropriate, having regard to the Home Office guidance on overseas criminal record checks.

## **Verification of Professional Qualifications**

The school will request that successful candidates provide evidence of the qualifications that they have detailed on their application form. A copy of the certificates will be kept on the personnel file of the employee.

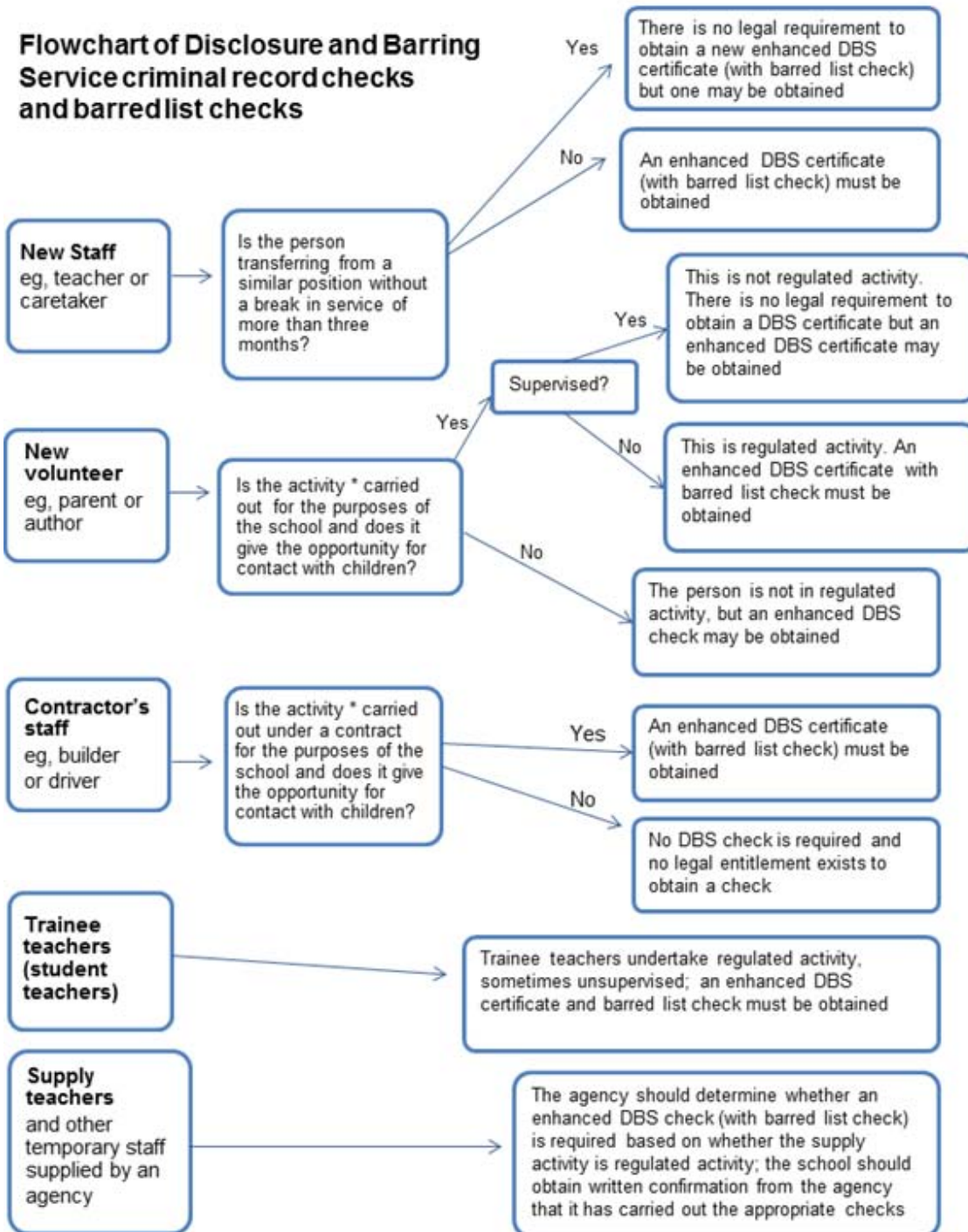
## **Verification of Professional Registration**

Some posts require a professional registration with regulatory body. This will be evidenced and placed on file, if the Person Specification states it is an essential criteria. The school will verify the registration and will make a copy of this and place it on file.

These checks will be made clear to candidates at interview. Any offer of employment will be subject to satisfactory checks being received and verified. When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.

## APPENDIX 2

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



Contains public sector information licensed under the Open Government Licence v3.0.

## APPENDIX 3

### Recruitment and selection procedures

	Recruitment Procedures	Date
1.	Post approved by Headteacher/Governors	
2.	Job description and person specification drawn up (reference to safeguarding children and appropriate behaviours should be included in all relevant posts)	
3.	Job description, person specification and salary range agreed by SLT and whether the post ought to be held for redeployment	
4.	Appointments panel agreed with a minimum of two members. (Panel members should remain the same for each stage of the process). Selection methods agreed. Closing date, short-listing date and interview dates agreed.	
5.	Advert drawn up and agreed by HT (for posts working with children this should include the agreed statement 'School Improvement Liverpool is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.'	
6.	<p>Application pack prepared to include: an application form with guidance notes, job description and person specification and details of any probationary period, information about the organisation and recruitment of ex-offenders and terms and conditions relating to the post).</p> <p>The candidates pack should also include a Code of Conduct – Safer Working Practices Guidance and guidance that requires the disclosure of non-protected cautions and convictions. Candidates should be signposted to the school website which contains further safeguarding policies. They should be advised that CVs will not be acceptable for these types of posts. In addition, references will always be required from their current employer and settings where they have worked with children.</p>	
7.	<p>The application form will need to request the following information:</p> <p>Details of the applicant including current and former names, current address and national insurance number and/or proof to work in the UK.</p> <p>A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position they are applying for with the details of the awarding body and date of award.</p> <p>A full educational, training and work history in chronological order since leaving secondary education with any gaps explained.</p> <p>Details of two referees. One referee must be the applicant's current or most recent employer and not family members.</p> <p>An explanation that the post is exempt from the <a href="#">Rehabilitation of Offenders Act 1974</a> and that all convictions, cautions and bind overs, including those regarded as 'spent' must be declared unless protected.</p> <p>a declaration that the person has no convictions, cautions, warnings, reprimands</p>	

Reviewed: September 2017

Next Review: September 2018

AKL/120516175031.docx

	<p>or bind-overs or where these exist details of the offence, including dates to be should be provided and will be discussed further at interview  a declaration that should they provide false information or omit any material fact they will be liable to dismissal if appointed and possible referral to the police.</p>	
8.	Post advertised.	
9.	<p>Shortlist applicants. The selection panel should identify those applicants who meet the criteria based upon their application form and personal statement. Applications for re-employment received from former employees should not be considered where this would breach the terms of any severance agreement. A scoring system should be used to assess each applicant against the criteria on the person specification:</p> <p>Provision should be made for disabled candidates to attend interview.</p>	
10.	<p>References should be requested for all short-listed candidates whose posts will bring them into contact with children.</p> <p>All reference requests should ask:</p> <p>about the referee's relationship with the candidate, how long they have known them and in what capacity (if the reference is from a current or previous employer it should be from an appropriately senior member of the relevant organisation/headteacher)  whether the referee is satisfied that the candidate has the ability and is suitable to undertake the role in question  whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns.  details of whether the employee has been subject to employment tribunal or Employment Appeal Tribunal</p> <p>Reference requests from current or previous employers in work with children and vulnerable adults should, in addition to the above, ask for:</p> <p>confirmation of details of the applicant's current/previous post (s) including salary, job title, dates of employment and reason for leaving  specific verifiable and relevant comments about the applicant's performance history and conduct.  details of any disciplinary procedures the applicant has been subject to in which the sanction is still current.  details of any disciplinary procedures the applicant has been subject to which related to the safety and welfare of children, including any in which the disciplinary sanction has expired and the outcome of those.</p> <p>References should be carefully checked against the application form for any discrepancies or anomalies. The references should be scrutinised before interview to consider any past behaviours, allegations and differences between the skills, responsibilities and experiences set out by the referee and candidate.</p> <p>Any omissions and or vague statements should always be followed up with the referee. Notes should be taken of any conversation.</p>	

	Further references may need to be taken up particularly if they are relevant to a post working with children.	
11.	The panel should agree a set of questions to ask all candidates that cover the key aspects of the role and specifically those characteristics in the person specification that need testing out at interview.	
12.	All candidates should be asked questions to include their attitude and motivation towards working with children and young people and their ability to support the organisation to safeguard and promote the welfare of children. The panel should agree further questions to ask individual candidates based upon issues raised in their personal statement, references and application form including any gaps or discrepancies identified. Towards the end of the interview any cautions and convictions etc declared by the candidate should be discussed.	
13.	The appointments panel should select the successful candidate using the agreed scoring system. Each panel member will have been provided with a grid setting out each question, possible positive and negative answers and the scoring system.  All unsuccessful interviewed candidates should receive short summative verbal feedback agreed by the panel.	
14.	The successful candidate should receive a verbal offer, conditional to all the required checks being completed. They should be advised they will receive a conditional offer letter and that they shouldn't resign until they receive their confirmation letter with their start date, contract and particulars.	
15.	The personnel file should evidence that all the required checks have been completed. <b>A recruitment checklist for the personnel file should be signed off before their start date. The confirmation letter with start date can be sent once all checks are completed.</b>  Keeping Children Safe in Education sets out the following pre-employment checks which must be carried by schools:  Verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website; obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity); obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available; Verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role; Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website; if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate (see paragraph 114 of Keeping Children Safe in Education)	



	verify professional qualifications, as appropriate; and Independent schools, including academies and free schools, check that a person taking up a management position as described at paragraph 99 is not subject to a section 128 direction made by the Secretary of State	
16.	Appropriate induction activities should be provided for all new employees. All staff should read and understand key guidance including keeping children safe in education and safer working practices guidance. The induction checklist should be completed and placed on their personnel file.	