



Mission Statement

“A Caring Christian Family Where We Grow Together”

SAFER RECRUITMENT PROCEDURE

Effective Date: 01/04/2017

Review Date: July 2024 Biennial

Review Date	Signed Head Teacher	Signed Director RCSAT
11/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
06/10/2020	<i>H. M. Badger</i>	<i>P. B. B. B.</i>
13/05/2022	<i>H. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



1. Aims

1.1. RCSAT schools shall aim to:

- 1.1.1. Promote equality of opportunity between disabled person and other person.
- 1.1.2. Eliminate discrimination that is unlawful under the Act.
- 1.1.3. Eliminate harassment of disabled pupils that is related to their disabilities.
- 1.1.4. Promote positive attitudes towards disabled people.
- 1.1.5. Encourage participation by disabled persons in public life.
- 1.1.6. Take steps to account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

2. Objectives

- 2.1.** The safe recruitment of staff and volunteers in RCSAT is the first step to safeguarding and promoting the welfare of the children in education.
- 2.2.** RCSAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
- 2.3.** RCSAT recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities.
- 2.4.** RCSAT is committed to ensuring that the recruitment and selection of all who work within the RCSAT is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.
- 2.5.** RCSAT will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
- 2.6.** All posts within RCSAT are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check.
- 2.7.** RCSAT is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

3. Roles and responsibilities

- 3.1.** It is the responsibility of the Board of Trustees to:
 - 3.1.1.** Ensure RCSAT has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements,
 - 3.1.2.** Monitor RCSAT's compliance with them.
- 3.2.** It is the responsibility of the Executive Head Teacher, Principals and the Business Manager to:
 - 3.2.1.** Ensure that RCSAT operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the RCSAT,
 - 3.2.2.** Monitor contractors' and agencies' compliance with this document,
 - 3.2.3.** Promote welfare of pupils and young people at every stage of the procedure.
- 3.3.** It is the responsibility of all potential and existing workers, including volunteers to comply with this document.
- 3.4.** It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.
- 3.5.** It is the responsibility of the RCSAT's HR provider, Working With Schools (WWS) to:
 - 3.5.1.** Deal with the administration of the disclosure system for the RCSAT.

- 3.6. The Board of Trustees has delegated responsibility to the Executive Head Teacher to lead in all appointments outside of the leadership group.
- 3.7. RCSAT governors may be involved in Teaching staff appointments but the final decision will rest with the Executive Head Teacher.
- 3.8. The Executive Head Teacher may delegate the selection process of staff outside of the leadership group to other managers in RCSAT, but remains responsible for the decision to appoint.

4. Implementing the Procedure

4.1. RCSAT schools shall:

- 4.1.1. Ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the NCSL safer recruitment training assessment - work towards every appointment panel to include one member who has received safer recruitment training. This training will be refreshed every 2 years.
- 4.1.2. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- 4.1.3. Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.
- 4.1.4. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure.
- 4.1.5. Monitor the compliance with these measures, requiring staff who are convicted or cautioned for any offence during their employment with RCSAT schools notify the Directors of RCSAT, in writing, of the offence and the penalty.

5. Pre-Employment

5.1. The following pre-employment checks shall be undertaken:

- 5.1.1. Receipt of at least two satisfactory references, one of which will be from the former or most recent employer,
- 5.1.2. Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006,
- 5.1.3. A list 99 check and a satisfactory DBS clearance,
- 5.1.4. Verification of the candidate's medical fitness, via a Pre-Employment Questionnaire,
- 5.1.5. Verification of qualifications,
- 5.1.6. Verification of professional registration as required by law for teachers,
- 5.1.7. Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999).

6. The Procedure for Safer Recruitment

6.1. Advertising

- 6.1.1. RCSAT schools shall advertise all vacant posts to encourage as wide a field of candidates as possible, normally entailing an external advertisement.
- 6.1.2. Where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement only may be considered appropriate. Volunteers in RCSAT are also welcome to apply to internally advertised posts.
- 6.1.3. RCSAT works in partnership with various universities and CLTA. Trainees in the final year of their teaching practice or on professional graduate programmes such as Teachfirst are placed in the RCSAT via these universities. These trainees are welcome to apply for any posts.

6.1.4. RCSAT schools shall identify good candidates through the NQT pool and appoint to vacant positions.

6.1.5. Absences due to short and long term sickness is usually covered using staff from Teacher supply agencies in the first instance until it is known how long the member of staff is likely to be absent. Temporary positions shall then be advertised for long term absence positions.

6.2. Applications

6.2.1. RCSAT uses a standard application form, including volunteers. CVs shall not be accepted.

6.2.2. RCSAT schools shall require candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps shall be discussed at interview.

6.2.3. Applicants shall be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

6.3. References

6.3.1. References for shortlisted candidates shall be requested on a standard form immediately after shortlisting.

6.3.2. Two references required for employees and one reference for volunteers.

6.3.3. References supplied shall be in writing and be specific to the job for which the candidate has applied; open references or testimonials shall not be accepted.

6.3.4. RCSAT schools shall not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source shall be acceptable.

6.3.5. Reference requests shall specifically ask:

6.3.5.1. About the referee's relationship with the candidate ,

6.3.5.2. Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

6.3.6. Referees shall also be asked to confirm details of:

6.3.6.1. The applicant's current post, salary and attendance record,

6.3.6.2. Performance history and conduct,

6.3.6.3. Any disciplinary procedures in which the sanction is current,

6.3.6.4. Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

6.3.7. References shall be compared to the application form to ensure that the information provided is consistent.

6.3.8. Any discrepancies shall be taken up with the applicant at interview.

6.3.9. Any information about past disciplinary action or allegations shall be considered in the circumstances of the individual case.

6.3.10. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

6.4. Self-declaration of convictions by job applicants

- 6.4.1. RCSAT's schools shall require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.
- 6.4.2. Such declarations shall be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Executive Head Teacher, prior to the interview.
- 6.4.3. The chair of the panel / Executive Head Teacher shall discuss relevant, positive declarations confidentially with the applicant at interview.
- 6.4.4. The disclosure of convictions, cautions or pending cases shall not necessarily prevent employment but shall be considered in the same way as positive DBS disclosures.

6.5. Interviews

- 6.5.1. The selection process shall always include the following:
 - 6.5.1.1. Face to face interview / professional interview ,
 - 6.5.1.2. Class based activity,
 - 6.5.1.3. Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.
- 6.5.2. Shortlisted applicants for all posts shall be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006.
- 6.5.3. Similar information shall also be required to enable a Disclosure and Barring Service check on the preferred candidate to be undertaken.
- 6.5.4. Short-listed candidates shall also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview.
- 6.5.5. RCSAT schools shall verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution.
- 6.5.6. If the original documents are not available, RCSAT schools shall require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.
- 6.5.7. Proof of identity and other documentation shall be verified by the chair of the panel / Executive Head Teacher.

6.6. Employment Offer

- 6.6.1. Following a successful interview, it may be possible to negotiate a provisional start date with the preferred candidate, but any offer shall be subject to checks.
- 6.6.2. The checks detailed above shall all be completed BEFORE a person's appointment is confirmed.
- 6.6.3. Once all pre-employment checks have been satisfactorily completed / received, an offer of employment shall be made and the contract of employment issued.
- 6.6.4. The contract shall be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

6.7. Volunteers

- 6.7.1. Volunteers are required to complete a Volunteer Interest Form.
- 6.7.2. One reference will be required and applied for.
- 6.7.3. A DBS application will be sought.
- 6.7.4. All other pre-employment checks will be undertaken.

7. **Record Retention / Data Protection**

- 7.1. RCSAT shall retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed (i.e.: shredded). The 6-month retention period will allow the RCSAT to deal with any data access requests, recruitment complaints or respond to any complaints made to the Employment tribunal.

- 7.2. Under the General Data Protection Regulations 2018 , applicants have a right to request access to notes written about them during the recruitment process.
- 7.3. Applicants who wish to access their interview notes shall make a subject access request in writing to the Executive Headteacher within 6 months of the interview date.

8. Personal file records

- 8.1. For the successful candidate, RCSAT shall retain the following information which will make up part of their personal file:
 - 8.1.1. Application form, References, Disclosure of convictions form, Proof of identification, Proof of academic qualifications;
 - 8.1.2. Proof of registration with General Teaching Council (for teaching staff);
 - 8.1.3. Evidence of medical clearance from Occupational Health;
 - 8.1.4. Evidence of the DBS check and clearance.

9. Single Central Record of Recruitment Vetting Checks

- 9.1. In line with DFE requirements, RCSAT shall keep and maintain a single central record of recruitment and vetting checks.
- 9.2. The central list shall record all staff who are employed at the RCSAT, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.
- 9.3. The central record shall indicate whether or not the following have been completed:
 - 9.3.1. Identity checks including 2 references,
 - 9.3.2. Qualification checks for any qualifications legally required for the job,
 - 9.3.3. Registration check with the GTC (for teaching posts), where appropriate,
 - 9.3.4. Checks of right to work in the United Kingdom,
 - 9.3.5. Start date of commencement of employment with RCSAT,
 - 9.3.6. List 99 checks and DBS Enhanced Disclosure,
 - 9.3.7. Further overseas records, inc EEA Check, where appropriate,
 - 9.3.8. The name of the person who undertook the check, the date on which the check was completed or the relevant certificate obtained.
 - 9.3.9. Section 128 checks completed for SLT and Governors.

10. Agency supply staff

- 10.1. In order to record supply staff provided through an agency on the record, RCSAT shall require written confirmation from the supply agency that it has satisfactorily completed the checks described above.
- 10.2. RCSAT does not need to carry out checks itself except where there is information contained within the disclosure. However, identity checks shall be carried out by the RCSAT to check the person arriving is the person the agency intends to refer to them.

11. Probation periods

- 11.1. Newly appointed teachers who are new to the employment of the governing body shall be subject to the RCSAT's probationary period.
- 11.2. RCSAT staff shall be given a copy of the DFE guidance on Safer Working Practice and Keeping Children Safe in Education and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.
- 11.3. The RCSAT has a specific safeguarding related whistle blowing policy and procedure, which shall be disseminated to all staff and volunteers and signed by them annually.



- 11.4. RCSAT adopts a culture of vigilance where all concerns are listened to and taken seriously and shall follow DFE and Local Safeguarding Children Board allegations procedures, referring any allegation for initial consultation with the Local Authority Designated Officer.

12. Induction

- 12.1. All newly appointed staff shall, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post.
- 12.2. The induction shall address specifically issues concerning the safeguarding of children, the Prevent Strategy and Keeping Children Safe as well as matters directly related to the operation of the post.



Appendix 1

RESPONSIBILITIES

Area of Responsibility	Person Responsible
Overall responsibility	Executive Headteacher
Co-ordinator in Bunbury School	Principal
Co-ordinator in St Oswald's School	Principal
Co-ordinator in Warmingham School	Principal
Safeguarding Governor	Sheila Loughlin
Daily checks	Resources RCSAT and Schools Admin

