

# **St Bede's Catholic College**



## **Safer Recruiting Policy**

## **Staff Recruitment Policy**

### **1. Introduction**

St Bede's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The college is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the college's performance and fundamental to the delivery of a high quality service.

This Recruitment Policy has been produced in line with:

- The 'Bishops Memorandum on Appointment of Teachers in Catholic Schools'. This is an extremely important document which has been issued by the Bishops of England and Wales and which sets out their collective requirement on all Catholic schools and colleges. As a minimum requirement the Bishops expect that the posts of Principal, Vice Principal and Head of Religious Education are to be filled by practising Catholics and this is the practice at St Bede's Catholic College.
- The Department for Education guidance 'Keeping Children Safe in Education. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### **2. Purpose**

The purpose of this policy is to:

- ensure the practice of safe recruitment of staff appointed to the college to meet the highest standards and those determined by Government to protect children from maltreatment, prevent impairment of children's health or development and to ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- ensure appointments support the Catholic ethos of the college
- ensure the best possible applicants to vacancies are attracted and prospective applicants unsuitable for work with children are deterred and rejected.

### **3. Scope**

This policy applies to all college employees and Governors responsible for, and involved in, recruitment and selection of all staff. Where a Principal or Vice Principal is being appointed the Governing Body will consult with the Diocese about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal for appointing Staff other than those to the leadership group.

## 4. Practices

The following procedures and practices are in place to ensure the safe recruitment of staff.

- Stage 1: Post to be Advertised  
Identification of post to be advertised
- Stage 2: Advertising and Inviting Applications  
All advertisements for all posts will clearly stipulate the stance adopted by the college by the inclusion of the following statement:

*"We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK"*

- Stage 3: Pre -Application Pack  
Prospective applicants are supplied with the following:
  - College Application Form
  - CES Rehabilitation of Offenders Declaration Form
  - CES Recruitment Monitoring Form
  - Job Description & Person Specification
  - Faculty Information (where appropriate)
  - College Safer Recruitment Policy

All applicants must complete the application forms in full and failure to do this will result in the application being disqualified from consideration.

- Stage 4: Applicant Selection/ Short-Listing  
Candidates for the post and suited to the job description and person specification following analysis of their applications will be short-listed following consultation between the Principal and other staff/Governors involved in the interview process, as appropriate.

Rehabilitation of Offenders Act 1974 disclosures will be considered at this stage of the process and not before.

Where possible, references are taken up before the short-listing stage. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

References will be sought on all short listed candidates, including internal, and will be obtained 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.

Keeping Children Safe in Education guidance requires online searches to be carried out to confirm candidates' eligibility and identify any potential safeguarding concerns or risks to the college's reputation. These searches will be carried out by the PA to the Principal via Google and social media sites including LinkedIn, Twitter, Facebook, Instagram and current school's website.

All appointments are subject to satisfactory references and DBS checks.

- Stage 5: Interview  
Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:
  - a) proof of identity;
  - b) actual certificates of qualifications;
  - c) eligibility to live and work in the UK.

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. A minimum of two interviewers will form the interviewing panel, but preferably three, including a Governor whenever possible.

The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained – at least one member of interview panel will have undertaken safer recruitment training
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification

Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore the candidates:

- willingness to support the Catholic ethos of the college
  - attitude towards children and young people
  - ability to support the College's agenda for safeguarding and promoting the welfare of children
  - gaps in employment history
- and
- investigate concerns or discrepancies arising from the information provided by the candidate and/or a referee
  - ask if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

Post-interview feedback –The lead panel member will normally contact all candidates following their interview, providing brief feedback to unsuccessful candidates.

▪ Stage 6: Successful Candidate: Pre Employment Checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references, and a faith-based reference if appropriate
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional status where required e.g. registration with the Teaching Agency for England, Qualified Teacher Status [QTS] (unless properly exempted), National Professional Qualification for Headship [NPQH]
- A satisfactory Enhanced DBS disclosure, which includes a Barred List check
- Verification (for Teaching posts) of successful completion of statutory induction period (applies to those who obtained Qualified Teacher Status [QTS] after 7 May 1999)
- Verification (for non-Teaching posts) satisfactory completion of the probationary period.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS, Data Protection and GDPR regulations)
- Recorded on the College's central record database
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

The college will liaise with Human Resources where:

- The candidate is found to be on the Barred List or the DBS/CRB Disclosure shows s/he has been disqualified from working with children by a Court
  - An applicant has provided false information in, or in support of, his/her application
  - There are serious concerns about an applicant's suitability to work with children, the facts must be reported to the appropriate authority within Children's Safeguarding.
- Stage 7: Post Appointment Induction  
All staff who are new to St Bede's Catholic College are required to undertake induction training that will include working in a Catholic college, the college's safeguarding policies and specific induction in Child Protection, Bullying and guidance on Safe Working Practices, and Health & Safety information.

## **5. DBS Checks and Barring Application.**

### Staff

For all appointments, an enhanced DBS check with Barred List information will be appropriate as the majority of staff will be engaging in regulated activity. (See Appendix 1)

### Governors

In the case of Governor appointments, an enhanced DBS check with barred list check will be required for all governors.

### Volunteers

For volunteers who provide personal care an enhanced DBS certificate with barred list check will be required. Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

### Contractors

The College will ensure that any contractor (including the ice cream van proprietor), or any employee of the contractor, working at the college has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

## **6. Single Central Record**

In addition to the various staff records kept in college and in individual personnel files, the Governing Body maintains a single central record / register of recruitment and vetting checks. This is kept up to date and retained by the Principal's PA who is also responsible for Personnel issues. Sample checks are undertaken by a Governor following each of the Governor Personnel Committee meetings, three times each year.

This record contains details of checks:

1. All staff who are employed to work at the college;
2. All staff who are employed as supply staff to the college whether employed directly by the college or through an agency;
3. All others who have been chosen by the college to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the college, and people brought into the college to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach.

## **7. General Data Protection Regulations (GDPR)**

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the ISA code of practice and GDPR.

### **Appendix 1**

Employees: types and definitions

Those engaging in contact with the students at the college are likely to fall under the following categories:

#### Regulated Activity

The majority of appointments will be of staff who undertake what is termed "Regulated Activity". This is defined as a person who, as a result of his or her work, will regularly come into contact with children (defined as those under 18 years of age) and will be responsible, on a regular basis, in any setting for their care or supervision.

It will also be applied to those who will regularly work in the college at times when children are on the premises (where the person's work requires interaction with children, whether or not the work is paid. It is also applied to any person who is directly employed or employed by a contractor.

In each of these cases the activities undertaken are unsupervised and involve the teaching, training, instructing, caring for or supervising of students or providing advice/guidance on wellbeing. It will include the provision of personal care e.g. washing, dressing or health care even if this activity is carried out only once. It also includes those who drive a vehicle only for children. In each of these cases it must be that the activity is undertaken regularly.

Regular Activity is defined as where a regulated activity (see definition above) is undertaken by the same individual as follows:

- o once a week or more;
- o on four or more days in a 30-day period
- o or undertaken at least once, or overnight and with the opportunity for face-to-face contact with children

#### Supply Staff

The college operates the same procedures and practices for the engagement of supply staff as listed above. However, for the purposes of creating the record of checks for supply staff provided through a supply Agency, the college will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS check. Information disclosed as part of a DBS check will be treated as confidential. Identity checks will be carried out by St Bede's to confirm that the individual arriving at the college is the individual that the agency has referred e.g. by passport or driving license etc.

#### Peripatetic Staff

The college operates the same procedures and practices for the engagement of supply staff as listed above. However, for the purposes of creating the record of checks for peripatetic staff (for music, sports etc.) the college will require all necessary checks and DBS requirements are fulfilled.

## Volunteers

There will be people who offer their services to the college and regarded as volunteers. The term "volunteer" is defined in the Police Act 1997 (Criminal Records) Regulations 2002 as 'any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative.

A volunteer cannot therefore:-

- receive payment (except for travel or other approved out of pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee post that will lead to a full-time role/qualification

## Supervised Volunteers

Those people who, as volunteers, assist the college as supervised volunteers may regularly teach or look after children but they are not considered to fall into the category of someone who is in regulated activity, precisely because they are not unsupervised.

In such situations where individuals are acting as supervised volunteers, the college will ensure supervision is conducted by a person who is in regulated activity; supervision is regular (on-going) and day to day; and the supervision is "reasonable in all the circumstances to ensure the protection of children".

Reasonableness: The decision relating to what if "reasonable" will be determined by the line manager and will consider the following:

- age of the children concerned
- number of children that you are working with
- whether or not there are other carers/adults around
- nature of your work or contact with children
- vulnerability of the children
- experience of, and the checks that have been carried out
- number of volunteers being supervised

Updated May 2025

To be reviewed May 2027