

# Safer Recruitment Policy - June 2023

## St. Adrian's Catholic Primary School



**‘To Learn, To Love, To Live as a Community of  
God with Christ as our Teacher’**

**[www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk)**

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## Safer Recruitment

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## Safer Recruitment

### 1. Introduction:

This policy is needed to ensure that at St Adrian's we appoint the very best people available to posts in the school. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

It operates in conjunction with the Safeguarding Policy to protect individuals within the school community. It also operates in conjunction with the Equal Opportunities Policy to ensure that no applicant is treated unfairly on the basis of gender, race or disability.

### 2. Purpose:

- To ensure all those employed at St Adrian's School are suitable individuals to work with children and young people
- To ensure all those employed at St Adrian's School share the school's ethos, values, ways of working and aspirations for its pupils and the community we serve.
- To meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment
- To meet government recommendations for appropriate training especially for safe staff recruitment
- To ensure all employees understand the requirements within safeguarding and their role

### 3. Procedures:

#### 3.1 Advertising:

Posts required at the school are shown in the school's staffing structure. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review. The Strategy & Personnel & Finance Committees and then the Governing Body is notified when a vacancy arises.

The Governors Strategy & Personnel group or the SLT (as appropriate) agrees the advertisement and the timing of the process to allow for short-listing and take-up of references prior to interview.

The person specification is formulated and agreed, along with the job description. This forms part of the information about the school sent to prospective candidates. The school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and the post. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter from the head or other senior member of staff. This will include details of how to apply for the post
- Details of the post
- A job description and person specification
- Information about the school
- A copy of CES application form



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All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

"St Adrian's Catholic Primary School and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement."

### 3.2 Applications and shortlisting:

An appointment team will be established at this stage which will usually consist of:

- the head-teacher or other senior member of staff
- the appropriate line manager
- a governor where appropriate
- other relevant staff e.g. the deputy head

The appointment team will always include at least one member who has undertaken 'Safer Recruitment Training'.

Westminster Diocese Education Service and Hertfordshire County Council personnel guidelines set out in more detail how the selection process applies to deputy and head-teacher posts.

Applications can be made electronically or as a hard copy.

Once the closing date has passed, the appointment team will shortlist the candidates and invite them for an interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a criminal record bureau check can be initiated for the successful candidate.

### 3.3 Selection procedures:

Interviews will normally take place over the course of a day – possibly more if it is for a senior post. The day will normally start with a welcome and introduction by the head and at some stage a tour of the school with pupils if this has not happened beforehand. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

- Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.
- Candidates participate in a discussion with pupils. This often provides a fascinating and very useful insight into how candidates communicate with pupils. Pupils very often provide interesting and perceptive feedback which adds much to the selection procedure. Normally a member of staff will observe this panel to provide pupils with guidance and support.
- Candidates are asked to teach a lesson. This provides very important information especially about how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidates and a group of pupils can provide useful insights.
- Candidates may be asked to complete a written exercise. These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside for their work to be scrutinised.



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The formal interview will involve the key members of the appointment team.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their final application and from other selection methods used on the day.

### 3.4 References:

References are sought for all short-listed candidates prior to interview. These are sought directly from the referee. Any issues of concern arising from the references are addressed with the candidate at interview. For teaching posts, three references are usually required: two professional, one of which should be an up to date employer referee, i.e. current or most recent employer, and one from a Parish Priest. In the event of a reference not being received prior to an interview, appointments are only made subject to receipt of the satisfactory reference. The school will request information about:

- The candidate's suitability for the post
- Attendance, health and punctuality
- Whether the candidate has passed the pay threshold for teachers (where appropriate)
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people
- Whether the referee recommends them for the post – without reservation, with reservation, or not at all.

### 3.5 The appointment:

Taking all the evidence gathered, the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states their appointment is subject to satisfactory references (if appropriate) and satisfactory medical and CRB disclosure checks.

### 3.6 Safeguarding the appointment:

During the day the following checks will be made:

- Proof of identity
- Academic qualification
- A criminal record bureau check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this
- The application form will ask for, where appropriate:
  - DfE reference number
  - Confirmation of qualified teacher status
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

### 3.7 After the appointment:

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme may be compiled by the relevant member of staff which will include ensuring the appointee understands the school's safeguarding procedures. Training will be provided where gaps have been identified.

The unsuccessful candidates are informed and offered a debriefing on their performance.



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### 4. Monitoring, evaluation & review:

The school will evaluate its appointment procedures after each appointment. This policy is reviewed every three years by the head-teacher and approved by the Strategy & personnel group.

### 5. Responsibilities:

The Head-teacher	– oversight of the policy and its implementation
Governor for appointments	– to ensure the correct procedures have been used
Admin Manager	– to collect documentation for the CRB check and to issue all correspondence