

Pax Christi Catholic Academy Trust



Safer Recruitment Policy

'For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed.....'

Richard Report, 2004, p12, para 20

December 2017

AIMS

This policy has been developed to ensure that the recruitment of staff to work for the Pax Christi Catholic Academy Trust is compliant with DfE guidance (Keeping Children Safe in Education: September 2016 and Disqualification under the Childcare Act June 2006) so that the risk of recruiting someone who intends to harm is minimised. It also takes account of part 7 of the Immigration Act 2016 and the Government's accompanying statutory "Code of Practice on the English language requirement for public sector workers. It applies to all people who work at any of the academies or the Central Business Services Team in the Pax Christi Catholic Academy Trust, either paid or voluntary.

It should be read in conjunction with the user guide on the Catholic Education Service model employment documentation for staff in Catholic academies which is stored on the X drive and available from the CES website.

This policy is non-contractual and may be amended by the Trust as and when it sees fit.

The Trust complies with the Quality Act 2010 and does not discriminate on the basis of protected characteristics.

This policy covers all Pax Christi Catholic Academy Trust staff and volunteers.

THE RECRUITMENT PROCESS

The importance of safeguarding and protecting children attending our academies should be promoted as much as possible throughout the recruitment process in order to deter would-be abusers.

Timeline

The need for a thorough safe recruitment process is paramount and 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 children/young people in our academies, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

Job Descriptions and Person Specifications

At the start of the recruitment process it is important to define what the responsibilities of the postholder towards academy will be, as well as the qualifications and experience needed to perform the role.

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 to hold an Enhanced DBS with barred list check

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.

Advertisements

The advertisement for a vacancy will demonstrate our commitment to safer recruitment and vetting procedures in order to act as a deterrent to would-be abusers.

All recruitment advertisements will display the following:

- Pax Christi Catholic Academy Trust name and logo and the name and logo of the base Academy.
- Post Title
- Hours (this should indicate if full or part time)
- Grade or Scale
- Salary including any allowances offered e.g. TLR
- 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: *"Pax Christi Catholic Academy Trust 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 applicants will be expected to undertake pre-employment checks including an Enhanced Disclosure and barring with barred list check and the right to work in the UK."*
- Closing Date
- A welcoming statement to attract applications from under-represented groups where the lead recruiter deems it to be appropriate in the context of the academy and the post.

Application Packs

All covering letters sent with application packs will include the following paragraph:

"Pax Christi Catholic Academy Trust as an aware employer is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the academy on its behalf"

The following, as a minimum, will be included in the pack:

- Application Form
- Job Description
- Person Specification
- Further information relating to the base Academy
- DBS (Disclosure and Barring Service) – A Guide for Applicants
- An example of a CES contract
- CES Applicant Information

Equal Opportunities

The Trust recognises its responsibility under the Equality Act 2010 and will ensure that all employees will be selected, trained and promoted on the basis of ability, the requirements of the job and other similar criteria that are as objective as possible. The only exception will be by virtue of legislation or a Genuine Occupational Requirement, e.g. a practicing Catholic will be recruited for the following posts:

- Principal/Head Teacher
- Deputy Principal/Head Teacher
- Assistant Head Teacher – at least 50% of Assistant Heads at any academy should be a practicing Catholic.
- Head of RE
- Lay Chaplain

Code of Practice on the English Language requirements for Public Sector Workers

The Trust has a duty to comply with the code of practice for all staff. Teaching staff are covered by the Teachers Standards in that they must “Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher’s specialist subject”. For all other staff there will be a requirement that they will have the ability to converse at ease with members of the public and provide advice in accurate spoken English. This must be tested at interview. Further details can be found in the code which is stored on the X drive in the Recruitment and Selection folder.

Safer Recruitment/Equal Opportunities Training

The following staff will undertake Safer Recruitment and Equal Opportunities training and renew every three years

- Academy Principal/Head Teacher
- Trust Operations Director
- Primary Office Managers
- CTK HR staff
- Academy based Senior Leaders where they lead a recruitment panel as part of their duties
- Members of local governing bodies who regularly take part in the recruitment process

Training will be organised and recorded by the HR Manager (CTK) and the Office Manager in each primary academy.

Shortlisting

After the closing date, the HR Team/Office Manager will remove the Equalities and Diversity Monitoring Information sheets from the rear of the application form before handing applications over to the recruitment panels/officers. S/he will review the information provided and notify the recruitment panel/officer if anyone has declared that they belong to an under-represented group in the academy staff.

The recruitment panel/officer will review all applications and match against the person specification. Those who meet all of the relevant essential criteria will form a 'long list'. If there are a large number of applications meeting the essential criteria, then only those also meeting the most desirable criteria will be invited for interview. Wherever possible, those candidates who declare a protected characteristic which is under-represented in the academy will be invited for interview if they meet all of the essential criteria on the person specification.

Interviews

The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised 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. Recruiting panels/officers will be certain they have explored all relevant areas before they offer a post.

All interviews will be carried out on face to face basis. Wherever possible, interview panels should include a representative of the Local Governing Body (for academy based posts) or a Director (for centrally based posts) and will 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. The composition of an interview panel will reflect the nature of the post but will always follow the requirements of the Scheme of Delegation.

Reasonable adjustments will be made for any candidate who declares a disability to enable them to give of their best at interview.

References

These will be requested prior to interview and be available to the recruiting panel/officer on the day of the interview. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted neither will references which have been provided by the candidate. Referees for all candidates will be asked specific role and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

When references are received prior to interview, the HR Team/Office Manager 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.

Employment Gaps

Our application form allows for candidates to inform us of any gaps in their employment history. The HR Team/Office Manager will check for these gaps and highlight any found to the recruitment 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.

Qualification Verification

At interview, essential qualifications required for the post, including those set by statute, will be verified by the HR/Office Manager. Any concerns will be made known to the recruiting panel/officer immediately. 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, these will be securely destroyed.

PRE-EMPLOYMENT CHECKS

Disclosure of Criminal Record

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates to disclose any *unspent* and *spent* convictions during the application stage by including space for this on our application form. Disclosing a criminal background will not be used as a reason to not shortlist 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 hold a DBS certificate with barred list check. Once Enhanced DBS clearance and barred list check are 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 with barred list check is needed for all staff engaging in regulated activity – see Appendix 1 for flowchart.

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.

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. HM Government has produced a [Factual note on regulated activity in relation to children: scope](#). For further information this document is held on the X drive.

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) Work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability with eating or drinking, or in connection with toileting, washing, bathing and dressing.
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

Post Interview Checks

Any offer of employment to any post at an Academy with the Pax Christi Catholic Academy Trust will be subject to the following:

- **Employment history and references**
 - We will always ask for written information about previous employment history and check that information is not contradictory or incomplete. We will always require a reference from current or most recent employer to confirm details of employment and reason for leaving. If a candidate has previously worked in a school, college or Early Years establishment we will require a reference from their most recent employer in this field.
 - It is recognised that where applicants are applying from the industrial or commercial sectors, it may be detrimental to the applicant to disclose their application in advance of an offer of employment. In this case, where the applicant clearly requests this on their application form, references may be taken up post a subject to reference offer.
 - 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 by the HR/Office Manager. 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.

Whether or not references received after the initial offer of employment are acceptable will be the decision of the lead recruiter.

- **Verification of Candidates Identity**

It is vital that we know who our employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS process. The HR/Office Manager will carry out appropriate identity checks as detailed on the Disclosure and Barring Service website.

Photocopies of documentation will be taken by the HR/Office Manager and kept on file for anyone appointed to work in one of our academies. Where a candidate is not appointed, this documentation will be securely destroyed.

- **Enhanced DBS check with Barred List Check**
 - All employees will take part in regulated activity (with the exception of cleaning staff who leave the building before pupils arrive) and therefore we will require them to be checked against the Children's Barred List and obtain an enhanced DBS check. Morning cleaning staff will be required to complete an enhanced DBS.
 - **DBS Update Service**

Where an individual has joined the service the HR/Officer Manager will carry out a status check to confirm that no new information has been added to the certificate since its issue. The HR/Office Manager will obtain the permission of the individual for the check and then check the candidate's identity and examine the original certificate to ensure that it is an Enhanced DBS with barred list check.
 - The Principal/Headteacher will review the completed DBS check and determine if it meets the required standard. Where it does not, the subject to contract offer of employment will be withdrawn with immediate effect. Advice and guidance should be sought from the Trust Operations Director or legal advisors in this instance.
- **Prohibition from Teaching Check**

This check applies to all Directors, Governors and staff. It will be carried out by HR/Office Manager for staff and members of the local governing body and by the Central Business Services Team for Directors. Further information and guidance is available in the Safer Recruitment Folder in the X drive.
- **Medical Clearance**

The Trust has a duty to ensure that people carrying out relevant activities have the health and physical capacity to carry out such activities. Successful candidates will be required to complete a medical questionnaire, for assessment by Occupational Health. Depending on the answers given by the candidate, Occupational Health may request an appointment to assess fitness for work. Offer holders are confirmed as medically cleared once a letter has been received from Occupational Health declaring them fit for the post for which they have applied. Where this is not confirmed by OHU then reasonable adjustments must be made in order to accommodate the employee however if reasonable adjustments cannot be made then the offer of employment will be withdrawn. Seek advice from the Trust Operations Director or legal advisors in this instance.
- **Prohibition Order**

The HR/Office Manager will ensure that all employees undertaking regulated activity are not subject to a prohibition order issued by the Secretary of State. They will use the Employer Online Service to check this detail.
- **Disqualification by Association**

Where an individual will have access to children under the age of 8 years there is an additional declaration required which deals with Disqualification by Association. This involves the individual making a declaration about orders or restrictions places on them and, to the best of their knowledge, anyone living in the same household as them. The HR/Office Manager will issue the Declaration form located on the X drive to the individual and notify the Head Teacher of any delay, omission or disclosure.

- **Right to work in the UK**
The HR/Office Manager will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the document issued by the Home Office entitled “An Employers Guide to Right to Work Checks” dated 12th July 2016. A copy of this document is held in the Safer Recruitment folder on the X drive. Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Home Office notified of the details of the applicant.
- **Overseas Check**
If the candidate has lived or worked outside of the UK, the HR/Office Manager will complete any further checks which are deemed appropriate by the Headteacher/Principal/lead recruiter – further guidance is available in sections 114 and 115 of KCSIE July 2016.
- **Verification of Professional Qualifications**
The HR/Office Manager 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 HR/Office Manager will verify the registration and will make a copy of this and place it on file

Advice on the process can be obtained either from the Trust’s HR Advisor or Solicitor.

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 pre-employment checks to take place. The HR/Office Manager will oversee this process. The candidate will not be made an unconditional offer at any point prior to the receipt of all pre-employment checks which are deemed acceptable by the recruiting panel/officer.

When all appropriate pre-employment checks are in place the HR/Office Manager will inform the lead recruiter who will review the file and authorise a letter to be sent to the employee confirming that all checks are in order and that employment is confirmed.

OTHER CONSIDERATIONS

Starting employment before receipt of DBS check

If the Principal/Headteacher wishes for an individual to start work in regulated activity before the Enhanced DBS with barred list certificate is available than a risk assessment (see appendix 2) should be completed and held by the HR/Office Manager to identify any risks that this should pose to the students. The Principal/Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. The HR/Office Manager should make arrangements to ensure that the individual is appropriately supervised at all times.

Temporary Staff Employed Directly By the Academy

Recruitment for staff employed on a temporary contract issued by the Academy will follow the same 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 Academy 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 Academy and provider. We reserve 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 Central Record held in each academy by the HR/Office Manager.

If evidence is not provided then the Academy will not allow the peripatetic tutors or agency staff to have unsupervised access to children. Agency and supply staff will be required to evidence their identity before commencing work.

Contractors etc.

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs, however this will be managed by the Head Teacher/Principal who will use their professional judgement to determine supervision levels.

Anyone entering academy 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 host Academy will take all necessary precautions to ensure that the named individual is who they say they are.

Volunteers Engaging in Regulated Activity

Many volunteers in Academies have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff when seeking help or support. An Enhanced DBS with 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 with barred list as it will already be held by the academy.

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 should be sought to reflect the change from volunteer to employee status.

Single Central Record

Each academy will keep a Central Record for all staff including supply teachers and teacher trainees on salaried routes who work in the academy. This will provide confirmation that the following checks have been undertaken:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Children's Barred List check where Enhanced DBS with barred list checking is outstanding
- Enhanced DBS with barred list
- Prohibition from Teaching Check
- Teacher Prohibition order
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)
- Professional references
- Health check
- QTS check
- Right to work in the UK
- Disqualification by Association

The record will also have the following fields:

- NI Number
- Employment Start Date
- Document Number
- Clearance Date
- Clearance Level
- Authenticated by
- Role Description

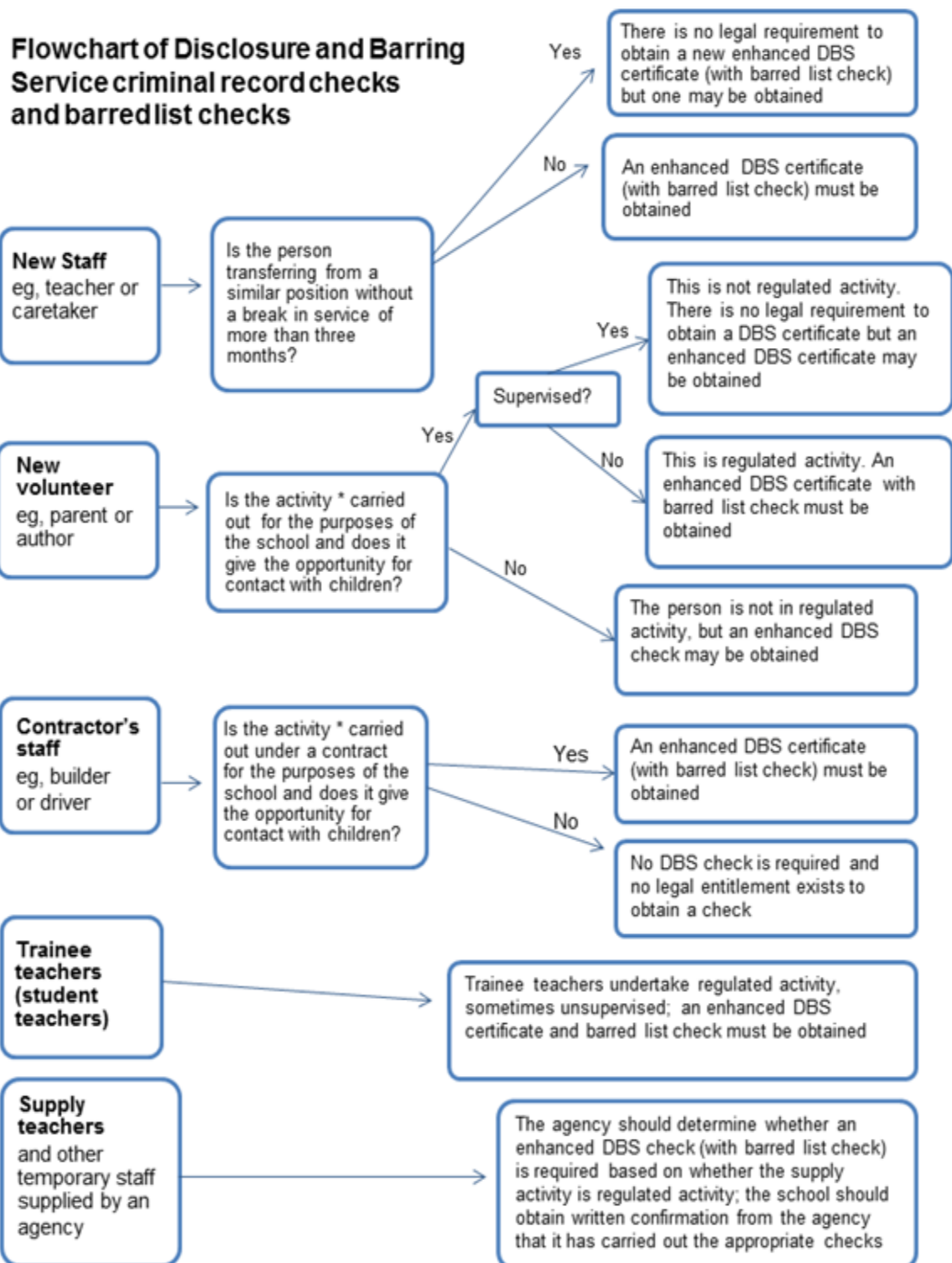
This record will be kept by the HR/Office Manager.

For members of the proprietor body (Board of Directors) and those who engage in a management role (members of the local governing bodies) a record of the following checks will be held by the Central Business Services Team:

- Directors – identity check, Enhanced DBS check, Section 128 direction
- Members of a Local Governing Body - identity check, Section 128 direction

Academy based staff will ensure that they promptly inform the Central Business Services Team of changes to their local governing body and supply them with confirmation of the relevant checks having been carried out.

Where a member of a Local Governing body undertakes regulated activity then the Head Teacher/Principal will ensure they have an advanced DBS with regulated activity check in place.



Pax Christi Catholic Academy Trust

Appendix 2

Risk Assessment – (Enhanced DBS)

This risk assessment form should be completed in all cases where it is not possible to obtain a valid disclosure certificate prior to an employee/volunteer commencing work

Risk Assessment Form for Employees/Volunteers Unable to Obtain a Disclosure Certificate Prior to Appointment/Role	Date Of Assessment:
Name of Academy: Name of Employee/Volunteer:	Department:
Reason for Risk Assessment: i.e. Volunteer attending a school outing on a one-off basis at short notice.	
Please provide details on the duration of the employment/voluntary role:	
Please provide details on the frequency of the employment/voluntary role:	
Will the employee/volunteer be engaging in regulated activity (unsupervised activity with children)? *A barred list check must be completed before the employee/volunteer commences employment. Please provide details on the nature of contact with children of the employment/voluntary role:	
Is the employee/volunteer well known to others in the school community?	

Does the employee/volunteer have other employment, or undertake voluntary activities where referees would advise on suitability? Can verbal references be taken to confirm suitability? I.e. Please provide details of any verbal references, other employment and any voluntary activities.

Please provide details of any other relevant information about the employee/volunteer or the work they are likely to undertake:

Will the employee/volunteer be engaging in regulated activity? (unsupervised activity with children)

Risks	Measures Already In Place	Other Measure To Be Taken	Residual Risk Rating – High, Medium or Low
Employee/volunteer left alone with children/young people in or outside of the school			
Possible access to children i.e. swimming helpers			
Ensure that new employee/volunteer is accompanied by another member of staff who does have Disclosure Clearance.			
School Outings – Will children be taken outside the school environment?			
School Outings – Will the children to split into groups which the new employee/volunteer may have to take charge of?			

Consideration of children’s health and safety with food preparation i.e. parent helpers at meal times.			
New employee/volunteer has first aid responsibilities			
Any Other Measures That Are Being Taken To Ensure the Safety of Children/Young People/Vulnerable Adults:			
Name of Principal/Head Teacher	Signature:		Date:
Name Of Employee/Volunteer:	Signature:		Date: