



## **SAFER RECRUITMENT AND SELECTION POLICY**

### **1. Policy Aims**

The Foundation is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

The Foundation commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

### **2. Relationship to Guidelines, Procedures, other Policies and Legal Requirements**

The Foundation is a 'Safer Recruitment' employer and seeks to minimise the risk of appointing someone unsuitable through recruitment procedures and pre-employment vetting, in accordance with the following:

Children Act 2004, The Education (Independent School Standards) Regulations 2014 [Part 4 Paragraphs 17-21], Safeguarding Vulnerable Pupils Act 2005 replaced by Safeguarding Children and Safer Recruitment in Education DFES/O4217/2006, and Keeping Children Safe in Education September 2021.

If a candidate's application is considered to be fraudulent or contains false information, The Foundation will report the matter to the Secretary of State, via the DfES, and also the Police as appropriate.

2.2 Equal Opportunities – the Foundation does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. Durham Cathedral Schools Foundation is mindful of the requirements relating to the recruitment of ex-offenders.

2.3 At least one member of staff in the Junior and Senior School will have completed the Safer Recruitment Training.

### **3. Recruitment Procedure**

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants as follows:

### **4. Advertising**

To ensure equality of opportunity Durham Cathedral Schools Foundation will advertise all vacant posts to encourage as wide a field of applicants as possible. All adverts will make clear our commitment to safeguarding and promoting the welfare of children and will state an enhanced DBS check is required. Adverts will also identify that the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Internal vacancies will be advertised via email with details on how existing staff may apply.

## Application Form

School application forms must be used, we will not accept CVs. Candidates are required to complete their academic and full employment history and must account for any gaps or discrepancies.

## Job Description and Person Specification

Job Description and Person Specifications will; be shared in the advertisement. They will include key information on the role and will set out the skills, experience and expertise that are required to do the job.

## Shortlisting

A panel of at least two members of staff, one of whom has been trained in Safer Recruitment and a second who has authority to make the decision will meet to discuss the application forms received. The information from the application forms will be assessed against the person specification for the job. No additional criteria will be introduced at the shortlisting stage. Usually no one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification.

Successfully shortlisted candidates are invited to interview using , and they are requested to provide the following: proof of identity e.g., driving licence or birth certificate, together with a valid passport, certificates or diplomas confirming higher education qualifications and qualified teacher status or as appropriate to the post. In addition, and where appropriate, the individual will be asked to provide proof of their eligibility to work in the UK.

Shortlisted candidates will be required to complete a Record of Declaration, if this is returned electronically then they will be asked to physically sign this at interview.

Staff currently trained in Safer Recruitment are:

	<b>Staff</b>	<b>Position</b>
1	Mr A. Beales	Development Director
2	Mr P. Gerrard	Assistant Head
3	Mrs L. Turnbull	HR Manager
4	Mr A. Pearson	Deputy Head Academic
5	Mrs S. Harrod	Headmistress

## References

Prior to interview, references will be requested from shortlisted candidates. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory to the school.

One reference will come from the Headteacher/Senior Staff member of the most recent school the candidate has worked. If the current/most recent employment does not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children if possible. Any electronic references must originate from legitimate sources ie the Headteacher's work email address.

Any discrepancies or anomalies will be followed up with a phone call to the referee.

## **9. Interviews**

Interviews will take place face to face except in extreme circumstances, using a panel with at least one member who is 'Safer Recruitment' trained with pre-agreed interview questions. The schools can explore any anomalies or gaps that have been identified in the application form and the Criminal Record Declaration can be discussed if needed.

Interviewers should assess the candidate's attitude towards children and young people and his/her ability to support the school's Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate and/or Referee should be addressed. All applicants must certify and agree they understand the implications of the Children's Act 2004.

Where appropriate, a presentation and/or work based skills tests, relevant to the vacancy, will form part of the selection process.

All interview notes will be taken and retained in school for unsuccessful candidates for six months following the interview and the successful candidates notes will be saved in their personnel file.

## **10 Pre-employment Checks**

Any provisional verbal offer of employment will be confirmed in writing to the successful applicant by the Headteacher. Any offer of employment will be conditional on the following:

- Two satisfactory written references, confirmed by telephone if needed
- Verification of identity and right to work in the UK – passport copies taken and retained on staff file.
- Appropriate qualifications checked, copied and retained on file.
- Verification of medical fitness.
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the foundation considers to be satisfactory; Prohibition from Teaching check.
- Section 128 check to confirm whether the candidate is prohibited from management positions.
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; If an applicant has lived/travelled abroad for more than 3 months they will need to obtain criminal records from the relevant country.
- Completion of a Durham Cathedral Schools Foundation Code of Conduct and confirmation the safeguarding video has been watched.

Check all appropriate staff for disqualification from management or disqualified under the Childcare (Disqualification) Regulations 2018. The latter is undertaken by completion of a return by the member of staff.

Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the police and/or the DFEs and the Disclosure and Barring Service within one month.

## **11. Vetting and Barring Policy**

The Foundation is fully committed to the rigorous implementation of the Disclosure and Barring Service ('DBS') procedures and practices, in order to ensure the safety of the pupils in their care.

The foundation will ensure that all staff employed will have an enhanced DBS check which will include the Children's Barred list check.

## **12      Governors**

All disclosures will be enhanced, with the exception of Governors who require a standard disclosure. The requirements for the Chair of Governors to have a DBS checked countersigned by the Secretary of State for Education, is set out in the Education (Independent School Standards) Regulations 2014.

## **13.      Contractors and Agency Staff**

Contractors engaged by the foundation must complete the same checks for their employees that the foundation is required to complete for its staff. Durham Cathedral Schools Foundation will request written confirmation that these checks have been completed before employees of the Contractor can commence work at the foundation.

Agencies and external organisations who supply staff to the foundation must also complete the pre-employment checks which the foundation would otherwise complete for its staff. Again, the foundation will request written confirmation that these checks have been completed before an individual can commence work at the foundation.

Durham Cathedral Schools Foundation will independently verify the identity of staff supplied by contractors or an agency on their first day of working at the school. Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the school's premises do not need a DBS Disclosure.

## **14      Volunteers**

It is the policy of the Foundation that all volunteers engaged in regulated activity are required to undergo an enhanced DBS disclosure and complete volunteer application process

## **15      Oversight**

This policy is overseen by the Finance and General Purposes Committee of the Governors and will be reviewed at least once in every three year period.

*Policy last reviewed by*

- *MP Alderson (Deputy Head [Staff]), 11 September 2019*
- *Names up-dated P C Gerrard (Assistant Head) 22.10.20*
- *Names and terminology up-dated P C Gerrard (Assistant Head) 11.11.21*
- *Updated following Keeping Children Safe in Education 2021. , Adverts, Application Forms, Shortlisting, References, Interviews, Pre-employment check, Agency workers. – L Turnbull. December 2021*