

# **SAFER RECRUITMENT POLICY**

## **WHY DO WE HAVE THIS POLICY?**

Notre Dame Catholic College places the highest possible priority on the wellbeing and safety of pupils and staff.

Quality assurance measures in the school are designed to ensure that only staff of the highest calibre are recruited. Measures are in place to deter inappropriate staff from applying and stringent measures are in place to ensure that no person deemed inappropriate to work with young people would ever be employed by default.

## **PURPOSES:**

- To ensure that all measures are in place and monitored to eradicate any possibility of an inappropriate appointment
- to keep the profile of safeguarding issues high on the agenda for all staff and governors involved in recruitment
- to ensure that all personnel are acutely aware that Notre Dame Catholic College is a “safe school”.

## **HOW DOES THE SCHOOL RESPOND?**

- In order to act as a deterrent to any unacceptable applicants, advertisements for all posts carry the statement: “Notre Dame Catholic College has adopted the safer school approach and an ongoing culture of vigilance. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.
- all applications for employment must be made on the Catholic Education Service (CES) application form, following the guidance provided in the notes to applicants, available from the school or direct from the CES website
- all applicants are asked to complete the CES recruitment monitoring form and Rehabilitation of Offenders Act 1974 Disclosure Form
- CVs alone are not accepted
- Application packs include the School’s Vision Statement, Policy Statement, Safeguarding Information sheet and covering letter to emphasise our commitment to safeguarding in the school.
- Pre-appointment Checks: Personnel (Governors and Headteacher) trained in Safeguarding scrutinise all application forms for continuous

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	JMW/ July 2016	15.10.2015	20.10.2016	July 2017	Page 1 of 2

service, discrepancies/anomalies, frequent changes of employment and other areas of concern

- references are taken up at an early stage and information carefully scrutinised
- referees are asked to provide details of the applicant’s suitability to work with young people and to state whether they are aware of anything that might give rise for concern, also that statements made by the applicant are accurate
- at interview questions on all safeguarding issues are asked specifically by a Governor/Safeguarding Officer trained to identify features of staff recruitment that help deter the appointment of personnel unsuitable to work with children and young people
- interviewees must produce proof of identity, including photographic identification, evidence of relevant qualifications, and DBS clearance at enhanced level; this is a pre-requisite of any appointment
- all personnel who are employed or work in the school on a casual/voluntary basis must have DBS clearance at the appropriate level before accessing work in the school
- DBS data in a single file is kept up to date according to LA requirements and is the responsibility of the Office Manager
- all appointments are subject to a satisfactory health check
- “All appointments are subject to checks” this should be clearly stated there are processes in place for carefully and fairly scrutinising criminal records information
- all records are kept on file for a period of 12 months following interview
- all personnel employed by the school are given safeguarding training as part of their induction process
- staff safeguarding training is updated at least annually.

**MONITORING:**

Senior Leadership Team and the Governing Body will continue to monitor this policy on an ongoing basis as changes in legislation occur.

Creation date:	Version	Reviewed by	Last Approved:	Approval date:	Review date:	Pages
July 2012	5	JMW/ July 2016	15.10.2015	20.10.2016	July 2017	Page 2 of 2