



St John Vianney Catholic School

Love one another as I have loved you



Safer Recruitment Policy

Mission statement

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

1. Planning and advertising

St John Vianney Catholic School will ensure that:

- All recruitment exercises will be carefully planned
- That the qualities, qualifications and experiences needed for each post will be carefully determined at the beginning of the recruitment process
- Sufficient time will be allocated to the process so that safeguards are not overlooked

The recruitment pack will contain the following:

- The application form and explanatory note
- Job description and Person Specification
- Information on the school
- The degree of responsibility for children (including applications for support staff)
- A statement about the school’s commitment to safeguarding and promoting the welfare of children including the need for DBS checks
- Details of the post and salary
- Details of qualifications required
- Child protection policy statement

2. Application form

- All applicants **MUST** complete the official Catholic Education Service application form
- CV’s will **NOT** be accepted in place of the application form
- All applicants will be expected to provide through the application process:
- Full details of names, former names, DOB, current address, NI number
- Statement of academic/vocational qualifications
- FULL history, in chronological order of education and employment
- Declaration of interest
- Details of referees
- One referee **MUST** be current or most recent employer
- A signed statement that the post is exempt from the Rehabilitation of Offenders Act 1974
- A signed statement that the applicant is not on List 99

- A signed statement that the applicant is not subject to sanctions imposed by the General Teaching Council
- Have no convictions or cautions. (If they do, details should be included in a sealed envelope)

Applicants for a teaching post must provide details of:

- DFe reference number
- QTS status

3. JOB DESCRIPTIONS

Job Descriptions will clearly state:

- The main duties and responsibilities of the post
- The individuals responsibilities for promoting and safeguarding the welfare of children

4. PERSON SPECIFICATION

The person specification will clearly state:

- Qualifications and experiences needed
- Competences required
- Qualities for a successful candidate
- An explanation of how these requirements will be tested during the selection process

5. SHORT LISTING

- All applications will be scrutinised by a minimum of two senior staff / governors. One of which will have received Safer Recruitment Training.
- Any gaps in education / work history will be noted
- If necessary incomplete application forms *will be returned to the candidates for completion*
- Any gaps or repeated changes in employment will be investigated
- All candidates will be assessed equally
- Short listing will be a transparent process

6. REFERENCES

- All references will be sought directly from the referee
- No open references or testimonials will be accepted. Any received will be destroyed
- References will be sought for all applicants short-listed for interview
- References will be sought for ALL internal applicants who are shortlisted
- Candidates unwilling to agree to references from current employees will not normally be interviewed
- NO candidate successful at interview will be appointed unless satisfactory references have been received by the school

References will be a combination of narrative and evaluation form. The request will include the need for details as follows:

1. Applicant's current post and salary
2. Performance history
3. Sick record
4. Current disciplinary record
5. Details of any allegations which relate to the safety of children

In the event that the reference appears vague or is incomplete then the Headteacher will contact the referee for confirmation of details. A written note of the conversation will be made and in certain cases a written confirmation will be requested from the referee.

7. INVITATION TO INTERVIEW

Candidates will be provided with:

- Letter of confirmation of interview, if time permits .
- Details of the interview day – if necessary
- Details of any tasks needed as part of the process e.g. teaching observation
- Prior to interview candidates will need to show proof of who they are- they need to produce either a passport, or other photo ID , and evidence of their National Insurance number.

Candidates not currently employed by St John Vianney will be asked to produce the following once job offer has been made.

- Current driving licence and passport
- Full birth certificate
- Utility bill
- ALL original examination certificates
- Where appropriate, change of name documentation (e.g. marriage certificate)

8. THE INTERVIEW

The panel will meet prior to the interview to consider:

- Issues to explore with the candidate and who will lead that element of the questioning
- Agree the assessment criteria
- Take the opportunity to review application forms and references

During the interview there will be set questions although supplementary questions can be asked by any member of the panel.

- Names of all panel members, their role in school and which panel member has received safer recruitment training will be kept on file.
- Panel member's notes and scores will be kept on file for 6 months and the successful candidates scores and notes will be kept in their personnel file.
- Only in exceptional cases will the interview panel not include the Headteacher
- Normally interview panels will consist of at least THREE people
- At least one member of the panel will have completed the Safer Recruitment training
- At least one member of the panel should be a governor of the school

The panel will assess the suitability of candidates for the post with special reference to working with children and young people, and safeguarding children in their care.

9. THE CONDITIONAL OFFER OF APPOINTMENT

An offer of appointment will be subject to:

- DBS clearance
- Clearance of staff disqualification declaration form
- Receipt of at least TWO satisfactory references
- Verification of identity and right to work status.
- List 99 clearance if needed to start immediately (risk assessment also completed in these cases)
- Medical fitness
- Verification of qualifications (where necessary)
- Verification of professional status where necessary
- In the case of teachers - verification of successful completion of NQT year.

All checks will be confirmed in writing and held on file.

10. DECISION TO WITHDRAW OFFER OF APPOINTMENT

In the event of any of the following the offer of employment will be withdrawn. In certain circumstances the LA and the police will be informed.

- Candidate found to be on List 99
- Candidate found to be on the Protection of Children's Act List
- Disqualified from working with children – usually from DBS clearance
- Candidate has provided false information

11. POST APPOINTMENT INDUCTION

All successful candidates will undergo a period of induction and monitoring. This will include:

- The appointment of an Induction Tutor
- An Induction Pack
- Pre appointment visit to the school
- Pre appointment meeting with the Headteacher

12. MONITORING

The appointment procedure will be monitored through:

- Feedback from the Induction Tutor
- Feedback from the Line Manager
- Feedback from the new member of staff
- Analysis of staff turnover and reasons for leaving
- Exit interviews
- Professional development records of new staff