



St Bede's

Catholic School
& Sixth Form College

RECRUITMENT AND SELECTION **POLICY 2018/2019**

Governing Body Approval : Staffing and Schools Committee	
Name: Mrs J Leech (COG)	Signature:
Date:	
Review Date	Spring Term 2020 - 2021

RECRUITMENT AND SELECTION POLICY STATEMENT

School Name: St Bede's Catholic School and Sixth Form College

Date this revision becomes effective: Autumn Term 2018/2019.

Person(s) responsible for implementation and monitoring: NH/IM

Other relevant policies: CES Application and Recruitment Guidance notes, Safeguarding Policies, Equality and Diversity Policy, Data Protection Policy, Staff Code of Practice, and Visitors Policy. KCSIE 2018.

Introduction

Our Safeguarding Commitment

“The Governing Body is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced check for Regulated Activity from the Disclosure and Barring Service.”

At St Bede's Catholic School and Sixth Form College we believe that:

- The careful recruitment of staff in schools is the step to safeguarding and promoting the welfare of children in education;
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment;
- It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated staff that are suited to, and fulfilled in the roles they undertake.

Principles

- The School recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities;
- The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity;
- The School will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, gender, sexual orientation, disability, race, colour, nationality, ethnic origin, religion or creed;

Exceptions:

- The Governing Body will give due consideration to Section 60(5) of the School Standards and Framework Act 1988.
- ❖ It is the requirements of the Bishop of Hexham and Newcastle that any person appointed to the permanent posts of Headteacher or Deputy Headteacher, RE Co-ordinator, Head of RE department in a Roman Catholic School must be a practising Catholic in good standing with the Church.
- ❖ This document and our associated procedures provide a good practice framework to comply with the principles set down in the school's Equal Opportunities Policy and our commitment to promote the duties placed upon the Academy prescribed by the Equality Act 2010.
- ❖ All posts within the School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and have an Enhanced Criminal Records Disclosure (DBS disclosure).
- ❖ The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected". These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.
- ❖ The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.
- ❖ The Disclosure and Barring Service published a Code of Practice and an accompanying explanatory guide. The School is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.
- ❖ In line with KCSIE 2018, the School has:
 1. Implemented robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
 2. The following pre-employment checks:
 - a. Receipt of at least two satisfactory references including current employer;
Open references and character testimonials will not be accepted for any appointment
 - b. Verification of the candidate's identity, including dob;

Candidates invited to interview will be asked to bring with them the necessary documents to verify their identity that will satisfy the requirements of the DBS in respect of application for a disclosure.

c. DBS Barred list (replaced List 99 and PoCA list);

All applicants who will be working in regulated activity with children MUST be checked against the children's barred list prior to commencing in post. Applicants shown to be barred will not be offered employment or allowed to act as an unsupervised volunteer with children.

d. Enhanced DBS check;

e. For teachers appointed after 02/09/13, that they are not subject to a prohibition order;

f. Verification of the candidate's medical fitness;

g. Verification of qualifications;

The successful applicant will be required to provide original certificates or diplomas for all academic or vocational qualification required for the post, plus any that are relevant to the post.

h. Verification of professional status where required e.g. QTS status, HC (unless properly exempted);

i. The production of evidence of the right to work in the UK;

- References and disclosed information will only be considered at interview stage, i.e. after shortlisting.

3. An up to date single central record of recruitment and vetting checks, in line with DfE requirements – KCSIE 2018.
4. Established that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in the procedure. The School monitors compliance with these measures.
5. Procedures for requiring staff who are convicted or cautioned for any offence during their employment with the school to notify the school in writing of the offence and penalty.
6. Established mechanisms to refer to the Local Authority internal registers of individuals whose previous employment history may give cause for concern and will refer names to the Secretary of State in certain circumstances.