

# CARDINAL POLE CATHOLIC SCHOOL



## Safer Recruitment Policy

Approved by  
Governors

Signed:

A handwritten signature in black ink, appearing to read 'Madubus', is written inside a rectangular box.

Date:

01/12/2021

Review due date (3 years):

November 2024

**Contents**

Cardinal Pole School Vision..... 3

Mission Statement ..... 3

Defining Requirements..... 4

Planning Selection ..... 4

Attracting Candidates..... 4

Shortlisting ..... 5

References..... 5

Selection preparation..... 5

Panel Preparation ..... 6

Interview Panel ..... 6

Interview ..... 6

Interview Record..... 6

Decision ..... 6

Communicating Decision ..... 7

Pre-employment checks completed ..... 7

Statement of Terms & Conditions ..... 7

Personal file preparation ..... 7

### **Cardinal Pole School Vision**

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff. Praise and encouragement is vital in creating a climate of learning and high expectations supported by teaching of the highest quality. The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

### **Mission Statement**

Cardinal Pole is a Roman Catholic School with a Christian commitment to building community through the individual care of pupils and staff. Within the school we share a common faith which, while recognising the values of all cultures and ethnic groups, promotes understanding of and respect for the values of the Gospel. As teachers or non teaching staff in a Catholic School we promote what we believe and understand of the Christian truths which refer us back and lead us to Christ. We are conscious that in trying to do so we are subject to various pressures e.g. ever changing educational ideologies and the materialistic bias of the society in which we live. Nevertheless, there are certain criteria, which underpin our work as teachers and non-teaching staff. All members of staff should facilitate the development of skills and knowledge in pupils and help them to understand that God is glorified through the acquisition and good use of knowledge. All members of staff should in their behaviour and attitudes set positive examples for pupils and encourage them in the practice of their faith. The school seeks to foster close relationships between school, home and the local community in particular by increasing their faith. In our daily assembly we attempt to bring before God our work and the needs and concerns not only of the school but of the wider community.

Stage	Action	Responsibility
<b>Defining Requirements</b>	<ul style="list-style-type: none"> <li>• Exit interview               <ul style="list-style-type: none"> <li>○ Identify reason for leaving with postholder to see if adjustments should be made to improve recruitment and retention</li> </ul> </li> <li>• Post Reviewed               <ul style="list-style-type: none"> <li>○ Has the post changed? (if so is regrading required?)</li> <li>○ Is the post suitable for jobshare?</li> </ul> </li> <li>• Selection Process outlined               <ul style="list-style-type: none"> <li>○ Date of appointment</li> <li>○ Person specification</li> <li>○ Other school documentation for applicants</li> <li>○ Time scale for process</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer except for senior staff</li>   <li>• Headteacher</li> </ul>
	<ul style="list-style-type: none"> <li>• Decide changes to grade or structure</li> <li>• Agree if management allowance appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• HR Committee</li> <li>• HR Committee</li> </ul>
<b>Planning Selection</b>	<ul style="list-style-type: none"> <li>• Decide interview panel usually comprises headteacher, head of department, a governor as a minimum.</li> <li>• Note: Ideally, at least 2 of the panel will be trained in safer recruitment procedure.</li> <li>• Decide shortlisting panel (for the recruitment of a Headteacher, someone cannot be involved in the process unless they have been involved in the shortlisting)</li> <li>• Determine the date of interviews</li> <li>• Determine selection process (presentation, testing, meeting other staff/governors etc)</li> <li>• Book arrangements: (rooms, equipment, catering etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Headteacher</li> <li>• HR Officer</li> <li>• HR Officer</li> </ul>
<b>Attracting Candidates</b>	<ul style="list-style-type: none"> <li>• Advert               <ul style="list-style-type: none"> <li>○ Drafted <i>to include governors commitment to ensure safeguarding children</i></li> <li>○ approved</li> <li>○ placed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> <li>• Headteacher</li> <li>• HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Receiving requests for information packs               <ul style="list-style-type: none"> <li>○ Names and addresses recorded</li> <li>○ Packs issued <i>containing further commitment for safer recruitment</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Informal discussion with prospective candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager/Headteacher</li> </ul>
	<ul style="list-style-type: none"> <li>• Completed application received (<i>CV alone not accepted</i>)               <ul style="list-style-type: none"> <li>○ Recording applications</li> <li>○ Detaching diversity monitoring forms</li> <li>○ Recording monitoring information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>

<b>Shortlisting</b>	<ul style="list-style-type: none"> <li>• Prepare and distribute shortlisting panel packs: <ul style="list-style-type: none"> <li>○ Application forms</li> <li>○ Job description and person specification</li> <li>○ Details of salary group decisions (if changes made)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Shortlisting: <ul style="list-style-type: none"> <li>○ Compare applicants with person specification</li> <li>○ <u>Check for gaps and inconsistencies in employment history</u></li> <li>○ Record decisions for selection or rejection against specification</li> </ul> </li> <li>• Inform unsuccessful candidates they have not been selected for interview</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager with recommendations to Headteacher</li> <li>• HR Officer</li> <li>• HR Officer</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Request references from referees</li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>
<b>Selection preparation</b>	<ul style="list-style-type: none"> <li>• Arrange for copies of all relevant paperwork for interview panel (including this document)</li> <li>• Invite shortlisted candidates for interview <ul style="list-style-type: none"> <li>○ Time and date</li> <li>○ Panel composition</li> <li>○ Selection process</li> <li>○ Details of presentation to be given</li> <li>○ Requests for equipment for presentations</li> <li>○ Request details of any adaptations required for disabled candidates</li> <li>○ Forms to complete for successful candidate: DBS, Medical questionnaire (Inform LEA)</li> <li>○ Identification to bring: passport, work permit etc/</li> <li>○ Qualification certificates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Arrangements for interviews: <ul style="list-style-type: none"> <li>○ Equipment for presentation</li> <li>○ Rooms booked</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR Officer</li> </ul>

<b>Panel Preparation</b>	<ul style="list-style-type: none"> <li>Determine structure and arrangements of interviews</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher to chair the panel</li> </ul>
<b>Interview Panel</b>	<p><u>Headteacher/Deputy or Assistant Headteacher</u> 2 Governors and 1 member of the Diocese</p> <p><u>Head of Department</u> Headteacher, Deputy or Assistant Headteacher and 1 Governor</p> <p><u>School Business Manager</u> Headteacher and 1 Governor</p> <p><u>Teaching Staff</u> SLT and Head of Department</p> <p><u>Support Staff</u> SLT and Line Manager for the department the member of staff will be working for</p>	
<b>Interview</b>	<p>The purpose of the interview is to assess the candidates' suitability against the criteria set in the person specification. Use of other subjective criteria or subjective opinion may result in unfair discrimination and, therefore, will not be used. <u>Formal interviews will be conducted for all appointments (including where there is one applicant).</u></p> <p><u>During the interview the panel will:</u></p> <ul style="list-style-type: none"> <li><u>Explore any gaps in employment</u></li> <li><u>Ask about the candidate's previous experience of working with children in this age range and about their attitude to managing behaviour in school</u></li> <li><u>Assess candidates' motivation and appropriate skills and experience to work with children and for the role</u></li> <li><u>Explore any difficulties that the candidates' have had with working with children and how they have managed these</u></li> <li><u>Explain the School's safeguarding policy to candidates and discuss issues with candidates/ask safeguarding question/</u></li> <li><u>Keep a record of the interview and candidate's answers.</u></li> <li><u>Confirm commitment to the ethos of the school</u></li> <li><u>Ask if prepared to undertake DBS check and ask for a copy of the self-declaration form, notifying the school of any content that may appear on their DBS certificate</u></li> </ul>	<ul style="list-style-type: none"> <li>Interview Panel</li> </ul>
<b>Interview Record</b>	<ul style="list-style-type: none"> <li>Completion of appointment form with details for HR Officer</li> <li>Reasons for rejecting candidates should be clear using criteria in person specification</li> <li>Information should be able to be used to provide feedback to candidate</li> <li>Interview score sheets retained for 1 year.</li> </ul>	<ul style="list-style-type: none"> <li>Chair of Interview Panel</li> <li>HR Officer</li> </ul>
<b>Decision</b>	<ul style="list-style-type: none"> <li>Determine which candidates are not appointable. Of the appointable candidates, hear the views of all panel members and reach</li> </ul>	<ul style="list-style-type: none"> <li>Interview Panel</li> </ul>

	<ul style="list-style-type: none"> <li>consensus about preferred applicant if possible</li> <li>Decide if another appointable candidate can be offered the post if preferred candidate refuses offer.</li> </ul>	
<b>Communicating Decision</b>	<ul style="list-style-type: none"> <li>Offer post to successful candidate subject to DBS and medical clearance (and satisfactory references if not received prior to interview).</li> <li>Salary offer is made making it clear that the offer is in accordance with the School Teachers Pay and Conditions policy and the National Joint Council for Single Status Staff ('Green Book') and determined by the HR Committee. Salary offer should clearly identify pay point of which scale and any management allowance. The monetary value of the offer should be quoted.</li> <li>A verbal acceptance of the post is binding on both parties, subject to safeguarding clearance and references (NB: conditional offers must be made if there are outstanding matters to be clarified). Offer letter to be valid for 10 days.</li> </ul>	<ul style="list-style-type: none"> <li>Chair of the interview panel</li> <li>HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Inform unsuccessful candidates they have not been selected at interview</li> </ul>	<ul style="list-style-type: none"> <li>HR Officer</li> </ul>
<b>Pre-employment checks completed</b>	<ul style="list-style-type: none"> <li><u>For every post ensure necessary clearance/documentation received (from LEA where necessary:</u> <ul style="list-style-type: none"> <li>Medical</li> <li>Qualifications</li> <li><u>Minimum of 2 references (references will be specific to the post applied for and be in writing cover the last 5 years of employment)</u></li> <li>Work permit (Asylum and Immigration Act 1996)</li> <li>DBS check (Employment will not normally begin until the DBS check has been received and employment approved by the Headteacher).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>HR Officer</li> </ul>
<b>Statement of Terms &amp; Conditions</b>	<ul style="list-style-type: none"> <li>Letter of offer and a Contract of Employment is prepared and sent to successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>HR Officer – signed by Headteacher</li> </ul>
<b>Personal file preparation</b>	<ul style="list-style-type: none"> <li>Personal file to be compiled from documents already received. Contents: <ul style="list-style-type: none"> <li>Application form</li> <li>Medical</li> <li>References</li> <li>Copies of qualifications</li> <li>Copies of passport/work permit</li> <li>DBS check (for approved period)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>HR Officer</li> </ul>
<b>Right of Appeal</b>	<ul style="list-style-type: none"> <li>Interview notes to be kept on file for 1 academic year.</li> </ul>	<ul style="list-style-type: none"> <li>HR Officer</li> </ul>

\*Some responsibilities will change if the vacancy is for a Headteacher or SLT member.