

Safer Recruitment Policy

December 2023

POLICY DOCUMENT	Safer Recruitment Policy
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Lead Member of Staff:	COO
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EMMAUS CATHOLIC ACADEMY TRUST

The Diocese of Salford provides Catholic Academy Trusts, schools, and colleges for the following reasons:

1. To assist in the mission of making Christ known to all people;
2. To assist parents and carers, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester.

Journey with Emmaus CAT...



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1. Policy Statement

Our core purpose is to create a healthy Catholic organisation serving the pupils in our Catholic schools, communities, families, and parishes across Greater Manchester. We are aligned in our mission to work collegially to ensure that we have great schools, strong in faith, serving society. Schools where every pupil has an equal opportunity to thrive and receive the very best Catholic education and formation. Our guiding principles and this Safer Recruitment Policy exist to ensure that each Emmaus CAT school has a clear and compelling vision for all of its pupils, focused on creating an inclusive environment, tailored to the needs and abilities of each and every pupil. At Emmaus CAT we will succeed with our philosophy of aligned autonomy, the belief that talent is key and the sharing of curriculum knowledge and academic rigor.

2. Aim of Emmaus CAT Policies

The aim of this, and all Emmaus CAT policies is to support the seven major themes of Catholic Social Teaching, which include;

- The dignity of work and the rights of the worker;
- Solidarity with all people;
- A preferential option for the poor;
- Stewardship and care for creation;
- The call to community and participation;
- The sacredness of life and the dignity of the human person;
- Human rights and the responsibility to protect them;

as well as ensuring that national legislation and guidance are implemented across all our schools. Our policies should not be viewed in isolation, but along with our guiding principles, as integral to all aspects of school improvement. With our policies we aim to create an effective partnership with parents and carers, the prime educators of their children, to ensure that all children reach their potential whilst setting high expectations and aspirations, in a positive and supportive environment. All Emmaus CAT policies will clearly define and communicate the core principles which underpin our Catholic culture, mission and vision.

3. Introduction

- 3.1 This policy has been developed to embed safer recruitment practices and procedures throughout Emmaus Catholic Academy Trust and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy applies to employees, supply staff, contractors, volunteers and visitors.
- 3.2 This policy complies with guidance outlined in DfE, KCSiE 2024 and recruitment guidance. It has been ratified by the Trust Board in December 2024 and will be reviewed in December 2025.



3.3 We know that safer recruitment processes alone are not enough to safeguard children. We will apply the learning from research and serious case reviews to help us create and maintain a culture within our Trust that will help deter, prevent, and detect inappropriate or abusive behaviour. Important elements of a safe culture include:

- an 'open and no secrets' culture where adults and children feel safe and supported to raise concerns and trust that they will be taken seriously and acted upon appropriately
- belief that it 'could happen here'
- setting acceptable standards of behaviour and guidance for safer working practices
- setting clear procedures for reporting concerns and whistleblowing
- a strong commitment to safeguarding children and an ongoing culture of vigilance
- policies and procedures are put into practice and are effective
- induction, regular training and probationary periods

3.4 This policy reinforces the conduct outlined in the Safer Recruitment Consortium, 'Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings', May 2022, KCSiE 2023, as well as the trust's whistle blowing policy. All staff and volunteers are expected to be familiar with this guidance and all successful candidates for paid or volunteer employment will be made aware of these documents as part of their induction.

We also expect all staff and volunteers to discuss with the Headteacher of their individual school any relationship or association, either in school, out of school or online, that may have implications for the safeguarding of children in school. (Please see separate Volunteer Policy).

3.5 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates or volunteers to vacancies
- deterring prospective candidates or volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates or volunteers who are unsuitable to work with children and young people.

3.6 Emmaus Catholic Academy Trust is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

3.7 As an employer we are under a legal duty to refer any allegation of abuse against a member of staff or volunteer to the LADO within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child



- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children

3.8 As an employer we are under a legal duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process. We will adhere to the guidance set out in KCSiE, 2023, Part 4 'Allegations of Abuse Made Against Teachers and other Members of Staff', including where a member of staff leaves or is dismissed.

3.9 Each of the schools Designated Safeguarding Lead will check for updated relevant information about staff every 12 months. The DBS online update service will be used where existing staff have subscribed to this service and have given their consent for the status to be rechecked.

4. Roles and responsibilities

4.1 The Trust Board of Directors will:

- ensure that an effective, overarching policies and procedures are produced and in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance and legal requirements.

4.2 The Local Governing Body of the school will:

- monitor the school's compliance with overarching policies and procedure provided by the Trust. To include; termly quality assurance of the single central record, ensuring completion of safer recruitment checklists for each new appointment, ensuring that at least one member of each recruitment panel has completed Safer Recruitment training and that those responsible for the management and oversight of the single central record have completed relevant training.

4.3 The Headteacher of each individual school will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school



- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

4.4 The Emmaus CAT Directors of Safeguarding will:

- carry out a monitoring check of each school's individual SCR each term to ensure compliance.

5. Inviting applications

5.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

"Emmaus Catholic Academy Trust is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KCSiE 2023, this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information check".

5.2. All applicants will receive a pack containing the following when applying for a post:

- a statement of the school's commitment to ensuring the safety and well-being of the pupils
- job description and person specification, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the CAT's Safeguarding Policy
- the CAT's Safer Recruitment Policy
- equal opportunities monitoring form
- an application form that requests the following information:
 - personal details
 - full education, training and employment history
 - explanation of any gaps
 - appropriate referees (including current or most recent employer)
 - personal statement
 - signed and dated declaration
 - appropriate referees, including current and most recent employer (KCSiE 2023 states that if an applicant is not currently working with children, a referee should be sought from the last employer where the person worked with children – if possible)



- 5.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will not be accepted and must be returned to the applicant where the deadline for completed forms has not passed.
- 5.4 Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any criminal history. This information will be requested once an applicant has been invited to attend interview (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate). This information will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.
- 5.5 Candidates application forms completed electronically, will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:
- that the information submitted on their application form is complete and accurate
 - that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the Barred list
 - a satisfactory medical report (now mandatory)
 - that they have not been disqualified from working with children, cautioned or sanctioned in this regard
 - disqualification under the Child Care Act 2006 (if working with children under 8)
- 5.6 A curriculum vitae cannot be accepted in place of a completed application form.

6. Identification of the recruitment panel

- 6.1 At least two members of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment' that covers as a minimum, the requirements set out in DfE KCSiE 2023. In light of the pace of change in statutory guidance, namely DfE, KCSiE 2023, it is good practice and strongly recommended by Emmaus Catholic Academy Trust that Safer Recruitment training is refreshed every two years.
- 6.2 If there are other members of the panel who have not yet completed safer recruitment training, it will be the responsibility of the trained panel member to brief the panel on the principles and requirements of safer recruitment practice prior to the process commencing.
- 6.3 Effective and safe recruitment can be a lengthy process, sufficient time and resource will be allocated to ensure safer recruitment practice is fully implemented.



7. Short listing and references

- 7.1 At least two members of the recruitment panel will carry out the short-listing process. Candidates will be short listed against the person specification for the post. Applications will be scrutinised and any discrepancies, anomalies and or gaps in employment will be noted and explored if the candidate is shortlisted.
- 7.2 We will ensure that two written satisfactory references are obtained, one of which must be from the applicant's current or most recent employer. References will be requested at the short-listing stage and where possible obtained prior to interview. This would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. Conditional offers will only be made to the preferred candidate after two satisfactory references have been obtained. Detailed written records will be kept of any verbal exchanges about the content of the reference with either the candidate and or the referee.
- 7.3 Open references will not be accepted. References will be sought directly from the referee and from a senior person who is able to provide information specifically relating to disciplinary matters and suitability to work with children and who has the appropriate authority to provide a professional reference on behalf of the organisation. Where this is not the case for the named referee, a senior person within the organisation will be contacted directly to confirm the content of the reference and asked to provide any additional information specifically relating to disciplinary matters and suitability to work with children.
- 7.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 7.5 Electronic references will be verified for authenticity, this may include:
- checking referee contact details against those listed on the organisation's website
 - only accepting professional email addresses
 - telephone contact
 - checking Companies House
- 7.6 Referees will be sent a reference request and asked specific questions about the following:
- the candidate's suitability to work with children and young people
 - any disciplinary warnings, including current and live and or time-expired warnings, relating to the safeguarding of children and young people
 - the candidate's suitability for the post.

See Appendix 2: Pro-Forma Reference Request.



7.7 Reference requests will include the following:

- applicant's current position and salary
- sickness record
- attendance record (In accordance with the Equality Act 2010, referees will only be asked for information relating to absence or sickness record after the preferred candidate has been selected unless the post has an exception)
- disciplinary record
- suitability to work with children

7.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

8. Invitation to interview

8.1 Candidates called to interview will receive:

- a letter confirming the interview and details of the selection techniques
- a request to bring the required proof of identification, including photo ID, that will be needed for an ID check as part of the DBS application process should they be offered the post
- a request to bring original certificates of any qualifications required for the post
- a request to bring their self-disclosure of criminal history form (CES Rehabilitation of Offenders Act 1974 – Disclosure Form)
- details of the interview day including details of the panel members
- further copy of the person specification
- details of any tasks to be undertaken as part of the interview process
- the opportunity to ask any questions and or seek clarification about the selection process prior to the interview
- notification of the KCSiE 2023 requirement for online checks to be undertaken

9. The selection process

9.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require a planned and formal interview of short-listed candidates. To allow the best opportunity to assess a candidate's suitability for the role, a range of selection tools may be used in addition to an interview. This may include:

- lesson observations
- opportunities to assess the candidate's interaction with staff and children



- presentations
- role play
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires

9.2 Interviews will always be face-to-face or in exceptional circumstances, conducted via the use of technology e.g. remotely. Interviews will include value-based and probing questions to inform the panel's assessment of the candidate's suitability to safeguard and promote the welfare of all children. Value based interviewing helps to assess the values, motives and attitudes of applicants. It focuses on how and why decisions are made and helps to explore reasons for their behaviour. All questions will be pre-planned by the panel and designed to invite evidence-based responses rather than theoretical responses.

9.3 Written notes will be taken by the panel to record the questions asked and responses given by candidates.

9.4 Candidates will be required to:

- explain any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the panel
- declare and explain any information that is likely to appear on the DBS disclosure
- demonstrate their ability to safeguard and protect the welfare of children and young people.

See Appendix Three; Application Checklist.

10. Employment checks

10.1 Pre-employment vetting checks are a vital part of safer recruitment practice. An offer of appointment will be conditional and subject to satisfactory checks required for the role as set out in DfE, KCSiE 2023. Where applicable to the role and or candidate, checks include:

- proof of identity
- enhanced DBS check
- children's barred list check
- proof of professional status



- proof of qualifications (original certificates)
- mental and physical fitness (completion of a confidential health questionnaire)
- proof of eligibility to live and work in the UK
- overseas criminal record checks
- EEA Check
- teacher's sanctions and prohibitions checks
- section 128 check
- disqualification from childcare self-declaration (where appropriate)
- satisfactory references
- On line search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available on line, which the school might want to explore with the applicant at interview (this will not include social media accounts).

10.2 An enhanced DBS certificate which includes barred list information, will be required for all appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once

10.3 A 'safer recruitment checklist' (Appendix One) will be used throughout the process to record the progress of checks. As part of the quality assurance process, the Designated Safeguarding Lead will counter-sign the checklist upon completion and prior to employment commencing.

10.4 In exceptional circumstances, where the enhanced DBS certificate has not yet been received, employment may commence subject to:

- completion of all other checks including a separate barred list check
- completion of a written risk assessment
- appropriate supervision arrangements in place



- signed agreement by the Headteacher of the individual school

10.5 In cases where 'unprotected' information about criminal history is disclosed on the DBS certificate and or as part of the self-disclosure, a risk assessment will be completed to inform the decision whether to withdraw a conditional offer or to appoint. As part of this process, consideration will be given to the following factors:

- Nature, seriousness and relevance
- How long ago it occurred
- If it was a one-off or part of a history
- Circumstances of it being committed
- Change of personal circumstances of the applicant
- Country of conviction
- Decriminalisation

11. Records and information sharing

11.1 Interview notes will be retained for a period of 6 months after the interview and then destroyed, unless a complaint has been lodged about the recruitment process. In this case, notes will be retained as long as is necessary in order to fully investigate and resolve.

11.2 Notes of the interview with the successful candidate will be placed in the personnel file and stored for the duration of the employment and afterwards in accordance with our retention policy.

11.3 With the exception of the DBS Certificate, copies of documents used to verify the successful candidate's identity, evidence of their right to work in the UK and required qualifications will be retained in their personnel file.

11.4 Copies of DBS certificates and records of criminal information are subject to UK GDPR/DPA, 2018, Article 10. The school will not keep a copy of the DBS certificate without a valid reason to do so, and for no longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in their personnel file.

11.5 Evidence of all checks will be recorded in our Single Central Record.

11.6 We maintain a Single Central Record in electronic form in accordance with KCSiE 2023 with the following minimum information:-

- Identity check
- Barred list check
- An enhanced DBS check



- A prohibition from teaching check
- Further checks on persons who have lived or worked outside the UK
- Professional qualification checks
- A check to establish the person's right to work in the UK
- If an independent school/academy/free school, a Section 128 check
- For agency or third-party staff, whether written confirmation has been received that the employment business supplying the member of supply staff has carried out relevant checks and obtained the appropriate certification and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff
- Online checks

12. Trainee and student teachers

- 12.1 Where applicants for initial teacher training are salaried by the Trust, we will ensure that all necessary checks are carried out and will record evidence of those checks on the school's single central record.
- 12.2 Where trainee teachers are fee-funded, we will obtain written confirmation from the initial teacher training provider that it has carried out all required checks, and that the trainee has been judged by the provider to be suitable to work with children. We will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the provider will be retained and will be recorded on the school's single central record.

13. Volunteers

- 13.1 As set out in this policy, we will always apply safer recruitment principles and practice to volunteers working in our school. The level of checks undertaken for each volunteer will be informed by the level of supervision in place, the type and frequency of the activity undertaken.
- 13.2 A volunteer will not be able to commence work until all relevant checks have been completed.
- 13.3 To ensure full compliance with the law, we will only obtain an enhanced DBS certificate with barred list check information for volunteers who are in regulated activity.
- 13.4 Where a volunteer is not considered to be in regulated activity, we will complete a written risk assessment to inform our decision about which level of checks are required, which we will keep securely in our files. Examples of the types of checks that may be undertaken on volunteers who are not in regulated activity may include, proof of identity, enhanced DBS



certificate, employment and training history and references. As part of our risk assessment process, we will consider:

- the nature of the work with children
- what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- motivation to volunteer
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check

13.5 Confirmation of checks will be retained and may be recorded on the school's single central record.

14. Induction

14.1 As part of their induction training on day one, all staff, volunteers and visitors who are new to the school will receive information at the appropriate level on:

- the school's safeguarding policy and procedures
- guidance on safe working practices and code of conduct
- the school's behaviour policy
- who the designated safeguarding leads are and their role
- safeguarding responsibilities for children missing education
- DfE, KCSiE, 2023 Part 1 and Annex A

14.2 All support staff and regular volunteers will undergo a period of monitoring and where appropriate a probation period. This will include regular meetings with their induction tutor and line manager. Safeguarding and any other appropriate training will also be arranged and completed during the induction period.

15. Trust Directors and Local Foundation Governors

15.1 Trust Directors and Governors would not normally engage in regulated activity and therefore an enhanced DBS check without Barred list information will be the appropriate level of check. Where a Trust Director or Governor is undertaking additional duties, for example, unsupervised and regular volunteer work with children, an enhanced DBS check with barred list information will be obtained. We will also check that Trust Directors and Governors are not prohibited from management (section 128 check). Confirmation of checks will be retained and will be recorded on the school's single central record.



- 15.2 Academy Trust chairs of Directors must complete a suitability check with the Education & Skills Funding Agency (ESFA) as soon as they are appointed.

16. Agency and third-party staff

- 16.1 We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks in line with DfE, KCSiE 2023 have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- 16.2 For those undertaking regulated activity, we will also request written confirmation that the agency or organisation have safeguarding policies in place and annual safeguarding training appropriate to the role.
- 16.3 School's will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made. Confirmation of checks from the agency will be retained and recorded on the school's single central record.

17. Contractors

- 17.1 We will ensure that any contractor, or any employee of the contractor, including those who are self-employed, who is to work at any school within the Emmaus Catholic Academy Trust, has been subject to the appropriate level of DBS check as set out in the flowchart, in KCSiE 2023, Part 3. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 17.2 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity.
- 17.3 Where confirmation of checks has been obtained, we will carry out identity checks when the individual arrives at school to ensure that the person presenting themselves for work is the same person on whom the checks have been made.
- 17.4 Confirmation of checks will be retained and will be recorded on the school's single central record.



18. Visitors

18.1 All visitors will be asked to report to reception. Upon arrival, visitors will be asked who they are seeing and what the purpose of the visit is. They will be provided with a Safeguarding leaflet for visitors. Unchecked visitors will always be escorted and or supervised. We will use a colour coded lanyard system so that visitors are clearly identifiable by children and staff.

- **Green** School Staff
- **Purple** Visitor/Contractor (Non-DBS)
- **Blue** Visitor/Contractor (with DBS)

(Colours to be school specific)

18.2 We have adopted procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff, e.g. sourced from reputable organisations, pre-agreed content.

19. Policy statement on recruitment of ex-offenders

19.1 Due to the Protection of Freedoms Act 2012, the Trust has an accessible policy statement on the recruitment of ex-offenders which is available to all disclosure applicants from the outset of the recruitment process.

This considers:

- Sharing as an organisation that the trust utilises the DBS services to access suitability of applicants for posts which are included in the Rehabilitation of Offenders Act 1974 (exemption order) 1975.
- Follow the DBS service codes of practice and undertake to treat all applicants for positions fairly
- Commitments to the fair treatment of the workforce and potential staff and work within the Equality Act in this regard.
- DBS checks will form part of the recruitment process.
- Those involved in recruitment have been suitably trained to assess the relevance and circumstances of any offences in an open and measured way, seeking support from their HR provider if required in support of any decisions about appointments.



20. Alternative provision

- 20.1 Where we have children accessing education with an alternative provision provider, we will always satisfy ourselves of the safeguarding arrangements in place. As part of our ongoing safeguarding responsibilities for all our children, we will obtain written confirmation from the alternative provider that safer recruitment checks have been carried out on individuals working at the establishment in accordance with their legal duties under KCSiE 2023. Where the school is the commissioning body, they are responsible for ensuring adequate safeguards are in place. Emmaus CAT does not support the use of unregistered Alternative Provisions.

21. Adults who supervise children on work experience

- 20.1 We will ensure that the placement provider has policies and procedures in place to protect children from harm. We will consider the specific circumstances of the work experience, and in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include the level of supervision of the person providing the work experience and the placement frequency. We will request written confirmation from the employer that a barred list check has been undertaken where it is considered the person supervising the placement is in regulated activity.



Appendix 1**Safer Recruitment Checklist**

This checklist is intended to help guide you through the critical components of the recruitment process. It is not intended to be all inclusive.

Task	Name	Position	Completed
Authorisation to recruit form to be completed and signed, confirming the role, terms and conditions, salary, etc			
Timeline; closing date, shortlisting and interview dates to be agreed			
Interview Panel to be agreed along with Safer Recruitment Training of panel members confirmed			
Salary to be bench marked			
Position to be advertised; Website TES Trust Publications			
Application forms and supporting documents to be readily available			
Details of tours and telephone calls for further details to be confirmed			
Receipt of all applications forms to be acknowledged (CVs not accepted, supporting documents to be requested if missing)			
All application forms to be audited using checklist			
Applications and Job/Person specification to be available at shortlisting meeting;			
Successful candidates to be invited to interview along with a full itinerary			
Rehabilitation of Offenders Disclosure Form to be sent to successful candidates along with invite			
Online checks for shortlisted candidates to take place and recorded.			
Candidates asked to bring the following items to interview;			



Photographic ID			
Certificates of any essential qualifications			
References for all candidates to be validated and requested (job and person spec to be sent with the request)			
Unsuccessful candidates to be emailed and informed that they haven't been shortlisted with the opportunities to receive feedback			
All applications to be kept for 6 months following the closing date			
Interview day planning; to include (where appropriate) written task, pupil panel, staff (team) panel, lesson observation (with pro-forma).			
Formal interview questions to be agreed in advance			
References and rehabilitation of Offenders Disclosure form (1974) to be provided to the panel			
Interview notes, questions, tasks, etc for all interviewed candidates to remain on file for 6 months.			
Head of panel to telephone all interviewed candidates with the outcome			
Offer letter and contract to be sent to successful candidate (subject to references and other checks). Pack to include; Details of DBS process and application Details of any pre-employment health checks Request to provide evidence of Right to Work in the UK Statutory policies (to include confirmation of receipt) Self-declaration Form			
Successful applicant to produce photographic ID and a copy of DBS certificate on first day			

To be reviewed annually in line with KCSiE and Safer Recruitment Policy.



Appendix 2**REFERENCE REQUEST**

Candidate's Name:

Post:

PART 1

BACKGROUND	
How long have you known the candidate and in what capacity?	
PERSONNEL MATTERS	
What position does/did the applicant hold with you?	
Dates of the candidate's employment with you (month and year):	From: To:
Current salary:	
Reason for leaving:	
During his or her employment did the candidate perform his or her duties to your satisfaction?	



<p>If you were dissatisfied, please explain the reasons for your dissatisfaction.</p>	
<p>During his or her employment how did the candidate present him or herself in terms of:</p> <p>a) appearance b) manner c) timekeeping</p> <p>and d) attendance</p>	
<p>Sick Leave: how many days was the candidate off sick over the last two years?</p>	
<p>Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please give reasons.</p>	

SUITABILITY TO WORK WITH CHILDREN

<p>Are you completely satisfied that the candidate is suitable to work with children?</p> <p>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?</p>	
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DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS	
<p>Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?</p> <p>If so, please give details.</p>	
<p>Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?</p> <p>If so, please give details.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer NOT APPLICABLE.</p>	
<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <p>If so, please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer NOT APPLICABLE.</p>	
<p>Any other comments you may wish to add:</p>	



PART 2

To be completed by ALL REFEREES

Please provide evidence of the candidate's abilities, skills and experience in relation to the duties and responsibilities outlined in the attached job description and person specification.

(Please use separate sheet if required)



PART 3**Suitability for this post**

Please indicate which is the most appropriate statement overall (tick)

a) An outstanding candidate who is recommended to you without reservation

☐

b) A good candidate who can be strongly recommended for the post

☐

c) A candidate worthy of serious consideration for this post

☐

d) A candidate for whom qualified support is given for the post

☐

e) An unsuitable candidate for the post

☐

I confirm that to the best of my knowledge the information contained in this reference is correct.

Signed:

Date:

Name:

Position:

(in caps please)

School/Company:



Appendix 3**Application Form Checklist**

Position	
Candidate	
Date	
Lead	
Vacancy from	

Information	Date	Initials
Received in time		
Application Form complete (including electronic signature). Comments;		
Address and Personal information. Comments;		
Qualifications, including TRN no if required;		
Relevant CPD (last 12 months);		
Employment History;		
Gaps in Employment		
References confirmed (at least two appropriate referees supplied, plus one faith reference for an SLT appointment) Emails validated		
Paragraph relating to DBS disclosure and consent to DBS ticked		



Spelling and Grammar		
Additional Comments; Word count; Current Salary; Reason for Leaving;		
Online Checks Completed:		





EMMAUS
CATHOLIC ACADEMY TRUST

Vacancy: _____

School: _____

Closing Date: _____

Interview Date: _____

Interview Panel: _____

Safer Recruitment Trained: _____

Name	Application Form/Supporting Documents	Application Form Audited	Shortlisted (Y/N)	References validated and requested	References Received x 2	Offer Letter & Contract