



Recruitment and Selection Process Procedures and Checklist

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by
the Bosco Catholic Education Trust.

Approved:	For review:
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Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

1. Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all employees of the Bosco Catholic Education Trust.

The Bosco Catholic Education Trust values the contribution of all employees and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which all students can thrive.

The Bosco Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance document ‘Keeping Children Safe in Education’.

In carrying out our recruitment processes we:

- are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- will comply with the requirements of Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK, and any successor legislation. Our Data Protection Policy sets out how we will comply with Data Protection Legislation.
- will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

2. Aims of the Policy

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the Bosco Catholic Education Trust.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure all appointed staff embrace the Catholic ethos and teachings of Christ.
- To ensure that all relevant equal opportunities legislation is adhered to and that all are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

3. Responsibilities

The Local Governing Committee (as delegated by the Bosco Catholic Education Trust Board), with appropriate advice from the Headteacher, is responsible for determining the staffing complement of the school and for all appointments to the school staff. The Headteacher will have delegated responsibility for the appointment of teachers and other staff outside the leadership group.

Once the selection team has been agreed, the lead person, in conjunction with the team, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection team for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

4. Safer Recruitment

Matters relating to child protection, safeguarding, and the promotion of the welfare of children, will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection team have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance.

Any person involved in recruiting to the Bosco Catholic Education Trust must read the “Keeping children safe in education” (September 2019) guidance (or updated statutory guidance) produced by the DfE and the Bosco Catholic Education Trust’s Safeguarding and Child Protection policy which can be obtained from the Bosco website.

The Planning Process

The relevant Committee of the Local Governing Committee, in support of the Headteacher and Senior Leadership Team, will review the staffing requirements of the school annually and assess the short and long-term recruitment needs so that, as far as possible, a planned approach to resourcing the school can be taken. Before the start of the recruitment process, there will be a review of the requirements of the specific role. For significant changes to the staffing structure the Headteacher will consult with the CEO of the Trust.

The Bosco Catholic Education Trust holds a range of centrally agreed job descriptions / person specifications that can be adapted to the specific requirements of the school. Job descriptions and person specifications for existing posts will be regularly reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder. The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Safeguarding Measures

- A statement of the Bosco Catholic Education Trust’s commitment to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.

- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

5. Advertising

5.1 All posts

All teaching and non-teaching posts should be advertised internally within the school and in any relevant vacancy circular, which may include the Bosco Catholic Education Trust website and Parish publications. Posts may additionally be advertised externally on an appropriate internet jobs site and/or in national/local press. In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner. Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, experience, qualifications and knowledge requirements for the post.

All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

All applicants are required to fill out our standard application form. CVs may be accepted but will not replace the application form.

5.2 Leadership posts

Headteacher and Deputy Headteacher posts will be advertised as the Bosco Catholic Education Trust considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site. Where the Local Governing Committee has determined that there is good reason not to advertise a leadership post the decision-making process will be discussed at Bosco Catholic Education Trust Board.

Reserved posts: It is imperative that everyone taking part in the appointment process for senior staff in a Catholic school shares a common commitment to preserving and promoting the distinctive nature of the school as a Catholic community. If a school is appointing to a reserved post, please contact the CEO who will inform the diocese as they will be involved in the recruitment process as the Bishop's representative.

Safeguarding Measures

- All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

5.3 Recruitment Agencies

Vacancies may also be advertised via a selection of approved recruitment agencies. This would normally apply to short term vacancies (eg short or long-term sickness, or maternity related absence), or positions that have previously been advertised but where a successful appointment was not achieved.

6 The Application Process

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a letter from the CEO, Headteacher or Chair of Governors including, information about the Bosco Catholic Education Trust including links to key policies such as safeguarding and staff code of conduct;
- Information about the school and general details about the post e.g. hours, grade;
- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;

Applications received after the closing date will not normally be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection team, or there has been a low response to the advertisement. Applications may be considered prior to the closing date and interviews arranged, at certain times of the year, if this is likely to be the case this will be included in the information pack.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Safeguarding Measures

- All applications must be made using the application form for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bind overs and current police investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children's Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency
- Applicants will be asked to attach details of any convictions, cautions, warnings, bind overs or other relevant information to the completed application form in a sealed envelope marked as confidential, unless he/she is not required to declare under the filtering rules. (Currently, the filtering rules allow certain adult convictions to be removed from a DBS Certificate for a noncustodial, single offence, once eleven years has elapsed since the date of the conviction.)

7. The Selection Process

7.1 The selection process

A selection process involving at least two people will be set up prior to the shortlisting process. The members of this panel will include the Headteacher (or delegated senior member of staff with safer recruitment training) plus any of the following, as appropriate to the post:

- Deputy and/or Assistant Headteacher
- Line manager for the post

- a Bosco Catholic Education Trust representative and/ or Diocese representative (For Headteacher and Deputy Headteacher appointments)
- Professional advisers where particular expertise or guidance is required.

Wherever possible, all members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection team this fact should be declared before shortlisting takes place. It will be necessary to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Safeguarding Measures

- At least one member of the team will have completed appropriate safer recruitment training.

7.2 Short listing

Prior to shortlisting, the equality monitoring forms will be removed from the applications and not provided to the short-listing panel. If an applicant has requested reasonable adjustments to a part of the shortlisting process to accommodate a disability then this will be notified to the chair of the selection team.

The shortlisting process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Where shortlisted applicants have declared that they do have unspent convictions, cautions, warnings, bind overs or have proceedings pending, and/or have had any sanctions imposed by the Teaching Regulation Agency (or NCTL or GTC) then this will be followed up at interview as necessary. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview.

Safeguarding Measures

- Incomplete applications will be rejected and may, at the discretion of the selection team, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

7.3 References

References will be requested for all shortlisted candidates in teaching posts prior to interview. Common reference templates are used across the Bosco Catholic Education Trust. It will be for the Headteacher or School Business Manager to determine whether the referees given by applicants are suitable and appropriate. Any applicants currently working in a school setting will be expected to give the Headteacher of that school as one referee. References from family members or friends will not be acceptable unless they are in addition to other employer references.

All references subsequently received will be held by the Headteacher (or in the case of appointment of the Headteacher, then by the CEO of the BCET) who will explore any areas of concern during the interview process. Once a preferred candidate has been chosen following the interview process for a teaching post, the rest of the interview team will be given access to the references of that person only, in order to confirm their decision.

Safeguarding Measures

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- a) be requested for all external shortlisted applicants;
- b) be sought from a senior person with authority and not just a colleague from each place of employment;
- c) include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- d) be verified to ensure they originate from a legitimate source, contents checked against the applicants details and the referee contacted to provide further clarification if 'insufficient' information is provided;
- e) ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- f) be directly from the referee;
- g) not be accepted if they are 'to whom it may concern' letters;
- h) request information on the applicant's suitability to work with children and young people;
- i) be requested before the interview for teaching posts; and

- j) be explored further with the referee and with the applicant during the interview if necessary.

Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

7.4 Other checks prior to interview

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

7.5 The interview and selection process

Before the interview commences the interview panel should have:

- prepared appropriate questions for the role;
- prepared appropriate questions to test the applicant's suitability to work with children and young people;
- identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc.;
- agreed assessment criteria which reflects the person specification; and
- decided a structure to the interview and established which member of the panel will ask which questions.

A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.

Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process.

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required. Whilst an interview is always likely to be used as the primary feature of the selection process, the selection team will consider whether any

additional selection methods are required to supplement the interview according to the requirements of the role. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, verbal or numerical tests. Whichever methods are chosen, the team will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection team will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds. Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Level of language proficiency

Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

The Bosco Catholic Education Trust will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad; passing an English language competency test or possessing a relevant spoken English CEFR Level B1 or above, taught in English by a recognised institution abroad.

Safeguarding Measures

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks, a Health Assessment and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the team will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. The team will also assess the candidate for views that would be considered extreme or discriminatory in line with the guidance from PREVENT.

- Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

8. Job Offers to Successful Candidates

8.1 Job offers

In accordance with the recommendations, set out in 'Keeping Children Safe in Education' the Bosco Catholic Education Trust carries out a number of pre-employment checks in respect of all prospective employees.

Following the formal interview, successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditionally.

8.2 Use of Fixed Term and Temporary Contracts

Where the Local Governing Committee, in conjunction with the Headteacher, determines that posts are of a short-term nature, this will be clearly specified in the job description and on any advertising literature. The majority of posts will be advertised on a temporary or fixed-term basis for genuine temporary reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, the post holder will either be given an extension to their fixed period contract or be invited to apply for the position. Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

8.3 Conditions of Appointment

Any offer of employment at the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- verification of the appointee's identity, if not verified at interview;
- verification of the appointee's right to work in the UK (including a photocopy of the original evidence provided);
- a satisfactory Enhanced DBS Check (including a check of the Children's Barred List);

- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- verification of the appointee's medical fitness (mental and physical fitness) to undertake the role;
- verification of the appointee's qualifications, if not verified following interview.

Where it is a requirement of the post the offer will also be conditional upon:

- verification of professional status, eg., QTS/QTLS status, successful completion of statutory induction etc.;
- a completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations;
- confirmation that the appointee is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children via the 'Teacher Services' checking system;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of a school;
- satisfactory completion of a probationary period.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate:

- Candidates are found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, his/her application; or
- there are serious concerns about an applicant's suitability to work with children.

8.4 New Employee Process

A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

All appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the school in a shorter time frame than would normally apply under the standard terms of their contract. (See 'Bosco Probationary policy') The Bosco Catholic Education Trust's disciplinary and capability procedures do not apply during this probationary period. The Bosco Catholic Education Trust also reserves the right to extend this probationary period should it deem this necessary.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

The Bosco Catholic Education Trust / school applies for an enhanced disclosure from the DBS, and a check of the Children's Barred List, in respect of all positions at the schools which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List, and to obtain other relevant suitability information.

It is the Bosco Catholic Education Trust's policy that the DBS disclosure must be obtained, or an on-line check with the applicant's consent, and original certificate validated, if a prospective employee has subscribed to the DBS update service. Alternatively, a DBS application will be submitted before the commencement of employment of any new employee, as it is assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

Portability of DBS Certificates Checks

Staff are informed by the Disclosure and Barring Service of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore all new employees must bring the original certificate into the school for verification on or before their first day of employment, before any regulated activity commences.

If employment commences before the DBS certificate is verified, this may take place provided all other recruitment checks have been satisfactorily completed, and the new employee is kept under supervision at all times whilst on site. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the Headteacher, further delay to the start date of the new employee would be to the serious detriment of the school.

Dealing with convictions

Information relating to an individual's criminal record will only be shared with the relevant people to enable the Bosco Catholic Education Trust to make a decision about their suitability to work with children and young people

The Bosco Catholic Education Trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headteacher, or in the case of a Headteacher, with the CEO. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential Governor, the matter will be referred to the Chair of the LGB.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

Medical Fitness

The Bosco Catholic Education Trust is legally required to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The Bosco Catholic Education Trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Employment of Migrant Workers and Overseas Checks

The Bosco Catholic Education Trust will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide on-going evidence of that right during employment.

In addition, applicants who have lived/travelled abroad for more than 12 months in the previous 5 years, or with respect to individuals who have had a limited period of residence in the UK, will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

In accordance with 'Keeping Children Safe in Education', 'further' overseas checks will include the school conducting a check for information about any teacher sanction or restriction that has been imposed by a professional regarding authority in the European Economic Area (EEA). This check is relevant to applicants for teaching posts in England who have taught in the EEA. It is applicable to both foreign nationals and UK nationals who have taught in the EEA. This check is carried out by the school using the NCTL Teacher Services system. Only restrictions imposed on or after 18 January 2016 will be displayed on the Teacher Services system.

Equal Opportunities Form

Candidates are to complete an Equal Opportunities questionnaire when applying for a position at the school. The form is not used in any decision making and it is optional to complete. The form enables the school to monitor the effectiveness of the Equal Opportunities Policy.

Induction Programme

All new employees will be given an induction programme which will clearly identify the Bosco Catholic Education Trust policies and procedures, including the Safeguarding Policy, the Code of Conduct, Part One of 'Keeping Children Safe in Education, and 'Working together to Safeguard Children' and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register (SCR) of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by each individual school's School Business Manager. The SCR will contain details of the following:

- all employees who are employed to work at the school;
- all employees who are employed as supply staff to the school;
- all staff of contractors who are in school on a frequent basis (catering and cleaning contract staff)
- all peripatetic music teachers working at the school
- coaches (such as sports coaches and DofE mountain leaders) brought in by the school to work with pupils
- volunteers who maybe in regulated activity and for whom therefore checks have been completed
- all Governors of the school

A designated Local Governing Committee member will be responsible for auditing the SCR and reporting his/her findings to the appropriate Committee termly.

9. Appointment and Promotion of Existing Staff

The Bosco Catholic Education Trust values the contribution of all staff within the Trust and schools' community and seeks to retain key skills. The Bosco Catholic Education Trust will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the Trust, individual schools and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the school. Where a member of staff applies for a vacant post they will be given equal consideration alongside external candidates, based on the essential criteria for the post.

10. Use of Supply Staff, Contractors, Volunteers and Visiting Speakers

The workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The Bosco Catholic Education Trust values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all pupils.

In the case of agency staff, Bosco Catholic Education Trust will ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks that the Bosco Catholic Education Trust would otherwise complete for its staff. The Bosco Catholic Education Trust will obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

Supply Staff and Contractors

To ensure the continued high standards of contributions, we will use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance. Agencies who supply staff to the schools must complete the pre-employment checks which the school would otherwise complete for its staff. The school will confirm that these checks have been completed before an individual can commence work at the school.

We will, with appropriate adjustment, adopt similar recruitment measures for contractors as for employees. Contractors engaged by the school must also complete the same checks for their employees that the school is required to complete for its staff. Again, the school will confirm that these checks have been completed before employees of the contractor can commence work at the school.

The school will independently verify the identity of staff supplied by an agency or contractors on their first day of working at the school.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the school's premises do not need a DBS Disclosure.

Volunteers

To ensure the continued high standards of contributions, we will, with appropriate adjustment, adopt similar recruitment measures for volunteers as for paid staff. The school will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip:

- Identity checks
- Enhanced DBS Disclosure, including Barred List check
- Qualifications, if applicable
- References
- An informal interview and confirmation of no contrary indications from the school and Church community.

Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety as necessary. Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils.

It is the Bosco Catholic Education Trust's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the school will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three-month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted. A risk assessment will be carried out and recorded for all trips that includes the status of volunteers.

Visiting Speakers

The Prevent Duty Guidance requires all schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The Bosco Catholic Education Trust is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in 'Keeping Children Safe in Education' which states:

"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

11. Monitoring

The Local Governing Committee and Bosco Catholic Education Trust Board are mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance and will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the Bosco Catholic Education Trust Board on an annual basis.

12. Breaches of the policy

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

Any complaint in relation to this policy, including its application will be managed through the Bosco Catholic Education Trust's Complaints Policy or Grievance Policy (for existing employees).

13. Record Retention and Data Protection

All written records of interviews, application forms and reasons for appointment or nonappointment will be kept by the Bosco Catholic Education Trust in line with our Data Protection, Retention and Privacy Policies and the requirements of Data Protection Legislation.

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision making process or the administration of the process (including monitoring activities for the purpose of this policy or equality policies).

Regarding successful appointments, the school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the school for the duration of the successful applicant's employment with the school, plus a further seven years after the last day of official employment. All information retained on employees is kept centrally in the School Business Manager's office in a locked and secure cabinet. The same policy applies to any suitability information obtained about volunteers involved with school activities. In accordance with the Data Protection Act 2018, the school will retain the recruitment documentation on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed.

Recruitment and Selection Process Checklist

This checklist provides the lead administrator with a step by step process for all aspects of recruitment and selection.

Vacancy/job title	
Name of lead administrator	
Job title of lead administrator	

Recruiting manager action	Useful resources	Initials	Date
Identify vacancy			
Assess job requirements i.e. hours, working pattern, location, job description.	Job Descriptions and Job Evaluations		
If significant changes apply, consider job evaluation.			
Consider potential alternatives i.e. re-allocation of work tasks/is there scope for employing an apprentice?			
Organise shortlisting and interview panel and establish timeline for recruitment			
The panel should agree criteria for shortlisting based on the essential and desirable criteria for the post, which should be consistently applied to all applicants.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Produce advert and job application information			
Job description and other documents to be provided to applicants reviewed and updated. Application form seeks all relevant information and includes relevant statements about references, etc.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.	Documents/Appointing Employees and Contracts of Employment/EPM Model Application Forms		
At least one member of the interview panel must have undertaken safer recruitment training.	Documents/Child Protection and Whistleblowing/Keeping Children Safe in Education		
Shortlist applicants			
On receipt, equality monitoring information must be separated from applications. The panel will scrutinise applications – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing. Document clearly reasons for selection.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		

Request references			
To be sought directly from referees on shortlisted candidates. Ask recommended specific questions. Include statement about liability for accuracy.	Documents/Appointing Employees and Contracts of Employment/Model Reference Request Letter Template		
Receive references			
References should be checked against information on application; any discrepancy/issue of concern noted to take up with applicant.			
Confirm interview date/time and issue invitations			
Include all relevant information and instructions. Enclose an information pack where necessary.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Interview process			
Interview panel agree interview format such as appropriate interview questions, or any other assessment methods. Candidates must be treated equally, and assessment criteria must not directly or indirectly discriminate on protected characteristics under the Equality Act 2010. Candidates must be assessed on their understanding of child safeguarding issues. Interview panels are strongly advised to have at least 2 interviewers and panel members should have authority to offer conditional employment.	Documents/Appointing Employees and Contracts of Employment/EPM Model Invitation to Interview Letter Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Identity declarations and qualification checks			
Identity and qualifications of candidates should be verified on the day of interview by scrutiny of appropriate original documents.	Documents/Safeguarding and DBS/DBS, SCR and Disqualification Checks		
Declarations form provided to panel in a sealed envelope.			
Offer/decline			
Offer of appointment made subject to satisfactory completion of the pre-appointment checks and probationary period where applicable.	Documents/Appointing Employees and Contracts of Employment/EPM Model Offer Letter Template		
Agree whether feedback will be provided on request.			
Inform unsuccessful candidates.			
Send offer letter to successful candidates.			

Undertake necessary checks			
Create a record on the Single Central Record and create a personnel file for new starter.			
a) Application form			
b) Interview notes			
c) References (if not obtained and scrutinised previously)			
d) Identity (should be verified at point of interview)			
e) Right to work in the UK (if not verified at point of interview)			
f) Qualifications (if not verified on day of interview)			
g) Evidence of additional overseas checks (where applicable)			
h) Medical clearance			
i) Barred list and DBS check			
j) Prohibition Order (if applicable)			
k) Evidence of QTS (teachers only)			
l) Statutory induction (for teachers who obtained QTS after 7 May 1999)			
m) Evidence of Section 128 Direction (if applicable)			
n) Disqualification (for work with children up to 8 years old)			
Finalise contract and input on EPM Portal			
Send a copy of application form to EPM to carry out further checks on our behalf.			
Plan induction			
It is important that a thorough induction is scheduled for the new starter.	Documents/Appointing Employees and Contracts of Employment/EPM Model Induction Policy		
Retention of documents			
All recruitment documents relating to unsuccessful candidates should be kept for 6 months, and then securely destroyed.			
Retain a copy of this checklist in the successful candidate's personnel file for record.			