



# LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

## Safer Recruitment Policy **BISHOP CHALLONER CATHOLIC SCHOOL**

Status Public  
2026

**APPROVED BY THE LOCAL GOVERNING BODY ON:...**06/10/2026.....

**CHAIR OF GOVERNOR'S SIGNATURE:...**

*David Rhans*

.....

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## **1. Bishop Challoner School Vision**

At Bishop Challoner Catholic School, our curriculum is rooted in the Gospel values of faith, compassion, dignity and service. Inspired by Christ's example, we strive to develop young people who are intellectually curious, morally responsible and equipped to make a positive contribution to society.

We believe every child is uniquely created in the image of God and deserves an education that enables them to flourish academically, spiritually and personally. Our curriculum is therefore ambitious for every learner, regardless of starting point or background.

We aim to provide an education which develops knowledgeable, confident and compassionate young people who possess the qualifications, skills and character required to thrive in higher education, employment and modern society.

Our commitment is that every pupil experiences high-quality teaching, an ambitious curriculum and a culture of high expectations where barriers to learning are removed and success is celebrated.

## **2. Mission Statement**

Our curriculum seeks to nurture the whole child by combining academic excellence with Catholic values, enabling pupils to become compassionate leaders who serve others with integrity and humility.

Our curriculum:

- places pupils at the centre of every decision;
- develops deep subject knowledge through a carefully sequenced curriculum;
- promotes curiosity, resilience and independence;
- prepares pupils for successful next steps in education, employment and training;
- removes barriers through adaptive teaching and inclusive practice;
- develops cultural capital through enrichment and wider experiences;
- promotes dignity, respect and service to others;
- ensures every pupil is challenged to achieve their God-given potential.

We believe that outstanding teaching transforms lives. Consequently, high-quality teaching and learning remain our greatest priority.

## **3. Recruitment and selection process**

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

### **Advertising**

When advertising roles, we will make clear:

- › Our school's commitment to safeguarding and promoting the welfare of children
- › That safeguarding checks will be undertaken
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- › Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

### **Application forms**

Our application forms will:

- › Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- › Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

- › Consider any inconsistencies and look for gaps in employment and reasons given for them
- › Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- › Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we may ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - If they are known to the policy and children's local authority social care and
  - If they have been disqualified from providing childcare
- › Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

### **Seeking references and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- › Not accept open references (for example, "To whom it may concern")
- › Not rely on applicants to obtain their reference
- › Liaise directly with referees and verify any information contained within references with the referees
- › Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Executive Headteacher as accurate in respect to disciplinary investigations
- › Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- › Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer
- › Contact referees to clarify where information is vague or insufficient information is provided

- › Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- › Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- › Resolve any concerns before any appointment is confirmed

### **Interview and selection**

When interviewing candidates, we will:

- › Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- › Explore any potential areas of concern to determine the candidate's suitability to work with children
- › Record all information considered and decisions made

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

#### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- › Verify their identity
- › Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- › Obtain a separate barred list check:
  - For newly appointed staff or volunteers if they will start work in regulated activity before the DBS certificate is available
  - Where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to their appointment to the school
- › Verify their mental and physical fitness to carry out their work responsibilities
- › Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- › Verify their professional qualifications, as appropriate
- › Ensure they are not subject to a prohibition order if they are employed to be a teacher
- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

- › Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

\*Management positions are most likely to include, but are not limited to, Headteachers and Deputy/Assistant Headteachers.

**Regulated activity** is work that a barred person must not do. It means a person who will be:

| Activity                                                                                                                                                                                                                                                                                                                                  | Frequency                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Teaching, training, instructing, caring for, or supervising children</li> <li>Providing advice or guidance on physical, emotional or educational wellbeing</li> <li>(For paid workers) Doing any other paid work in school that provides an opportunity for contact with children</li> </ul>       | <ul style="list-style-type: none"> <li>Frequently (once a week or more), or</li> <li>On more than 3 days in a 30-day period, or</li> <li>Once at any time between 2am and 6am and with opportunity to have face-to-face contact with children</li> </ul> |
| <ul style="list-style-type: none"> <li>Driving a vehicle only for children and their carers or supervisors</li> </ul>                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Frequently (once a week or more), or</li> <li>On more than 3 days in a 30-day period, or</li> </ul>                                                                                                               |
| Providing intimate or personal care, including: <ul style="list-style-type: none"> <li>Assisting with toileting, washing, bathing and dressing due to a child's age, illness or disability</li> <li>Assisting with eating and drinking due to illness or disability</li> <li>Providing health care (physical or mental health)</li> </ul> | <ul style="list-style-type: none"> <li>Any time, even if only once</li> </ul>                                                                                                                                                                            |
| Moderating a public electronic interactive communication service (e.g. the school's social media platforms) which is likely to be used wholly or mainly by children                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Any time</li> </ul>                                                                                                                                                                                               |

The above applies to both paid staff and volunteers, aside from where stated '(For paid workers only)'.

### Existing staff and volunteers

In certain circumstances we will carry out all the relevant checks on existing staff or volunteers as if the individual was a new member of staff or a new volunteer. These circumstances are when:

- › There are concerns about an existing member of staff's or the volunteer's suitability to work with children; or
- › An individual moves from a post that is not regulated activity to one that is; or
- › There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- › We believe the individual has engaged in [relevant conduct](#); or
- › We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

- › We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- › The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

This duty applies equally to paid staff and volunteers where they were engaged in regulated activity.

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- › An enhanced DBS check with barred list information for contractors engaging in regulated activity
- › An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors, or request to see the certificate if the self-employed person has obtained their own check and ensure that it is at the level required by the school.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### **Volunteers**

We will:

- › Never allow an unchecked volunteer to work in regulated activity, or leave them unsupervised
- › Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- › For any existing volunteer who is considered to be engaging in a regulated activity from 1 September 2026:
  - Obtain an enhanced DBS check with children's barred list information; or
  - Obtain a standalone barred list check where:
    - We wish to allow the volunteer to undertake regulated activity prior to obtaining the enhanced DBS check certificate; or
    - We have recently obtained an enhanced DBS check without children's barred list information, and there has been no break in service since that certificate was issued

- › Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

### **Governors**

All Governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- › A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).

- › Identity

- › Right to work in the UK

- › Other checks deemed necessary if they have lived or worked outside the UK

All governors will also have the following checks:

- › Identity

- › Right to work in the UK

- › Other checks deemed necessary if they have lived or worked outside the UK

### **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **Pupils staying with host families**

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

#### 4. Safer Recruitment Process

| 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>Executive Headteacher/Head of School/Deputy or Assistant Headteacher</u><br/>2 Governors and 1 member of the Diocese</p> <p><u>Head of Department</u><br/>Headteacher, Deputy or Assistant Headteacher and 1 Governor</p> <p><u>Director of Resources</u><br/>Headteacher and 1 Governor</p> <p><u>Teaching Staff</u><br/>SLT and Head of Department</p> <p><u>Support Staff</u></p>                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                  |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                         | SLT and Line Manager for the department the member of staff will be working for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                    |
| <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.</p> <p><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 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Interview Panel</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</u> ensure necessary clearance/documentation received</li> <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>                                                                                                                                                                                                                                                                                                           | <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 Executive 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 an Executive Headteacher or SLT member.

Bishop Challoner Catholic School are committed to ensuring all recruitment adheres to employment legislation, safer recruitment guidelines and is fair and accessible to all. The safety of children and young people is paramount and we are fully committed to safeguarding and promoting the welfare of children and young people. The recruitment panel will be required to act reasonably in making decisions about the suitability of a prospective employee based on checks and evidence including DBS checks, barred list checks, prohibition checks and childcare disqualification checks together with references, online searches, self-declaration forms and information obtained at interview.