



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Safer Recruitment Policy **BISHOP CHALLONER CATHOLIC SCHOOL**

Status Public
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APPROVED BY THE LOCAL GOVERNING BODY ON:.....Jan 2025.....

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

David Rhans

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1. Bishop Challoner School Vision

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

2. Mission Statement

Christ at the Centre

Christ at the centre of our lives

Christ at the centre of our school

Following Christ's example in all that we say and do

This is what Bishop Challoner means by doing ordinary things extraordinarily well

Bishop Challoner Catholic School is a learning community for all based upon partnership and respect. We are a happy, harmonious Catholic school which recognises the importance and individual needs of every student and member of staff and is a place where all feel safe and secure. Praise and encouragement are vital in creating a climate of learning and high expectations supported by teaching of the highest quality.

The school's explicit aims are to be a scholarly, studious school within a warm, happy and supportive environment in which students can progress to adulthood and become responsible citizens who will make a positive contribution to their community. Through the love and teachings of Christ and the raising of ambitions and aspirations we work together and rely on the cooperation of students in managing their own behaviour and motivation. Staff are here to support and guide them in developing appropriate behaviour strategies.

3. Safer Recruitment Process

Stage	Action	Responsibility
Defining Requirements	<ul style="list-style-type: none">• Exit interview<ul style="list-style-type: none">◦ Identify reason for leaving with postholder to see if adjustments should be made to improve recruitment and retention• Post Reviewed<ul style="list-style-type: none">◦ Has the post changed? (if so is regrading required?)◦ Is the post suitable for jobshare?• Selection Process outlined<ul style="list-style-type: none">◦ Date of appointment◦ Person specification◦ Other school documentation for applicants◦ Time scale for process	<ul style="list-style-type: none">• HR Officer except for senior staff• Headteacher
	<ul style="list-style-type: none">• Decide changes to grade or structure• Agree if management allowance appropriate	<ul style="list-style-type: none">• HR Committee• HR Committee
Planning Selection	<ul style="list-style-type: none">• Decide interview panel usually comprises headteacher, head of department, a governor as a minimum.• Note: Ideally, at least 2 of the panel will be trained in safer recruitment procedure.• Decide shortlisting panel (for the recruitment of a Headteacher, someone cannot be involved in the process unless they have been involved in the shortlisting)• Determine the date of interviews	<ul style="list-style-type: none">• Headteacher• Headteacher• HR Officer• HR Officer

	<ul style="list-style-type: none"> • Determine selection process (presentation, testing, meeting other staff/governors etc) • Book arrangements: (rooms, equipment, catering etc) 	
Attracting Candidates	<ul style="list-style-type: none"> • Advert <ul style="list-style-type: none"> ◦ Drafted <i>to include governors commitment to ensure safeguarding children</i> ◦ approved ◦ placed 	<ul style="list-style-type: none"> • HR Officer • Headteacher • HR Officer
	<ul style="list-style-type: none"> • Receiving requests for information packs <ul style="list-style-type: none"> ◦ Names and addresses recorded ◦ Packs issued <i>containing further commitment for safer recruitment</i> 	<ul style="list-style-type: none"> • HR Officer
	<ul style="list-style-type: none"> • Informal discussion with prospective candidates 	<ul style="list-style-type: none"> • Line Manager/Headteacher
	<ul style="list-style-type: none"> • Completed application received (<i>CV alone not accepted</i>) <ul style="list-style-type: none"> ◦ Recording applications ◦ Detaching diversity monitoring forms ◦ Recording monitoring information 	<ul style="list-style-type: none"> • HR Officer
Shortlisting	<ul style="list-style-type: none"> • Prepare and distribute shortlisting panel packs: <ul style="list-style-type: none"> ◦ Application forms ◦ Job description and person specification ◦ Details of salary group decisions (if changes made) 	<ul style="list-style-type: none"> • HR Officer
	<ul style="list-style-type: none"> • Shortlisting: <ul style="list-style-type: none"> ◦ Compare applicants with person specification ◦ <u>Check for gaps and inconsistencies in employment history</u> ◦ Record decisions for selection or rejection against specification • Inform unsuccessful candidates they have not been selected for interview 	<ul style="list-style-type: none"> • Line Manager with recommendations to Headteacher • HR Officer • HR Officer
References	<ul style="list-style-type: none"> • Request references from referees 	<ul style="list-style-type: none"> • HR Officer
Selection preparation	<ul style="list-style-type: none"> • Arrange for copies of all relevant paperwork for interview panel (including this document) • Invite shortlisted candidates for interview <ul style="list-style-type: none"> ◦ Time and date ◦ Panel composition ◦ Selection process ◦ Details of presentation to be given ◦ Requests for equipment for presentations ◦ Request details of any adaptations required for disabled candidates ◦ Forms to complete for successful candidate: DBS, Medical questionnaire (Inform LEA) ◦ Identification to bring: passport, work permit etc ◦ Qualification certificates 	<ul style="list-style-type: none"> • HR Officer
	<ul style="list-style-type: none"> • Arrangements for interviews: 	<ul style="list-style-type: none"> • HR Officer

	<ul style="list-style-type: none"> Equipment for presentation Rooms booked 	
Panel Preparation	<ul style="list-style-type: none"> Determine structure and arrangements of interviews 	<ul style="list-style-type: none"> Headteacher to chair the panel
Interview Panel	<p><u>Executive Headteacher/Head of School/Deputy or Assistant Headteacher</u> 2 Governors and 1 member of the Diocese</p> <p><u>Head of Department</u> Headteacher, Deputy or Assistant Headteacher and 1 Governor</p> <p><u>Director of Resources</u> Headteacher and 1 Governor</p> <p><u>Teaching Staff</u> SLT and Head of Department</p> <p><u>Support Staff</u> SLT and Line Manager for the department the member of staff will be working for</p>	
Interview	<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"> <u>Explore any gaps in employment</u> <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> <u>Assess candidates' motivation and appropriate skills and experience to work with children and for the role</u> <u>Explore any difficulties that the candidates' have had with working with children and how they have managed these</u> <u>Explain the school's safeguarding policy to candidates and discuss issues with candidates/ask safeguarding question/</u> <u>Keep a record of the interview and candidate's answers.</u> <u>Confirm commitment to the ethos of the school</u> <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> 	<ul style="list-style-type: none"> Interview Panel
Interview Record	<ul style="list-style-type: none"> Completion of appointment form with details for HR Officer Reasons for rejecting candidates should be clear using criteria in person specification Information should be able to be used to provide feedback to candidate Interview score sheets retained for 1 year. 	<ul style="list-style-type: none"> Chair of Interview Panel HR Officer
Decision	<ul style="list-style-type: none"> Determine which candidates are not appointable. Of the appointable 	<ul style="list-style-type: none"> Interview Panel

	<p>candidates, hear the views of all panel members and reach consensus about preferred applicant if possible</p> <ul style="list-style-type: none"> Decide if another appointable candidate can be offered the post if preferred candidate refuses offer. 	
Communicating Decision	<ul style="list-style-type: none"> Offer post to successful candidate subject to DBS and medical clearance (and satisfactory references if not received prior to interview). 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. 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. 	<ul style="list-style-type: none"> Chair of the interview panel HR Officer
	<ul style="list-style-type: none"> Inform unsuccessful candidates they have not been selected at interview 	<ul style="list-style-type: none"> HR Officer
Pre-employment checks completed	<ul style="list-style-type: none"> For every post ensure necessary clearance/documentation received Medical Qualifications <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> Work permit (Asylum and Immigration Act 1996) DBS check (Employment will not normally begin until the DBS check has been received and employment approved by the Headteacher). 	<ul style="list-style-type: none"> HR Officer
Statement of Terms & Conditions	<ul style="list-style-type: none"> Letter of offer and a Contract of Employment is prepared and sent to successful candidate 	<ul style="list-style-type: none"> HR Officer – signed by Executive Headteacher
Personal file preparation	<ul style="list-style-type: none"> Personal file to be compiled from documents already received. Contents: <ul style="list-style-type: none"> Application form Medical References Copies of qualifications Copies of passport/work permit DBS check (for approved period) 	<ul style="list-style-type: none"> HR Officer
Right of Appeal	<ul style="list-style-type: none"> Interview notes to be kept on file for 1 academic year. 	<ul style="list-style-type: none"> HR Officer

*Some responsibilities will change if the vacancy is for an Executive Headteacher or SLT member.

Cardinal Pole 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.