

## THE SAFER RECRUITMENT PROCESS

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. While the School aims to recruit staff of the highest quality, our safer recruitment process aims to deter or reject people who may be unsuitable to work with children. The various steps of the process are explained in detail below.

### Recruitment and Selection Procedure

All applicants for employment will be required to complete and sign an application form containing standard questions about their academic and employment history and their suitability for the role. Incomplete application forms may be returned to the applicant where time allows, however it is possible that they will be invalidated due to omission(s). Any gaps in academic or employment history must be accompanied by an explanation. CV applications will not be considered.

### Shortlisted Candidates – DBS Declaration and Social Media Check

The school will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will be invited to attend interview where their relevant skills and experience will be discussed in detail and their suitability to work with children will be assessed. Shortlisted candidates will be asked to submit a confidential Disclosure and Barring Service Self-Disclosure in advance of interview and should be aware that a search of public social media will also be undertaken prior to interview, the purpose being to identify any incidents or issues related to suitability to work with children. Any concerns may be discussed or clarified at interview. All formal interview panels include at least one person who has completed safer recruitment training.

### Pre-Employment Checks

The successful candidate will be subject to the regulatory pre-employment checks detailed below.

### Verification of Identity, Address and Right to Work

Applicants must provide proof of their identity, date of birth, right to work in the UK and address. There is an extensive list of documents which can be used for this purpose. Only original documents, or those certified as true copies, can be accepted.

### Verification of Qualifications

The successful applicant will be asked to provide original certificates proving any academic or professional qualifications essential for the post and claimed in their application. If original documents are not available a certified copy or written confirmation from the awarding body will suffice.

### Employment History

A full chronological history of employment must be provided along with satisfactory explanations for any gaps in employment. Any gaps or discrepancies will be followed up prior to, or during, the interview. A written record of issues covered during the interview will be kept on file.

### References

All offers of employment are subject to the receipt of two satisfactory references. One reference must be from the applicant's current or most recent employer. If the current/most recent employer is a school, the reference must be provided by the Head. Neither referee should be a relative or someone known to the applicant solely in the capacity of friend.

Only references supplied on the reference request form provided will be accepted. Testimonials and open references are unacceptable. The school may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.

### **Medical Fitness**

Applicants to whom an offer of employment is made must complete a Pre-Employment Health Questionnaire. This must happen after an offer of employment has been made but before the appointment can be confirmed. The information provided is reviewed by the School's medical advisor and reviewed against the job description and person specification for the particular role, together with details of any specific physical or mental requirements of the role. If the School's medical advisor has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The school may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

### **Disclosure and Barring Service Check**

All prospective staff, including those with little or no previous UK residence, will be required to apply for an Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS), at the School's expense. If the applicant is registered with the DBS Update Service then this route may be used instead. The School will also carry out a check of the Children's Barred List to ensure that applicants are not unsuitable to work with children.

All employment and voluntary work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 therefore applicants must declare all previous convictions, cautions reprimands or final warnings including those which would normally be considered "spent" (except those received for an offence committed in the UK which have been filtered in accordance with DBS filtering rules). Should an applicant disclose relevant information, or information is disclosed on the DBS certificate, a Risk Assessment will be completed before reaching a recruitment decision.

The DBS issues a single disclosure certificate directly to the subject of the check. The applicant should provide the School with sight of the original disclosure certificate as soon as it is received so that the School may confirm that it is satisfactory.

If there is a delay in receiving the DBS disclosure the Head has the discretion to allow an individual to begin work within the school *without confirming the appointment*, pending receipt of the certificate. This will only be allowed where all other checks, including a clear check of the Children's Barred List, have been completed and once appropriate supervision via a Risk Assessment is in place.

### **Overseas Checks**

Applicants who have lived or worked overseas may be asked to provide a criminal records check from the country or countries concerned. The School cannot carry out the checks on the applicant's behalf. The applicant may be prevented from commencing work until the overseas information has been received, or a Risk Assessment has been completed, as the School considers appropriate.

### **Teaching Regulation Agency (TRA) Checks**

The School will verify that the applicant is not subject to a teaching prohibition order, any current sanction from the General Teaching Council for England or has failed their induction or probationary teaching period.

Where the applicant will be a Governor, member of senior management or a teaching Head of Department, a further check will also be conducted under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This check confirms that individuals are not barred from taking part in the management of any independent school.

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