



SAFER RECRUITMENT

Recruitment & Selection Policy/Procedure

Carmel Ministries International including Carmel Christian School

31 March 2022

Chair of the Governing Body: Alison Carson

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Lead Person: HR Adviser

This policy will be reviewed in full by the Governing Body on an annual basis.

Signature Date

Early Years Manager at Carmel Christian School

Signature Date

Chairperson of the Governing Body

Signature Date

Wayne Skinner, Chairperson CMI Board of Trustees

Revision table	Date	Details
Original	4 August 2017	
Review	30 August 2018	To include changes to the Keeping Children safe in education, 2018 guidance.
Review	20 August 2019	Changes to KCSIE 2019
Review	20 August 2020	Changes to KCSIE 2020
Review	31 March 2021	Review due to staff changes
Review	31 March 2022	Updated in line with KCSIE 2021. Updated website links throughout and Part C: References.
Next Review Due	31 March 2023	

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PART A: RECRUITMENT POLICY

1. Introduction and Aims

The *Keeping Children Safe in Education guidance 2021* states that schools should “create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.”

The aim of this policy is to ensure that Carmel Ministries International (CMI), including Carmel Christian School (CCS) adopt recruitment procedures that help deter, reject or identify people who might abuse children.

The guidance sets out that governing bodies are required to act reasonably when deciding on the suitability of new employees, based on evidence including criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information. Governing bodies and proprietors are required to ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. Furthermore, under *The School Staffing (England) Regulations 2009*, governing bodies are to ensure that at least one person of the interview panel has undertaken safer recruitment training.

Safer recruitment is central to the safeguarding of children and young people. All organisations that employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures that prevent unsuitable persons from gaining access to children.

Carmel Ministries International (CMI), including Carmel Christian School (CCS), is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. CMI and CCS expects everyone involved in recruiting and selecting to be objective, unbiased and professional.

CCS’s recruitment and selection policy aims to ensure that:

- The safeguarding and welfare of children and young people is taken into account throughout the process
- The best possible staff are recruited on merit, ability and suitability for the post. The applicant who applies for a job within CCS will be considered against objective

criteria, which specifically relates to the requirements of the role for which they are applying

- All applicants are considered fairly and consistently
- No applicant is discriminated against
- All relevant recommendations and guidance are taken into account in the processes used, including recommendations in the DfE document *Keeping Children Safe in Education 2021*, in relation to:
 - o Safer Recruitment and Selection in Educational Settings
 - o Disclosure and Barring Service code of practice
 - o The establishment of a Single Central Record

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf

CCS believes it is, therefore, essential for the school to take time to plan the recruitment process. The Recruiting Manager and HR Adviser will identify who should be involved in the recruitment process, assign responsibilities (ensuring that panel members have undertaken recruitment training, including safer recruitment) and agree the key stages of the recruitment process. Further advice and guidance can be provided by the HR Adviser.

2. Application of the Policy

This policy applies to all vacancies and appointments (including volunteers and casual staff) made by CCS. Particular attention should be paid by those responsible for the recruitment process to relevant employment legislation in relation to the appointment of staff. If any concerns or queries arise, these should be initially referred to the HR Adviser for advice.

PART B: RECRUITMENT PROCEDURE

3. The Recruitment Process

3.1. Vacancy Identification

When a vacancy arises, it should be reviewed to consider the needs of CMI and CCS, as the post may need to be re-defined to fit the individual needs of the school or, occasionally, it may be that the post is not needed.

A Request for Recruitment Form for the vacancy is completed and signed off by the Chair of Governors (for teaching and support roles within the school) and Overseer of Assets, as appropriate. This provides the necessary budget approval to start the recruitment process. The Chair of Governors may delegate the responsibility for managing the recruitment campaign to another member of the team – referred to as the Recruiting Manager.

The Recruiting Manager will be responsible for the overall management of the recruitment process. This includes:

- planning the process
- assigning and coordinating resources
- reviewing/creating a job description/person specification, job advert and candidate pack
- creating the shortlisting/interview panel
- planning the interview/tasks, including organising classroom observations/school tours, where appropriate
- ensuring a safer recruitment representative is on the interview and selection panel
- making a verbal conditional offer to the successful candidate
- informing the unsuccessful candidates
- liaising and communicating with the Early Years team to confirm full details of the conditional offer and start date

3.2. Job Description/Person Specification (JD/PS)

A CMI /CCS Job Description and Person Specification (JD/PS) will be a combined document. The existing JD/PS will need to be reviewed or a new JD/PS will need to be defined where there is a new role.

The Early Years Manager will be responsible for drafting changes to an existing JD/PS or creating a new JD/PS. The HR Adviser can provide advice, support and guidance.

3.2.1. Job Description Element of JD/PS

The Job Description element of any CCS JD/PS will outline the main duties, responsibilities and accountabilities of the post. It will also contain details of the job title, salary and reporting lines, and outline any responsibilities associated with the role. The following safeguarding statement will be included in the JD/PS:

‘Carmel Christian School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your ability and suitability to work with children and young people in a way that promotes their safety and wellbeing will form part of the selection process.’

The successful candidate will be given a conditional offer subject to a satisfactory enhanced Disclosure and Barring check, a Children’s Barred list check (those working in Regulated Activity), two satisfactory references and a satisfactory pre-employment health screening. In addition, for Teachers, a Prohibition Check; and for anyone involved in the management of the school, a Section 128 check in relation to the children’s workforce to satisfy safeguarding requirements. An additional declaration may be required in order to meet our obligations under the ‘Disqualification’ section of the Childcare Act 2006.

The JD/PS will also include the following statement:

‘The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed school policies and/or guidelines, reporting any issues or concerns to their immediate line manager.’

3.2.2. Person Specification Element of JD/PS

The Person Specification element of any CCS JD/PS will outline the qualifications, skills, knowledge, experience and attributes/behaviours that are required from the post holder to enable him/her to carry out all the responsibilities and duties outlined in the job description. It will state whether these are essential or desirable requirements.

Where appropriate for the role, the following requirement will be included:

‘Evidence of suitability to work with children and young people.’

3.2.3. Essential and Desirable Criteria

The Recruiting Manager and Early Years Manager will decide on the essential and desirable criteria for each post as the need to fill a post is identified.

The essential criteria are requirements that a candidate needs to be able to perform the job. Candidates should be shortlisted according to which candidates are the ‘best fit’ against the essential criteria.

It is important that any essential or desirable criteria can be tested and objectively justified. As a result of the recruitment process, the successful candidate will be appointed on the basis of the ‘best fit’ to the essential criteria. The desirable criteria may be used to distinguish between candidates where more than one candidate is a close match to the essential criteria.

3.3. Advertising

Once a vacancy has been identified and the JD/PS has been defined, the Recruiting Manager will draft a job advert highlighting the main requirements of the role, the type of candidate that is sought and some of the benefits of working for the school. The advert should include the closing date for applications, the interview date (if known) and who to contact for more information. The Recruiting Manager will then work with the HR Adviser to fine-tune the advert, consider if any supporting material is required (e.g., Candidate Pack) and where the vacancy should be advertised.

N.B. Where there is a management vacancy, the serving manager must give an additional month’s notice to his/her employer.

Depending on the role, there are a number of different advertising routes. The HR Adviser can provide advice, support and guidance to Recruiting Managers.

All posts will firstly be advertised internally and then externally, unless internally ring fenced due to staffing reductions/re-structuring. All adverts will include confirmation of the requirement to safeguard and promote the welfare of children and young people. The following statement will be included on job advertisements:

‘Carmel Christian School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your ability and suitability to work with children and young people in a way that promotes their safety and wellbeing will form part of the selection process.’

Where the individual will be working in “Regulated Activity” reference will also be made to the fact that all successful applicants will be required to complete an Enhanced DBS disclosure and Barring Service check. The advert will be reviewed and signed off by the Recruiting Manager and HR Adviser prior to the job advertisement being made live.

3.4. DBS Checks

The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of the employee. This is outlined in more detail in Keeping Children Safe in Education 2021.

For most appointments, an enhanced DBS certificate, and a (children’s) barred list check, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

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

Applicants will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions that are ‘protected’ for the purposes of the ‘Exceptions’ order. The CCS application form captures this information.

Please see the filtering guidance for help with this:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

A more detailed description of regulated activity is provided in Keeping Children Safe in Education 2021.

For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a

(children's) barred list check, will be appropriate. This would include contractors; however, there may be contractors who would have the opportunity for contact with children and work under a temporary or occasional contract. More detailed information on contractors is provided in Keeping Children Safe in Education 2021 (paragraphs 272 – 277).

In a school, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. The Department for Education has published separate statutory guidance on supervision and regulated activity, which CCS should have regard to when considering what checks should be undertaken on volunteers. This is set out in Annex F of Keeping Children Safe in Education 2021.

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions. See the pre-appointments section starting on page 52 of Keeping Children Safe in Education 2021.

Where an enhanced DBS certificate is required, it must be obtained from the candidate before, or as soon as practicable after, the person's appointment

Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to their potential employer before they take up post or as soon as practicable possible afterwards.

Checks for agency and third-party staff is outlined in Keeping Children Safe in Education 2021 (paragraphs 268 – 271).

More detailed information on governors and proprietors can be found in paragraphs 295 – 298 and 301 – 308 of Keeping Children Safe in Education 2021.

3.4.1. Types of DBS Checks

There are four types of checks. For more information, see paragraph 218 of Keeping Children Safe in Education 2021.

- Basic: Providing details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.
- Standard: A check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- Enhanced: A check of the PNC records as above, plus other information held by the police which a chief officer considers relevant and considers ought to be disclosed; and

- Enhanced, with children's barred list check: For people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

Further information in relation to DBS checks is available on the DBS website.

When the DBS has completed its check of an applicant's PNC record and, if appropriate, whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must show the original DBS certificate to the Recruiting Manager before they take up post.

Where CMI and CCS allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that a risk assessment has been undertaken and approved, arrangements made for the individual to be appropriately supervised, and that all other checks, including a separate children's barred list check, have been completed. This should always be the exception and the decision made with involvement from the Chair of Governors, HR Adviser and Designated Safeguarding Lead.

CMI and CCS staff who work in childcare provision or who are directly concerned with the management of such provision will need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. Further information on the staff to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in Disqualification under the Childcare Act 2006 statutory guidance

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

If CCS knows or has reason to believe that an individual is barred, the individual will not be allowed to carry out any form of regulated activity to avoid penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work.

For agency or third-party staff: Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing the individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

3.4.2. DBS Update Service

Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information

has been added to the certificate since its issue (an annual fee applies for applicants using this service). This allows for the portability of certificate across employers.

To take advantage of this service, CCS will need to:

- establish if the applicant has registered for the DBS Update Service
- obtain the individual's consent to undertake an online check via the DBS Update Service
- examine the original DBS Certificate to ensure:
 - it is for the appropriate workforce level and level of check required, e.g., enhanced plus children's barred list check
 - the certificate matches the individual's identity

This will allow CCS to carry out a free online check and will identify if there has been any change in information recorded since the initial certificate. Individuals can see a full list of organisations that have carried out a status check on their account.

3.4.3. Accepting a Previously Issued DBS Certificate

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- in a school in England in a post that brought them into regular contact with children or young persons since 12 May 2006; or
- in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education that brought the person into regular contact with children or young persons.

However, if the DBS certificate being presented is more than 3 years old, CCS will request a new DBS certificate.

3.5. Checks on Overseas Staff

The same checks should be made on overseas staff as for all other staff (although it is not possible to conduct overseas Disclosure and Barring Service checks). A 'Certificate of Good Conduct' or equivalent should be obtained.

Where an applicant has worked or been resident overseas in the previous 5 years, CCS will require additional information; this is in the form of a check of the applicant's criminal

record and conduct, which will be evidenced from the relevant authority in that country. Not all countries provide this service and advice can be sought from the Disclosure and Barring Service.

Information relating to specific countries can be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

3.6. Prohibition Checks

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

3.6.1. Prohibition of Teachers

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodations and children's homes in England. For further information, see Teacher misconduct: the prohibition of teachers: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1051784/Teacher misconduct - the prohibition of teachers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1051784/Teacher_misconduct_-_the_prohibition_of_teachers.pdf)

A person who is prohibited from teaching must not be appointed to a role that involves teaching work. A check of any prohibition will be carried out using the Teacher Services' System. This check will identify any existing prohibitions and sanctions made by the General Teaching Council for England (GTC) before its abolition at the end of March 2012, and to provide information about any teacher qualifications held and whether induction has been passed, i.e., that a candidate to be employed as a teacher is checked to ensure there are no restrictions/sanctions that have been imposed by the regulators of the teaching profession as follows:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTC) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

3.6.2. Prohibition on Participation in Management

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management (any member of the teaching team above a classroom teacher or support staff with management responsibilities) of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A Section 128 check must be carried out on governors. If a prospective candidate or an existing governor is on the list, they cannot be a school governor.

A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check with children's barred list will also identify any section 128 direction.

See The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014:

<https://www.legislation.gov.uk/ukxi/2014/1977/contents/made>

3.6.3. Misconduct

Where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

3.7. Pre-Appointment Checks

All new appointments

Any CCS offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, CCS must:

- verify the candidate's identity. Identification checking guidelines can be found on the GOV.UK website (<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>);
- obtain (via the applicant) an enhanced DBS certificate (including barred list information for those who will be engaging in regulated activity);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role; CCS uses a pre-employment medical questionnaire for fitness to perform the role, and if required, a referral to an Occupational Health Practitioner for an assessment;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website (<https://www.gov.uk/check-job-applicant-right-to-work>);
- if the person has lived or worked outside the UK, make any further checks considered appropriate;
- verify professional qualifications, as appropriate. The Teacher Services' system should be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation; and
- check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- complete a Self-Declaration Form for staff to whom The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply.

3.7.1. Individuals from Overseas – Additional Checks

Those who have lived and worked outside the UK must undergo the same checks as all other staff. In addition, CCS must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, CCS will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment (EEA regulators of the teaching profession will share details of any sanction or

restriction that they impose on a teacher on or after 18 January 2016 with all other EEA teacher regulators. Teacher Services' system sets out how to obtain additional information about any EEA sanction/restrictions identified).

Guidance from the Home Office on criminal record checks for overseas applicants and the employment of overseas-trained teachers is available here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Further information on the requirements for overseas-trained teachers from the EEA to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America is available here:

<https://www.gov.uk/guidance/recruit-teachers-from-overseas>

Using the TRA Teacher Services' System, CCS will ensure that a candidate to be employed as a teacher is checked to ensure there are no restrictions/sanctions that have been imposed by the regulators of the teaching profession as follows:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTC) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

CCS must ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

All other pre-appointment checks must still be completed, including where the individual is engaging in regulated activity, where a children's barred list check will be required or they are in a management capacity and a Section 128 direction check is clear. CCS may also choose to request an enhanced DBS certificate should they wish to do so.

Note: The DBS will not provide barred list information on any individual, including volunteers, who are not engaging in regulated activity.

Full information can be found in Keeping Children Safe in Education 2021.

3.8. Single Central Record

Schools and colleges must maintain a single central record of pre-appointment checks, referred to in the Regulations as the register. The single central record must cover the following people:

- all staff, including teacher trainees on salaried routes, and supply staff who work at the school. In colleges, this means those providing education to children; and
- for independent schools, all members of the proprietor body. In the case of academies and free schools, this means the members and trustees of the academy trust.

CCS has its own Single Central Record (SCR), which is located in a secure area on the school drive. The school has a designated person who is responsible for updating the Single Central Record. The HR Adviser (designated person) will add new starters and update records, including leavers, once they have been provided with all the relevant information.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes and volunteers) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- Identity
- Professional Qualifications (where legally required e.g., Qualified Teacher Status)
- DBS children's barred list check
- Section 128 direction – clear (where appropriate)
- A Prohibition from Teaching check
- Enhanced DBS disclosure check/certificate
- Confirmation of the right to work in the United Kingdom
- Proof of right to work in the UK
- Further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
- Overseas checks (where applicable)
- Disqualification by Association (where relevant) for managers and staff in regulated activity within the remit of this regulation
- Medical clearance confirmation
- Reference checks
- Date of check, evidence provided, who undertook the check

- For newly appointed staff, the Safer Recruitment accredited person on the recruitment panel

Agency and third-party staff (supply staff)

CCS attempts not to use agency or supply staff. The school will, should the need arise, include whether written confirmation has been received that the agency/employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates and references. In addition, the school will provide the date that confirmation was received and whether any enhanced DBS check certificate (and, where required, a Children's Barred List check) has been provided in respect of the member of staff.

Volunteers

It is for schools and colleges to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision, CCS will have regard to the statutory guidance issued by the Secretary of State. This guidance requires that, for a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

Contractors

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.

Governors and Trustees

Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

Where the proprietor is a body of people, the chair must ensure that enhanced DBS checks are undertaken, where relevant, for the other members of the body and that where such a check has been undertaken, an enhanced DBS certificate is obtained, and that identity checks are completed before, or as soon as practicable after, any individual takes up their position. The chair must also ensure that other members are not subject to a Section 128 direction that would prevent them from taking part in the management of an independent school (including academies and free schools).

In addition, the Identity, DBS Enhanced check, Proof of Right to Work (CMI Board only), Disqualification by Association (where relevant) records of all governors will be recorded on the SCR.

A Section 128 check must be carried out on governors. If a prospective candidate or an existing governor is on the list, they cannot be a school governor.

Work Experience

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school or college should consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves; and
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

Visitors

Leaders should use their professional judgment about the need to escort or supervise visitors.

3.9. Recruitment Pack

The recruitment pack should include:

- The advertisement as appropriate. This will detail:
 - the job title, closing dates, pay-scale, location of the role, information about the role, information about the school, who to contact for more information about the job (if applicable), how to apply, the planned interview dates, a statement highlighting CCS's commitment to safer recruiting procedures, which will encourage suitable applicants and discourage undesirable individuals. Confirmation that questions about safeguarding will also be asked within the interview should also be provided to potential candidates.
- An overview of CCS
- The JD/PS
- A detailed statement about our commitment to keeping children safe, including a link to our Safeguarding and Child Protection Policy
- Our Equalities Statement
- An outline of our recruitment process
- An application form that has included on it a statement saying that only a fully completed application form will be accepted and not CVs without an application form due to safeguarding requirements. In addition, the application form states the requirement for two references (one of which is the previous employer).
- Reference pro-forma
- Self-disclosure form

Note: For internal advertisements, e.g., in the case of an internal re-structuring process, a letter of application is likely to be sufficient.

4. Selection

4.1. The Selection Panel

The Recruiting Manager will organise the selection panel, which will consist of at least two members and will ideally include the direct line manager of the position. At least one member of the panel will have received Safer Recruitment training. Other members should, as a minimum, ensure that they have a full understanding of this policy, in order to ensure they are fully aware of their roles and responsibilities alongside the relevant legislation. Governors and Senior Leaders will be involved in appointments for middle and senior leadership positions and other positions where appropriate.

Managerial appointments will require ratification by the trustees of CMI in consultation with the governing body.

The panel will agree a chairperson, who will be responsible for managing the interview and selection process, making the job offer and ensuring that the agreed procedures are followed.

All members of the panel should be involved at all stages of the selection process.

4.2. Selection Methods

The selection panel should agree selection methods to be used in assessing candidates. Depending on the requirements of the post, these could include (in addition to an interview):

- Presentations
- Aptitude tests as appropriate
- Role plays
- Group discussions
- Student panel
- Work samples (e.g., in-tray exercises or other practical tests based on simulation of real work)
- Written submissions
- Case studies
- Skills tasks (e.g., teacher observations, numeracy tests, etc.)

4.3. References

The purpose of seeking references is to obtain objective, verifiable and factual information to support appointment decisions.

The request for a reference will include a reminder for the referee that they have a responsibility to ensure that the reference is accurate, and that the content of the reference may be discussed with the candidate.

To comply with Safer Recruitment guidance and practices, CCS will obtain and refer to references prior to the selection process, so that any issues of concern may be raised and explored further with the referee, and taken up with the candidate at interview, unless the candidate does not give his/her permission for references to be obtained prior to the selection process, or there may be difficulties in obtaining a reference from a referee within the required timescales. One of the referees must be the candidate's present or most recent head teacher/manager/employer. References will be scrutinised and any concerns resolved satisfactorily before an appointment is confirmed, including for any internal candidate.

References will always be requested directly from the referee, preferably from a senior person with appropriate authority, not just a colleague. We will not accept open references, for example, in the form of 'to whom it may concern' testimonials, nor will we rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, we will ensure they originate from a legitimate source (e.g., checking that the email address is from an organisation, not a personal account).

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification, as appropriate. For example, if the answers are vague or if insufficient information is provided. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate at interview.

The reference request is sent to the referee with a Reference Proforma and the JD/PS. The Reference Proforma is to be completed by the referee and returned to CCS.

The proforma requests information on the following:

- Confirmation of employment dates (then cross checked against application form)
- Details of the referee's relationship with the candidate
- Evidence of the candidate's ability to meet the requirements of the JD/PS
- Specific verifiable comments about performance history and conduct

- Any current disciplinary sanctions
- Any disciplinary sanctions where their employee was subject to proceedings relating to working with children including any which are 'time expired'.
- Details of any concerns that relate to the safety and welfare of children
- The candidate's suitability to work with children
- The number of days absent in the last 12 months.

The reference must be signed and dated. The referee must give the name of the organisation and the position that they hold in that organisation.

All references received must be sent to the Recruiting Manager to review and verify the reference.

Where a reference has not been obtained on the preferred candidate before interview, the panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the successful candidate's appointment is confirmed. Any offer of appointment will be subject to satisfactory references (unless these references have already been received and are satisfactory) and the normal pre-appointment checks.

4.4. Shortlisting

This will be based on the information contained in the application form and the references, which will be measured against the requirements specified in the person specification.

The panel will meet to consider which of the applicants meet the essential criteria (and the desirable criteria where there is a need to distinguish between more than one candidate who meets the essential criteria).

Each applicant will be judged against the criteria in a consistent manner. Records should be kept of the shortlisting process and will include reasons why it was felt that candidates did not meet the criteria. This information will be kept for a period of 6 months, to enable CCS to maintain written evidence of the decision in case of a challenge from applicants.

If a panel member knows any of the applicants, they should declare this at the shortlisting stage. This will not necessarily mean that the panel member can no longer be involved in the process.

There is no automatic right for internal applicants to be shortlisted. However, if they are not shortlisted, then the line manager will provide feedback to those individual applicants.

It is acceptable to shortlist only one candidate where that candidate alone has met the shortlisting criteria. However, in such circumstances, it might be appropriate to re-advertise in order to obtain a wider choice of candidates.

Once the panel has agreed on the shortlist, the candidates will be called for interview. The Recruiting Manager will advise the HR Adviser of shortlisted candidates; they will then send invitations to interview, which will include:

- The date, time and venue of the selection process.
- Where and to whom they should report on arrival.
- An outline of the interview, including any pre-interview preparation, tasks or selection tests required of candidates.
- A request for documentation required to prove identification and satisfy DBS requirements.
- A request to bring in certificates to confirm qualifications.
- A statement asking candidates if they require any reasonable adjustments to enable them to take part in the interview process.

Having established the process, the panel will prepare an assessment proforma to record relevant information about each candidate's performance.

4.5. Interviews

Candidates will be asked to provide proof of identity when invited to an interview and also provide originals of qualification certificates. The Recruiting Manager should ensure there is a responsible person available on the day to ensure that identification and qualifications are checked for authenticity and are photocopied.

The main objective of an interview is to get an accurate picture of a candidate's suitability for a post.

The panel will prepare for the interview in advance by deciding on a set of 'core' questions designed to assess the ability of the candidates to meet specific criteria on the person specification, and to assess their suitability and motivation to work with young people. All candidates will be asked the core questions.

If a candidate has, in answer to a previous question, appeared to answer a subsequent core question, then the question should still be asked. This gives the candidate the opportunity of addressing the question directly or providing supplementary information to the response already given.

Supplementary questions may be asked by any panel member, provided they are relevant to the person specification criteria.

Supplementary questions may also be asked of individual candidates in order to explore safeguarding issues based upon their application and reference details; such as gaps in training or employment. Candidates will be expected to satisfactorily explain any gaps in their employment history and explain any discrepancies in the information they have provided.

Candidates must be judged solely on the evidence provided within the interview/selection process in terms of their ability to do the job.

Each aspect of the selection process will be judged according to the individual candidate's performance.

The panel members will also measure each candidate's responses to each question during his/her interview and will use a separate assessment form for each candidate. Panel members should take notes during the interview to assist with the objective comparison of an individual candidate's performance.

4.6. Making the Decision

Candidates will be evaluated objectively on an individual basis against the essential selection criteria (and the desirable criteria as appropriate). The selection panel need to ensure that all candidates are treated fairly and the candidates should feel they have had every opportunity to explain how their knowledge, skills and experience make them suitable for the job in question.

The successful candidate should be the individual who achieves the best performance in relation to the essential criteria (and the desirable criteria as appropriate).

4.7. Offering the Post

Following the interview, a verbal conditional offer will be made by the Recruiting Manager. The Recruiting Manager will liaise with the HR Adviser regarding the start date to ensure it is practical for all recruitment/safer recruitment activities to be completed in time for the start date. The HR Adviser will then send a written conditional offer, together with a new starter pack, usually within 3 working days of receipt of all information from the Recruiting Manager. Any offer of appointment made to a successful candidate, including one who has

lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks; including satisfactory references (if not already received), pre-employment medical clearances for external applicants, DBS and barred list/prohibition/section 128 directive (where appropriate) checks, and checks for professional qualifications. The unsuccessful candidates may be provided with an explanation as to why they were not appointed to the post on that occasion.

The HR Adviser will make arrangements for appropriate appointment documentation to be completed and checked. A recruitment checklist will be attached to each new starter personnel file to ensure all aspects of recruitment/safer recruitment are completed prior to the agreed start date.

A written Statement of Terms and Conditions of Employment will be provided to the employee within 2 months of the start of employment as per current guidance www.gov.uk. Application forms for all applicants, accurate records of interview decisions, plus any other notes, documentation, test/exercise results (where appropriate), scorecards and references for shortlisted candidates will be retained by CCS for 6 months after the selection process has occurred. They will then be securely destroyed.

The successful candidate's application form should be retained and filed in their personnel file together with a copy of the job advert, JD/PS and Candidate Pack (where relevant).

4.8. Induction Process

All newly appointed CCS staff will receive a programme of induction, which will be in addition to the tailored programme provided by Carmel Ministries International. The programme includes:

- A guarantee of two days (if required) in the first year to shadow the work of experienced colleagues undertaking a similar role
- An induction pack
- Access to formal and informal networks with colleagues undertaking similar roles across CCS

The Recruiting Manager, in conjunction with the line manager, will also arrange a structured induction process to the school running alongside the CMI induction programme.

5. Guidance Notes

Employment Legislation

Any applicant can allege that he/she has been discriminated against by CCS, even though there is no employment relationship. It is, therefore, vital that all those involved within the recruitment process follow the CMI Recruitment and Selection Policy and Procedure and act in a manner that is both fair and reasonable.

Discrimination under the Equality Act 2010

It is unlawful to discriminate on the basis of any of the protected characteristics in relation to the Equality Act.

Unlawful Discrimination

Unlawful discrimination could be found if:

- An advert implied that applications from those with the above characteristics would not be considered (the only exception to this is if there is an occupational requirement but this exception is very limited – advice should be obtained from the HR Adviser in such a circumstance.
- The terms on which the employment is offered were discriminatory.
- Managers refused or deliberately omitted to offer employment to those with protected characteristics.

Candidates with a Disability

Disability is defined under the Equality Act 2010 as a physical or mental impairment that has a substantial (i.e., more than minor or trivial) and a long-term adverse effect on the ability of the person to carry out normal day to day activities.

This means that consideration must be given to candidates who have a disability regarding reasonable adjustments that may be needed during the selection process, e.g., reviewing parking requirements, having an interview room with wheelchair access, having a room at ground level or the option of a lift, allowing candidates a longer time to complete tests or assessments, etc.

When specifically inviting applicants to interview, they should be asked if they require any reasonable adjustments to enable them to take part in the selection process.

Candidates should not normally be asked about their health at all until a job offer has been made. The Equality Act 2010 limits the circumstances when employers, in general, can ask pre-employment health related questions before a job offer.

After taking advice, the Recruiting Manager can ask health related questions:

- To help with deciding if reasonable adjustments are needed in the selection process to enable the candidate with a disability not to be placed at a disadvantage to other candidates;
- To determine if an applicant can carry out a function that is essential to the job such as heavy lifting.

If a candidate voluntarily discloses information about his/her health or disability within an interview, then managers should avoid asking any questions in response.

When appointing a successful candidate who is disabled, consideration should be given to any reasonable adjustments to the role that may be required.

PART C: REFERENCES

1. Keeping Children Safe in Education 2021: Statutory guidance for schools and colleges. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf
2. The School Staffing (England) Regulations 2009. <https://www.legislation.gov.uk/uksi/2009/2680/contents/made>
3. Safeguarding in English Schools, House of Commons Briefing Paper, Number 8023, 10 February 2021. <https://researchbriefings.files.parliament.uk/documents/CBP-8023/CBP-8023.pdf>
4. The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 Childcare Act 2006. <https://www.legislation.gov.uk/uksi/2018/794/contents/made>
5. DBS Update Service. <https://www.gov.uk/dbs-update-service>
6. Independent School Standards. <https://www.legislation.gov.uk/uksi/2014/3283/schedule/made> (Part 4 gives details of the records that must be kept)