St John the Evangelist Catholic Primary School



Recruitment and Selection Policy

2026-2027

Our Mission

" St John's is a place where we meet Jesus.
Everyone is enabled to fulfil their unique potential and together we celebrate being part of God's creation in all we think, say and do.
In our school everyone is respected and cherished and differences are valued.
Each member of our community is supported to truly reflect the person of Jesus."

DOCUMENT CONTROL	
Doc Ref:	November 2026
Document Full Title	Recruitment and Selection Policy
Document Version number	1
Document stored in	
Owned by:	Trust Board
Authorised by:	Local Acxademy Council
Date:	November 2026
Review Date:	November 2027
Circulation:	All Staff and Volunteers All Academy Council All Trust Directors On Website

Contents

1.Introduction **Error! Bookmark not defined.**

2.Safer Recruitment Training **Error! Bookmark not defined.**

3.Elements of Safer Recruitment **Error! Bookmark not defined.**

4.Post-Appointment: Induction **Error! Bookmark not defined.**

5.Supply Staff **Error! Bookmark not defined.**

6. Volunteers
Error! Bookmark not defined.

1. Introduction

St John the Evangelist Catholic Primary School ensures that there are robust safeguarding procedures to promote the safety and welfare of pupils in our school. Our aim is to create a culture that safeguards and promotes the welfare of all our pupils. As part of this culture, it is important that we 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 our schools.

The measures described in this policy are applied in relation to everyone who works at one of our schools, including those who may not have direct contact with children as a result of their position. This includes office staff and workers not on the payroll, e.g., staff employed by third parties, supply agencies and contractors.

We aim to comply with safer recruitment best practice as laid down in:

- Safeguarding Vulnerable Groups Act (2006)
- School Staffing (England) Regulations 2009
- Disqualification under Childcare Act 2006 (as amended 2018)
- Equality Act (2010)
- Keeping Children Safe in Education (2022)
- Working Together to Safeguard Children (2018)
- Governance Handbook (2020)
- New DBS filtering rules for DBS certificates (2020)
- Section 128 Education and Skills Act (2008)
- Immigration, Asylum and Nationality Act (2006)
- Staffing and Employment Advice for Schools (2021)
- Advisory, Conciliation and Arbitration Service (ACAS) website
- General Data Protection Regulations (2018)
- Data Protection Act (2018)
- The Education and Training (Welfare of Children) Act 2021

2. Safer Recruitment Training

We meet our responsibilities by ensuring every recruitment panel, for a school-based post, includes a minimum of one member who has completed recent safer recruitment training. In addition, we ask schools to consider safer recruitment training for all those involved in the recruitment process including Trust members, academy councils and administration staff.

Where we utilise volunteers, we will continue to follow the checking and risk assessment process as set out in Keeping Children Safe in Education (KCSiE) and under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We ensure our schools understand their legal duty to continue to refer to the Disclosure and Barring Service (DBS) anyone who has harmed or poses a risk of harm to a child and to make referrals to the Teaching Regulation Agency (TRA) as per KCSiE.

Our schools will ensure that all appropriate checks, assurances and risk assessments will be recorded on their individual school's Single Central Record (SCR) template. Each school will record everyone that will be working or volunteering in a school on any given day, including any staff who may be on loan from other schools.

Staff Training and Safeguarding Inductions

Our school's will ensure that all staff have safeguarding and child protection (including online safety) training from induction and have read all the required documentation in line with KCSiE making staff and volunteers aware of any new local safeguarding arrangements, in order to know what to do if they are worried about a child.

3. Elements of Safer Recruitment

We act reasonably in making decisions about the suitability of prospective employees based on checks and evidence in line with part 3: Safer Recruitment of Keeping Children Safe in Education September 2022.

Our safer recruitment process begins with where the post is advertised, ensuring that the advertisement:

- highlights our commitment to safeguarding and promoting the welfare of children
- make it clear that all safeguarding checks will be undertaken
- the safeguarding responsibilities of each individual post
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- the amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to our recruitment panel
- if the above are disclosed, our schools understand they must not take them into account
- signpost prospective candidates to the MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975

Defining the Role

All schools will include the following when developing the job or role description:

- the skills, abilities, experience, attitude, and behaviours required for the post
- the safeguarding requirements, i.e., to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children

Application forms

Where a role involves engaging in regulated activity relevant to children, we will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Access will be provided to the individual school's:

- safeguarding and child protection policy
- policy on employment of ex-offenders

The application form will require applicants to provide, as a minimum:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

It is St John the Evangelist Catholic Primary School policy not to accept a curriculum vitae.

Shortlisting

St John the Evangelist Catholic Primary School will ensure only shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. The self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records and will include for example;

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare
- any relevant overseas information
- a declaration confirming the information they have provided is true

There will be a minimum of two people who carry out the shortlisting exercise, scrutinising any inconsistences and looking out for gaps in employment and reasons given. In addition, our school's will consider carrying out an online search as part of their due diligence on the shortlisted candidates, as this may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Employment history and references

Our schools will seek references, before interview where possible, to obtain factual information to support appointment decision. Any concerns will be raised and explored with the referee and taken up with the candidate at interview.

We will not accept open references or rely on the applicants to obtain their reference. We will always ensure references from the candidates' current employer has been completed by a senior person with appropriate authority e.g., headteacher or principal. Where the candidate is currently unemployed, we will obtain verification of their most recent relevant period of employment.

References will be secured from the relevant employer from the last time the candidate worked with children and will establish the reason for the candidate leaving their post. If they have never worked with children, we will ensure a reference from their current or last employer. References will always be verified with the person providing the reference, ensuring electronic references are from a legitimate source. Where information is vague or insufficient schools will always contact the referee.

We will ensure any concerns are resolved satisfactorily before the appointment is confirmed.

Providing references

Our school understands that when they are asked to provide references, they should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. References should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. We will follow the guidance, including on the position regarding low-level concerns, as set out in Part 4 KCSiE.

Selection

The candidates whose application forms provide information that best meets the criteria of the job description,

person specification, experience and qualifications are invited for interview, even if there is only one candidate.

St John the Evangelist Catholic Primary School will use a range of selection techniques to identify the most suitable person for the post. The recruitment panel will agree structured questions.

These should include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this

At the interview, we will verify the candidate's identity, including being aware of the potential for individuals changing their name and qualifications by checking original documents. Verification of identity will use ID documents, including their birth certificate where this is available, in line with the identification checks guidelines issued on the Gov.uk website, to ensure the person is who he or she claims to be.

The interview panel will be the same people as the shortlisting panel, where possible. We will then interview to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal
- lack of recognition and/or understanding of the vulnerability of children
- inappropriate idealisation of children
- inadequate understanding of appropriate boundaries between adults and children
- indicators of negative safeguarding behaviours

Shortlisted candidates will be asked to sign their application forms if they were submitted electronically.

Schools will consider any circumstances and information about past disciplinary action or substantiated allegations on an individual case basis.

We acknowledge that involving pupils/students in our recruitment process in a meaningful way is common and recognised as good practice.

All information considered in decision making will be clearly recorded along with decisions made by our schools.

Pre-appointment vetting checks regulated activity and recording information.

St John the Evangelist Catholic Primary School understands their legal requirements around which pre-appointment checks must be carried out when appointing individuals to engage in regulated activity relating to children. These checks will help identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). These checks are seen as part of the wider whole school safeguarding regime, which will continue following appointment. All required checks must be recorded on the individual school's single central record.

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity *(if that could not be verified at interview)*
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those

who will be engaging in regulated activity with children)

- a separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available *(school-based staff only)*
- verification of the candidate's mental and physical fitness to carry out their responsibilities
- verify the person's right to work in the UK, including EU nationals
- if the person has lived or worked outside the UK, make any further checks the school considers appropriate
- verify professional qualifications, as appropriate *(if not verified at interview)*
- verification of professional status where required e.g., Qualified Teacher Status (QTS) *(unless properly exempted)*
- verification of successful completion of statutory induction *period (applies to those who obtained QTS after 7 May 1999)*
- Secretary of State Prohibition Orders check on all posts in teaching work, via TRA
- Section 128 on staff engaged in management positions and governance in school
- Disqualification under Childcare Act 2006 (as amended) declaration, if applicable

*(**NB** in any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.*

Recording Information

Interview records for unsuccessful candidates will be kept for six months, then securely destroyed. Interview records, identity documents and other relevant documentation, as laid out in the latest guidance for successful candidates, with the exception of below, will be kept on their personnel file and kept until termination of employment plus six years. Evidence of Right to Work in the UK will be kept until termination of employment plus not less than two years. St John the Evangelist Catholic Primary School understands that they do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. Data Protection Act 2018, states: when a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed schools understand they may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

In line with Part 3, KCSiE our school must maintain a single central record of pre-employment checks carried out for:

- all staff, including teacher trainees on salaried routes, agency and third-party supply staff, even if they work for one day
- all members and trustees of the academy trust
- agency and third-party supply staff
- contractors *(will follow part 3 KCSiE guidance)*
- professional visitors *(will follow part 3 KCSiE guidance)*
- alternative provision *(will follow part 3 KCSiE guidance)*
- Trainee/students *(will follow part 3 KCSiE guidance)*

Non-statutory information:

- whether relevant staff have been informed of their duty to disclose relevant information under the childcare disqualification arrangements
- checks made on volunteers
- checks made on governors/academy members
- dates on which safeguarding and safer recruitment training was undertaken

- the name of the person who carried out each check

Where a member of the staff works across more than one site, details of recruitment checks will be held at the main site of work. Written confirmation should be sent from the main site of work to any other site which the member of staff works, confirming all required checks, including DBS enhanced and barred list checks have been carried out. The other sites should record the name of the member of staff on their SCR, noting all checks have been carried out, details of which can be seen at their main site of work.

4. Post-Appointment: Induction

There is a robust induction programme for all staff and volunteers newly appointed to our schools, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our safeguarding arrangements, policies and procedures
- support individuals in a way that is appropriate for the role for which they have been engaged
- confirm the conduct expected of staff within the school
- provide opportunities for a new member of staff or volunteers to discuss any issues or concerns about their role or responsibilities
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting the welfare of children e.g. Keeping Children Safe in Education September 2022 Part's 1 & 5 and annex B
  - Individual school's Safeguarding and Child Protection Policy
  - What to do if you're worried a child is being abused
  - School Handbook/Code of Conduct, Behaviour, Whistleblowing Policy, roles and responsibilities of the designated safeguarding lead, school's response to children missing education
- safeguarding and child protection training, including online safety awareness
- how and with whom any concerns about those issues should be raised
- reporting procedures for concerns and allegations around other children, other adults in school, inc. supply teachers, volunteers and safeguarding arrangements
- all other relevant personnel procedures

All staff are required to acknowledge receipt and agree to adhere to the above documents.

5. Supply Staff

- All schools understand they must obtain written notification from any agency, or third-party organisation, that they have carried out the required checks on an individual that the school would otherwise perform.
- In respect of the enhanced DBS check, schools understand they **must** ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.
- Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information, or any information was provided to the employment business, our schools understand that they must obtain a copy of the certificate from the agency
- in addition, we seek to verify the identity of each agency worker, or third-party worker that they are the person on whom the checks have been made, upon arrival on site

6. Volunteers

Under no circumstances will our school allow a volunteer, in respect of whom no checks have been carried out, to be left unsupervised or allowed to work in regulated activity. They will undertake a risk assessment and use our professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so we will consider:

- the nature of the work with children
- what we know about a volunteer, inc. formal and informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check

The risk assessment will be recorded on the SCR and a copy retained in the volunteer file.

The Trust Board and Local Academy Council are committed to reviewing this policy

annually.