



THE  
**MARIST**  
**SCHOOL**  
ASCOT

# **Safer Recruitment Policy & Procedure Pt 4, 18**

**Excellence as a habit not an action.  
Excellence in who we are; Excellence in what we do;  
Excellence in our service of others.**

*Feet on the ground. Reaching for the stars.*

# Contents

|   |           |
|---|-----------|
| <b>Safer Recruitment Policy .....</b>   | <b>3</b>  |
| <b>Introduction.....</b>  | <b>3</b>  |
| <b>Scope.....</b>   | <b>3</b>  |
| <b>Key Principles.....</b>  | <b>3</b>  |
| <b>Personal Data – Single Central Record .....</b>                                  | <b>4</b>  |
| <b>Equal Opportunities .....</b>  | <b>4</b>  |
| <b>English Fluency .....</b>  | <b>4</b>  |
| <b>Rehabilitation of Offenders and Disclosure &amp; Barring Service (DBS) .....</b> | <b>4</b>  |
| <b>Recruitment Records and Data Retention.....</b>                                  | <b>5</b>  |
| <b>Safer Recruitment Procedure.....</b>   | <b>6</b>  |
| <b>Stage 1 - Identifying a Vacancy &amp; Advertising .....</b>                      | <b>6</b>  |
| <b>Job Descriptions &amp; Person Specification .....</b>                            | <b>6</b>  |
| <b>Stage 2 - Applications &amp; Shortlisting.....</b>                               | <b>6</b>  |
| <b>Shortlisting .....</b>   | <b>7</b>  |
| <b>Online Search.....</b>   | <b>7</b>  |
| <b>Stage 3 - Interviewing.....</b>  | <b>7</b>  |
| <b>Stage 4 - Pre-employment Checks .....</b>  | <b>8</b>  |
| <b>Identity Check.....</b>  | <b>8</b>  |
| <b>Criminal Record Check .....</b>  | <b>8</b>  |
| <b>References.....</b>  | <b>9</b>  |
| <b>Qualifications.....</b>  | <b>9</b>  |
| <b>Health Clearance &amp; Reasonable Adjustments .....</b>                          | <b>9</b>  |
| <b>Stage 5 - Offer of Employment .....</b>  | <b>9</b>  |
| <b>Recruiting Supply/Agency/Contractors.....</b>                                    | <b>10</b> |
| <b>Appendix 1 - Recruitment of Ex-Offenders.....</b>                                | <b>11</b> |

# Safer Recruitment Policy

## Introduction

The Marist School is committed to promoting and sustaining a culture that safeguards and promotes the welfare of children. This policy and procedure provides the framework that ensure that the School follows a robust, rigorous and fair process when recruiting staff to work in School.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. We reserve the right to amend this policy at any time.

## Scope

The Safer Recruitment Policy and Procedure applies to staff directly recruited and employed by the School. Whilst agency and contract workers are not direct employees of The Marist School recruiting managers are responsible for ensuring that the School receives written confirmation from the relevant agency or company that it has carried out the same checks as would otherwise be performed on any individual directly employed by The Marist School.

## Key Principles

The Marist School will apply its recruitment practices, equitably and in line with the Equality Act 2010, ensuring that staff and candidates are not subject to any detriment, in respect of protected characteristics that are, or may be construed, as discriminatory. The School will also operate a consistent and fair procedure to minimise the risk of appointing people who pose a risk to children.

Under this policy the School aims to:

1. ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process.
2. Adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security.
3. Attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people.
4. Ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants.
5. Ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age.
6. Ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service.
7. Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
8. Ensure that all staff involved in the recruitment and selection process are responsible for familiarising themselves, and complying with, the provisions of this policy.

## Personal Data – Single Central Record

We hold a central record incorporating all employed staff (and others) that have contact with children. The record is available to the Senior Leadership Team, the Chair of Governors, HR Staff and the Governor responsible for Safeguarding. The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Designated Safeguarding Lead but this function can be delegated to a member of the Senior Leadership Team.

## Equal Opportunities

Fairness in how we recruit and select our staff plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job.

## English Fluency

It is a requirement that all employees working in a role that requires them to communicate with pupils, parents, guardians, staff and/or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities. The fluency requirement does not create a higher standard than already required for Teachers at the School who are already annually appraised against the Teachers Standards.

## Rehabilitation of Offenders and Disclosure & Barring Service (DBS)

We will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. We make appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically debar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria. Please refer to Appendix 1 for further details about our obligations regarding the fair evaluation about any information disclosed.

In view of the fact that all positions within the School will amount to "regulated positions", all applicants for employment must declare all previous convictions and adult cautions (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020). A failure to disclose a previous conviction or adult caution may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If we receive an application from a

disqualified person; we are provided with false information in, or in support of an applicant's application; or we have serious concerns about an applicant's suitability to work with children, we will report the matter to the Police, DBS and/or the DfE.

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before School and after School clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare. The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Principal immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## Recruitment Records and Data Retention

Recruitment information (including interview notes) will be retained for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.

Any queries relating to the policy above should be directed to the HR Manager on 01344 624291 or [HR@themarist.com](mailto:HR@themarist.com).

# Safer Recruitment Procedure

There are five stages within the recruitment and selection namely identifying a vacancy & advertising, application & shortlisting, interviewing, and pre employment checks and offer of employment.

## Stage 1 - Identifying a Vacancy & Advertising

The recruitment process cannot begin until the need for a role has been established and approved by the Principal. Once approval has been received key dates are to be planned with a member of the HR team to ensure the recruitment process runs efficiently and professionally.

As a minimum advert will be placed on the School's website. However, most teaching vacancies will also be advertised through the TES website as well as other advertising mediums. Careful consideration will be taken in selecting where to place advertisements as specialist vacancies may require publication in other media sources.

It may not be appropriate to advertise a vacancy externally where:

- An appointment made be made internally to support career development and/or retention.
- The length of post is less than six months.
- Other circumstances, in which advice should be sought from the HR Manager.

All advertisements will advise that any position within the School involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

The closing date of an advert will normally be a minimum of two weeks except on the occasion where circumstances may prevent this or it is considered detrimental to the running of the School.

### Job Descriptions & Person Specification

Job descriptions and/or person specifications will define the purpose, duties and responsibilities of the post, as well as the qualifications, skills, abilities, attitude, behaviours and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the School's commitment to the safeguarding of students and include the extent that the role will involve contact with children and whether it engages in regulated activity.

All posts at The Marist School require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

## Stage 2 - Applications & Shortlisting

The importance of safeguarding and protecting children at the School will be promoted throughout the recruitment process in order to deter unsuitable candidates and make it clear that where the role involves regulated activity, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

All application packs will normally include the following:

- Application Form;
- Job Description and Person Specification;
- Information Sheet;
- Equal Opportunities Policy; and
- Child Protection Policy Statement and information on an Enhanced DBS check.

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed application Forms. A full employment history is required, and any gaps identified may mean that the applicant is not shortlisted.

### Shortlisting

Shortlisting will be based on the application demonstrating the criteria for the position has been met. A panel of two or more senior staff will make the decision on those applicants to be invited to interview. Where an applicant has declared a disability and meets the essential criteria for the position they will automatically be invited for interview.

### Online Search

As part of the 2022 Keeping Children Safe in Education requirements the School will conduct a basic online search on shortlisted candidates. The results of which may be discussed at interview with the candidate if required.

## Stage 3 - Interviewing

Candidates invited to interview will be required to present photo identification, regardless of whether that interview is to be conducted face-to-face or remotely. If the interview is held remotely via video conference, photo identification must be shown on screen. The successful candidate will then be required to provide us with that photo identification as well as a number of other documents, as part of the pre-employment checks, we are required to complete. Please see the section below titled, Stage 4 - Pre-employment Checks for further information.

Interviews will be undertaken by a panel two or more staff and normally chaired by either the line manager or Principal. Where possible references will be sought prior to interview.

As part of the interview process, key aspects of the Catholic life of the School will be outlined and the expectations on staff as a part of a Catholic School shared. Interviewees will be asked if they would be prepared to take on these expectations, should employment be offered.

The interview structure and questions will be applied consistently to all candidates and based on the relevant person specification. For teaching staff this will also involve teaching a lesson to students. The lesson will be allocated based on subject and School requirements. The lesson will be assessed by the Head of Department or their nominee.

Interviews will assess the merits of each candidate against the job requirements and will explore the candidate's suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process unless exceptional circumstances apply.



The Interview panel will consist of a minimum of two interviewers, one of whom will be the safeguarding representative who will have completed their safer recruitment training. Where the interview is for a teaching post, the Principal, Deputy Head or an Assistant Head will form part of the interview panel. Where the interview is for a support staff post, the line manager and/or Bursar will form part of the selection panel.

Candidates will be informed of the outcome of their interview as soon as is reasonably practicable by the Chair of the panel or their nominee. Unsuccessful candidates will be dealt with courteously and sensitively. As a minimum receive a telephone call or email regarding the outcome of the selection process.

## Stage 4 - Pre-employment Checks

All offers of employment are conditional and employment will not be confirmed until the School has received completed satisfactory pre-employment checks. These include satisfactory references, evidence of right to work in the UK, health clearance, certificates of qualifications obtained and a completed Disclosure & Barring Service Check.

### Identity Check

All successful candidates are required to provide documentation that verifies their identity and right to work in the UK. Evidence must be the original documentation as copies will not be accepted unless they are certified copies.

### Criminal Record Check

Due to the nature of the work, we apply for criminal record certificates from the DBS in respect of all prospective staff members and volunteers.

All successful candidates will be required to complete a Disclosure Form from the DBS for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants are required to notify the School immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration

The type of check that may be requested from the DBS will depend on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to engage in regulated activity with children, then an Enhanced Check with Barred List will be required. This check will contain details of all convictions, adult cautions, reprimands or warnings held on the Police National Computer; except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020.

The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced Check may also contain non-conviction information from local police records and/or protected information (as defined above) which the police consider may be relevant to the work the individual will be undertaking.



Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, we may agree to the individual commencing work but before doing so shall obtain a barred list check (where required), undertake a Risk Assessment on the prospective member of staff concerned, ensure all other checks are completed and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

## References

Unless otherwise advised by a candidate references will be sought prior to interview. Candidates must have a minimum of two satisfactory references (one of which must be the candidate's current or most recent employer. If a candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's School or university.

## Qualifications

In order to verify the qualifications, candidates are required to provide the original certificates of their qualifications to evidence their achievements. Teachers who hold QTS status are also required to provide their original certificate and teacher number.

## Health Clearance & Reasonable Adjustments

Anybody appointed to a post that involves regular contact with children should have the appropriate health and physical capacity to undertake the duties of that post. Once a conditional offer has been made candidates are required to complete a medical screening form. Where appropriate the candidate will be referred to occupational health for advice.

Where an applicant has declared a disability the School will consider whether there are any reasonable adjustments that can be made to enable the applicant to perform the role.

## Stage 5 - Offer of Employment

Any offer of employment with the School will be conditional on the satisfactory completion of the following:

- a) the receipt of at least two satisfactory references;
- b) satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent) if applicable;

- c) where applicable, satisfactory DBS checks in respect of the Children's and Adult's Barred List;
- d) confirmation of the candidate's medical fitness (through a pre-employment health check);
- e) verification of qualifications by the individual by providing original certificates;
- f) verification of professional status where required;
- g) verification that the candidate has not been prohibited from teaching or carrying out teaching work and has no sanctions or restrictions against them, by the Teaching Regulation Agency where relevant;
- h) verification that the candidate has not been prohibited from carrying out management work where relevant;
- i) a satisfactory self-declaration of your criminal record and suitability to work with children in line with the requirements of Keeping Children Safe in Education;
- j) a satisfactory online search [including social media] made against the candidate in line with the requirements of Keeping Children Safe in Education;
- k) verification that the candidate has not been disqualified under the Childcare Disqualification Regulations 2018, where applicable to their role;
- l) letter of professional standing from the overseas professional regulating authority where relevant;
- m) verification of the candidate's identity;
- n) verification of the candidate's right to work in the UK.

A record will be kept showing that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the DBS if the DBS disclosure shows that an applicant has been disqualified from working with children; an applicant has provided false information in, or in support of, their application; or there are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g., references).

## Recruiting Supply/Agency/Contractors

The School will conduct identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as 'pre-employment' checks. The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

## Appendix 1 - Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Marist School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Under the Rehabilitation of Offenders Act 1974 all positions within the School are exempt. Therefore, The Marist is entitled to carry out Enhanced Disclosure checks for all staff and volunteers once an offer of employment or engagement has been made.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

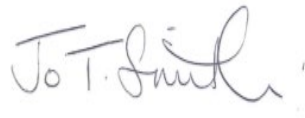
Applicants with previous unfiltered convictions will be requested to provide the details in a sealed envelope addressed/mailed to the HR Manager. The information will only be accessed at interview stage and the candidate will be given the opportunity to present their view of the situation surrounding the conviction.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- a) whether the conviction or other matter revealed is relevant to the position in question;
- b) the seriousness of any offence or other matter revealed;
- c) the length of time since the offence or other matter occurred;
- d) whether the applicant has a pattern of offending behaviour or other relevant matters;
- e) whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- f) in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and the circumstances surrounding the offence and the explanation(s) offered by the convicted person;
- g) the degree of remorse expressed by the applicant and their motivation to change.

At interview, the School will ensure that open and measured discussions can take place on the subject of offences. Notes will be taken and used to prepare any associated risk assessment prior to the offer of appointment. Failure to reveal information at application and interview could lead to withdrawal of an offer of employment or the offer of voluntary work.

**Signed:**

A handwritten signature in black ink that reads "Jo T. Smith". The signature is written in a cursive style with a small flourish at the end.

**Mrs J Smith  
Principal**