



## Recruitment and Selection Policy

**Responsible for policy:**

**Date of policy:**

**Date approved by CC2:**

**Date of review:**

**Policy Status:**

**Chair of Directors**

**CC2 Strategy, People and Organisational Development**

**May 2020**

**May 2020**

**May 2022**

**Safeguarding compliance**

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## Definitions

In this **Recruitment and Selection Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Recruitment and Selection Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero
- ii Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Term.**
- iii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iv **'Board'** means the board of Directors of the Romero Catholic Academy.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vii **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- viii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- ix **'Local Academy Committee'** means the governing body of the School.
- x **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.`
- xi **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xii **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xiii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiv **'Vice-Chair'** means the Vice-Chair of the Academy Committee elected from time to time.
- xv **'Faith reference'** this means the Parish Priest (or Clergy member) of the Church attended by the candidate.
- xvi **'Protected posts'** these posts must be appointed with the engagement of BDES; CSEL; Principal; PICCL, Head of School; Vice Principal; Assistant Vice Principal if not Vice Principal in the structure; Lay Chaplain and Head of RE.
- xvii **'PICCL'** at Secondary – the 'Person In Charge of Catholic Life'

## 1. Purpose

- 1.0** The purpose of this Policy is to inform employees about their responsibilities in relation to recruitment and selection.
- 1.1** A key commitment for The Romero Catholic Academy ("**the MAC**") and its Schools (Cardinal Wiseman Catholic School, Corpus Christi Catholic Primary School, Good Shepherd Catholic Primary School, Sacred Heart Catholic Primary School, St Gregory's Catholic Primary School, St John Fisher Catholic Primary School, St Patrick's Catholic Primary School, Ss Peter & Paul Catholic Primary School, ("the Schools") is our commitment to providing the best possible education and care to our pupils and to safeguarding and promoting the welfare of young people and expecting all staff and volunteers to share this commitment.

## 2. Legislation

- 2.0** The policy is governed by compliance with all relevant and current legislations, advice and guidance published by the following:
- Catholic Education Service (CES)
  - Birmingham Diocesan Education Services, (BDES)
  - Department for Education (DfE),
  - Safeguarding Children and Safer Recruitment in Education (SCSRE)
  - Keeping Children Safe in Education (KCSIE)
  - Prevent Duty (July 2015),
  - the requirements of the Disclosure and Barring Service (DBS);
  - Inspection Framework of Ofsted the MAC's Child Protection Policy,
  - Safer Recruitment in Education training and HR best practice.
- 2.1** This policy and recruitment procedures have been reviewed in consideration with the current and impending legislation concerning Data Protection e.g. GDPR (December 2018). The use of data relating to external applicants and members of staff, is strictly controlled by the HR departments, so that only relevant information is accessed by the shortlisting/recruitment panel. Access to confidential information relating to applicants/employees is held securely, with restricted access and retained for a limited period of time.

## 3. Scope

- 3.0** This policy applies to all employees, Board Directors and Local Academy Committee representatives responsible for and involved in the recruitment and selection process for all staff, contractors (employed and self-employed), agency staff and volunteers.
- 3.1** This Recruitment Policy and Procedure offers opportunities to ensure justice for applicants, both teachers, support staff and pupils alike and has the potential for the expression of Christian qualities such as honesty, self-knowledge, respect for others and their gifts, recognition of the needs and achievements of others, challenge to self and others, personal growth and openness.
- 3.2** The aims of this policy are:
- to ensure the best quality of candidates are recruited on the basis of their merits, abilities and suitability for the position;
  - to ensure that the MAC meets the commitments of safeguarding and promoting welfare of children and young people by carrying out all the necessary employment checks;
  - to ensure compliance with all relevant legislations, advice and guidance as listed in 2.1 above;
  - to ensure that all job applicants are considered equitably and consistently;
  - to provide equality of opportunity for all applicants by ensuring that no job applicant is treated unfairly
  - to ensure that the MAC meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks; and
  - to ensure that employees involved in recruitment and selection are responsible for complying with the provisions of this policy, and that at least one member of the panel is trained in Safer Recruitment in Education.

## 4. Responsibilities

### 4.0 Authorisation to Recruit

4.0.1 When the decision to recruit is made, the recruiting manager must:

- complete an 'Authorisation to Recruit Form'. and (at the same time) e-mail to HR electronic copy of the draft advert and the job description/person specification
- pass the 'authorisation to recruit form' to HR who will ensure that both the relevant Principal, Catholic Senior Executive Leader, Academy Business Director, and the Head of Finance authorise the recruitment,
- if approved the authorisation to Recruit Form HR will contact the recruiting manager to discuss placing the advert,

4.0.2 This form should be completed promptly, to ensure the recruitment process can start promptly. Adverts cannot be placed until this form has been received.

4.0.3 Where appropriate the recruiting manager must contact the Diocese to engage with the process where there is a Protected post to be filled (internally or externally)

#### 4.0.4 Recruitment for Senior Posts

The HR Business Partner must use the appropriate guidance for appointment of Leaders in Academies. It is available here <https://www.bdes.org.uk/recruitment-documentation.html>

### 4.1 Adverts

4.1.1 ALL vacancies must be advertised internally across the whole organisation, where possible, for a minimum of five working days for all existing employees to see. The vacancy may also be advertised externally, the type of role determining where the advert is placed.

4.1.2 ALL jobs will be advertised on the Romero website and the appropriate School website, and via other media where applicable as agreed in consultation between HR and the Recruiting Manager. The agreed media will be noted on the Authorisation to Recruit form. Available media include (but are not limited to):

- Relevant newspapers (e.g. Catholic Gazette)
- Specialist websites (e.g. WMJobs, TES, E-teach)
- Job boards (e.g. Indeed, Reed, Total Jobs)
- BDES Vacancy page and circulation for Protected posts
- Parish Communities (Appendix 8)

4.1.3 Exceptions to open advertising may be applicable where there is a requirement for the MAC to consider re-deployment for reasons of health, capability or redundancy. For example, certain posts may be 'ring-fenced' for employees 'at risk' of redundancy to allow them to apply ahead of internal or external advertising HR will liaise with Recruiting Managers to advise them when this requirement arises within the MAC.

4.1.4 If the vacant post has previously been advertised within the last six months and becomes vacant again, the interview panel may wish to re-visit the previous applicants before re-advertising. Informed consent will be sought from previous applicants to ensure they are in agreement for their data to be used again, or it will be confidentially destroyed, if consent is withheld.

4.1.5 ALL adverts are to be placed and arranged through the HR team only.

4.1.6 Support is available from HR to draft the advert. Copy of the advert must be approved by the relevant Principal, the Catholic Senior Executive Leader or any other Senior Management Team member to whom this task has been delegated, prior to placement.

4.1.7 Internal vacancies are for current MAC employees only. External candidates (including those known to current staff) can only be considered when an external advert has been placed.

## 4.2 Job Description, Person Specification and Information Pack

4.2.1 The recruiting manager is responsible for using **CES guidance** where appropriate:

- Drawing up the job description for the vacant post, using the '*Job Description template*'. HR will assist where necessary. Templates are available on request from HR, which can be adapted. As a general rule, all job descriptions need to be kept up to date and reviewed annually.
- Seeking approval of the job description and the person specification from the relevant Principal, the Catholic Senior Executive Leader or any other Senior Management Team member to whom this task has been delegated.
- E-mailing the approved job information to HR with the '*Authorisation to Recruit Form*'

4.2.2 The HR department in consultation with the recruiting manager will compile the information pack that is needed for applicants, where applicable. As a minimum this should include:

- background information about the school/the MAC,
- the role advertised,
- the job description,
- the person specification, and
- details of the application process.

4.2.3 The information pack and application forms will be available on the Romero MAC website from the date the advert is "live" and will be removed when the deadline date/time has passed.

4.2.4 The information pack, application forms and advert should all be compliant to CES guidance

<http://www.catholiceducation.org.uk/recruitment-process/item/1000051-model-recruitment-documents-guidance>

## 4.3 Application and Short Listing Process

4.3.1 In order for an application to be considered, all applicants must fully complete the CES application form, a recruitment monitoring form and a Disclosure Form and submit this to the HR department via [hr@romeromac.com](mailto:hr@romeromac.com). Because of the MAC's safeguarding requirements, a CV alone cannot be accepted as an application. Incomplete application forms will not be put forward for consideration.

4.3.2 HR will acknowledge receipt of the completed application forms directly to the applicant and process the applications, sharing relevant sections through SharePoint with the shortlisting/interviewing panel members only.

4.3.3 During the advertisement stage of recruitment, HR will check the in-box for new applications at least twice a day and load applications into the shared drive. This will ensure the shortlisting panel has prompt access to the applications.

- 4.3.4 HR will upload a shortlisting matrix onto the SharePoint, listing the names of all applicants. This document will be used by all members of the shortlisting panel to note their views/comments in reference to the listed criteria and is an aide to the recruitment process.
- 4.3.5 The shortlisting matrix should also be used by the shortlisting panel to note any issues which should be raised at interview e.g. gaps in employment or if the applicant has been living/working overseas for over three consecutive months in the last five years. These areas must be discussed at interview and noted on their application form.
- 4.3.6 The shortlisting matrix should be completed on SharePoint. If a member of the shortlisting panel is unable to do so, he or she should forward a final copy of the matrix to the chair of the shortlisting panel, who in turn will send it to HR for retention. Shortlisting matrices will be retained for 6 months after the selection process is completed.
- 4.3.7 The chair of the shortlisting/interview panel (or someone authorised by him/her) is responsible for
- drawing up the '*Interview Schedule*' once the shortlisting process is complete, and
  - passing the Interview Schedule to HR, giving at least five working days' notice wherever possible, who will make initial contact with shortlisted candidates and issue formal invitations to interview by letter/email, confirming the details and any documents required at the interview stage. The five days' notice also helps to give candidates time to make their own arrangements to attend the interview.
- 4.3.8 On receipt of the interview schedule, advising of the shortlisted candidates, HR will upload the relevant applications on SharePoint.
- 4.3.9 *Urgent cases* – In exceptional circumstances, a very quick turnaround may be required, curtailing the processes outlined above. The recruiting manager must:
- plan for this eventuality,
  - note that this is the case on the Authorisation Form,
  - including on the Authorisation Form details of who is to make the initial contact to the shortlisted candidates.

As soon as the shortlisted candidates are decided:

- the shortlisting panel chair must advise HR;
  - HR will load the relevant shortlisted Applications onto the SharePoint in order to provide the person making the initial contact with the contact information required;
  - the person making initial contact must provide certain information as a **minimum**, which is outlined in the letter template provided at Appendix 1.
- 4.3.10 Non-shortlisted applicants will be informed in writing through letter/email from HR on behalf of the shortlisting panel, usually after interviews have been completed.

## 4.4 References

### 4.4.1 Once shortlisting has been completed:

- The chair of the shortlisting panel must decide the references to be sought by HR.
- The chair must check that the referees are “acceptable” to the School, e.g. for teaching post applicant referees to include the current Principal. This is in accordance with Safer Recruitment in Education.
- For Protected Posts – a reference from the Parish Priest should be sought. This is in accordance with CES guidance and where there are issues, advice should be sought from BDES Officer involved with the recruitment of the post.
- Notify HR, giving at least five working days’ notice wherever possible, of the references to be sought. This allows reasonable time to request and receive references.
- HR will take up references for all short-listed candidates between shortlisting and interviewing but only where candidates have given their informed consent to do so. Candidates are advised on the application form that Safer Recruitment guidance advises that references are received prior to interview. However, they cannot be required to do so.
- If the chair has any concerns, he/she should advise HR, who will liaise with the candidates for further information and/or additional referees, if required.

### 4.4.2 Details on requesting references, refer to Reference Policy item above

### 4.4.3 HR will forward all references received prior to/on the interview date to the chair of interview panel to ensure that he/she can raise any relevant issues or concerns which may arise from this reference.

### 4.4.4 Preferably, all references will have been received before interview, but, in the event the references of all the shortlisted candidates are not received before interview the line manager should not review those references that have been received before interview; instead:

- each candidate should be asked ‘if there is anything they wish to discuss / declare in light of the questions put to their referees’ and
- once the interviews have taken place and a candidate provisionally appointed, the references of the successful candidate should be reviewed as soon as possible after interview in order to assess the suitability of the candidate for the post (with particular regard to their suitability to work with children) and the prospective employee asked any follow-up questions that may be necessary prior to confirming the appointment.

## 4.5 The Interview

### 4.5.1 It is a requirement that at least one member of the interview panel has completed Safer Recruitment Training in order to comply with Department for Education guidance. This is stated on the Authorisation to Recruit Form and on the interview notes. It is also requested that HR are present at ALL interviews.

### 4.5.2 For Protected posts, it is a CES requirement that BDES are invited to attend the Interview.

### 4.5.3 All applicants who are invited to an interview will be required to begin their online DBS application (as per the details in Appendix 1) and also bring with them the following:

- evidence of identity,
- right to work in the UK,
- evidence confirming their address, and
- original documents confirming any educational and professional qualifications referred to in their application form.
- completed applicant's declaration (appendix 10)
- completed consent to obtain references form (appendix 11)



The first three items are required in order to comply with DBS identity checking guidelines. Appendix 2 gives the list of valid identity documents, from which the following must be provided:

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address.

In addition, where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

4.5.4 The recruiting manager is responsible for making arrangements for a designated member of staff in school to co-ordinate the copying of relevant documents on the day of the interview.

Each page copied should be signed and dated by the designated member of staff to confirm they have viewed the original document. The designated member of staff should complete Appendix 9 confirming evidence of documentation obtained at interview. These documents must then be sent to HR for completing the DBS process.

4.5.5 A record of interview must be kept. It is the responsibility of the chair of the interview panel to:

- complete a '*Record of Interview Form*',
- collect in all the interview papers, for HR to retain as an accurate record for the successful candidate, which will be held on their confidential HR file for the duration of their employment.

Alternatively, the chair may allocate one member of the panel to take notes during the interview and summarise the comments for all panel members, which all members will need to sign.

4.5.6 If there are any gaps in employment, which are not explained on the application form, these should be raised during the interview to obtain an explanation. If there are queries/inconsistencies arising from the references received these should also be raised at the interview, to give the candidate an opportunity to clarify/explain. The chair of the panel should liaise with HR for advice prior to interview.

4.5.7 The chair of the interview panel will be responsible for contacting the successful applicant in the first instance once the decision to offer has been made. Any offer must only be made conditional upon the receipt of satisfactory employment checks.

4.5.8 Ideally, both references will have been received prior to interview, but the timescales involved, and availability of the referee means this may not always be possible. Any outstanding references should be received as a matter of urgency because it must be obtained and verified before employment can start. The chair of the interviewing panel should liaise with HR for advice.

4.5.9 Once the chair of the interview panel knows that the offer has been accepted then he/she is responsible for completing the '*Notification of Appointment*' as soon as possible after the interview.

4.5.10 Only upon receipt of the '*Notification of Appointment*' can HR prepare a written offer of employment and contract plus any other appropriate employment documentation. All offer letters and contracts must be prepared by HR to ensure consistency throughout the organisation. This offer letter/contract will be signed by HR.

4.5.11 HR will send off the employment pack via email to the new appointee. HR will then monitor the return of signed documentation and make up an employee file and keep the recruiting manager informed of progress. Where necessary, the new appointee will be asked to attend a meeting with HR to complete all pre-employment documents.

4.5.12 Unsuccessful candidates will generally be informed by the chair of the interview panel and followed up in writing by HR.

## 4.6 What pre-employment checks will need to take place?

4.6.1 All offers of employment are conditional upon the following:

- Verification of right to live and work in the UK
- Verification of identity
- Receipt of an Enhanced (with barred list information) Certificate from Disclosure and Barring Service (DBS) which is satisfactory to the MAC
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS
- A Prohibition Order Check (only for teachers or other roles identified as appropriate by the Principal)
- Verification that under s128 of the Education and Skills Act 2008 that the individual is not barred from taking part in the management of an Academy. This includes Local Academy Committee members, all staff on the senior leadership team (including non-teaching staff) and all teaching positions appointed at the level of Head of Department or above
- Verification of mental and physical fitness for the role
- Verification of educational qualifications that are applicable to the post
- For those working with children aged 8 and under verification that they are not disqualified by the Childcare (Disqualification) Regulations 2009
- The receipt of at least two references which are considered satisfactory to the MAC; (where it is a Protected Post or teacher faith reference as required) and
- Additional checks/references may be required if the appointee has lived or worked outside the UK at the discretion of the Principal, the CSEL or the ABD (see section 4.8.1)

4.6.2 Criminal records checks: Due to the nature of the work, the MAC applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence an adult conviction will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person's only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence a conviction will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

### **The list of "specified offences" which must always be disclosed**

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The MAC applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any position undertaken at, or on behalf of, the MAC (whether paid or unpaid), will amount to "regulated activity" if it is carried out on an unsupervised basis:

- frequently, meaning once a week or more;
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

This definition will cover nearly all posts at the MAC or at one of the Schools. It is for the MAC to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the MAC. It is a condition of employment with the MAC that the original disclosure certificate is provided to the MAC. On receipt of the disclosure certificate the appointee must immediately arrange to meet with a nominated member of the School Office Team to verify the original certificate. The School Office Team should complete the 'DBS Record Form' and send this to HR to keep on the employees file. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the MAC. A delay in providing the certificate could result in the offer of employment being withdrawn.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).

If the applicant is successful and has declared a conviction, this should have been discussed as part of the interview process. A member of the HR team will liaise with the Chair of the recruitment panel and review the interview notes made, prior to contacting the candidate to meet with them to discuss in detail the conviction. The candidate will be asked to give their informed consent to permit the MAC to retain a copy of the Disclosure certificate for the duration of their employment. A detailed risk assessment is then completed regarding the positive disclosure, and this will be considered by the Principal, the CSEL or the ABD, to determine whether to continue with the appointment.

Where the DBS certificate has not been provided to the MAC, or received by the appointee, by the date work is to commence, and dependent on the role the applicant is appointed to, we may allow work to commence on a supervised basis until the DBS disclosure is provided to the MAC. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed. A written *risk assessment* will need to be completed by the appointee's line manager and appropriate supervision must be put in place. The risk assessment and the supervision arrangements must be agreed with HR, prior to the commencement of their employment.

- 4.6.3 Prohibition Order Check: Since 3<sup>rd</sup> April 2014 it has been a statutory requirement for all new teachers from 1<sup>st</sup> April 2012 (with Qualified Teacher Status) to undergo a prohibition order check and a record will be kept on the MAC's single central record. The check ensures the teacher is not prohibited from teaching. Further advice from HR, this prohibition order check has been extended to all roles which include aspects of teaching, as defined by these regulations and some non-teaching roles where there is or could be significant unsupervised contact with children. These roles will be identified on the Authorisation to Recruit Form. In addition to this prohibition check and Section 128 check a further check is needed to determine whether a teacher who has trained or worked in the European Economic Areas (EEA) has received any restrictions on their teaching.
- 4.6.4 References: The MAC asks for two satisfactory references. Where these are not received or further information may be considered necessary, we may ask for a third or fourth reference. Where we receive an unsatisfactory reference it is likely that the HR team in consultation with the recruiting manager/Principal/CSEL or ABD will discuss with the applicant the reference and in some cases the offer of employment will be withdrawn.  
Faith references- *for Protected posts (see definition)* a faith reference is essential and for other posts, the CES application form offers the opportunity for a Priest to provide a reference.
- 4.6.5 Medical: The MAC is legally required to verify the medical fitness of anyone to be appointed to a post with the MAC, after an offer of employment has been made but before the appointment can be confirmed. We therefore ask all employees to declare that they are both physically and mentally well to carry out the work responsibilities of the post they have been appointed to. Once they have been offered the role, the applicant will complete a Medical Questionnaire that is sent to an independent Occupational Health company who will use the information provided to assess their fitness. All medicals are to be requested through the HR team.
- 4.6.6 Prevent Duty: The MAC is required to ensure that measures are in place to prevent pupils from being radicalised or drawn into terrorism/extremism. Having carefully reviewed the risk of this happening within the MAC, the overall risk is currently considered to be low. All successful candidates will be required to undertake online Prevent training ahead of their first date of employment (portal provided at the point of offer). Once completed, the candidate should provide a copy of the certificate to HR for record keeping. References require referees to advise whether they believe pupils/students at be at risk from the applicant.

- 4.6.7 Childcare (Disqualification) Regulations 2009: The MAC must not employ people who work in childcare or allow them to be directly concerned in its management, if they are “disqualified”. This refers to early years childcare (ie up to and including Reception class) and later years childcare for children under the age of 8. With the latter category only provision which would be considered childcare, but not education, ie before/after school etc. is considered to be within scope of these regulations.
- 4.6.8 This also apply to volunteers, supply/agency staff, self-employed staff or contractors who provide childcare to these age groups.
- 4.6.9 The MAC is aware of its duties under the Equality Act 2010. No job offer would be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.
- 4.6.10 HR will ensure that all of the above conditions have been met before employment and they will countersign **ALL** DBSs, and medicals. All references received will be cross referenced with the potential employee’s application form to make sure they are satisfactory.
- 4.6.11 Verification of employment checks will be recorded on the MAC’s Single Central Record which is centrally operated by each schools Business Manager/Office Manager.

#### **4.7 Additional Employment Checks (where applicable)**

- 4.7.1 In some circumstances, new appointees must provide additional documentation. This applies when the individual has lived and worked outside the UK for more than 3 consecutive months in the last 5 years. Below is a list of some of the additional checks that may then be needed, at the discretion of the Principal:
- Visa
  - EU card
  - Certificate of good conduct: this is similar to a DBS, it provides clarification that the appointee has not received any convictions whilst living and working outside the UK. Advice and guidance from the DfE and the Home Office, will be taken into consideration. Each circumstance will be different and is at the discretion of the Head. HR confirm what additional checks may be required.
  - Reference from an employee abroad: where the above does not apply we may ask for a reference to be provided from a past employer in the country that they have worked.
  - All staff in teaching roles who are appointed after 5 September 2016 and have taught in the European Economic Area (EEA), will have further checks carried out to ensure that he/she is not subject to sanctions/restrictions by the relevant professional regulating authority in the EEA.
- 4.7.2 HR is responsible for requesting, monitoring and recording the above.

#### **4.8 Contractors (Employed or Self-Employed) and Agency Staff**

- 4.8.1 Contractors engaged by the MAC must also complete appropriate safeguarding checks. The specific checks will be determined by reference to factors including when the contractor and/or their staff are working, what duties they are undertaking, how frequently, and the likelihood of them having unsupervised contact with children (i.e. whether they are engaged in “regulated activity” as defined in Keeping Children Safe in Education – current documentation).
- 4.8.2 Contractors will be expected to complete and return Appendix 4 to HR prior to commencing work at the school. The HR team will liaise with the appropriate managers in school who are engaging the services of the contractor(s) with regards to which checks are relevant, including independent verification of identity.

- 4.8.3 Only when confirmation is given that all the checks have been received, will permission be given for the contractors to be on site. In certain circumstances, a risk assessment may be required, and advice must be sought from HR before their arrival and site. Their details will be input on the Single Central Record by HR for the duration of the time their services are being used by the MAC.
- 4.8.4 All contractors must report to Reception to sign in and out. On the first day of their arrival, they should provide their photo-id (i.e. staff identity badge). This should be copied, signed and dated by the Receptionist and forwarded to HR.
- 4.8.5 Agencies who supply staff to the MAC must also complete the pre-employment checks which the MAC would otherwise complete for its staff. The MAC requires confirmation that these checks have been completed before an individual can commence work at any of the Schools (Appendix 4). The HR team will liaise with the appropriate managers in school who are engaging the services of the agency staff with regards to which checks are relevant including independent verification of identity.

#### **4.9 Volunteer and School-Based Placements**

- 4.9.1 Volunteers and students on school based placements in the MAC bring with them a range of skills and experience which enhances the learning opportunities of our student body.
- 4.9.2 The volunteers/placement students are valued by the MAC but are not employees of the MAC. However, the MAC has reasonable expectations that their conduct and input will support the MAC's values and ethos.

##### 4.9.3 Principles:

- All offers of support are gratefully acknowledged and, where possible, accepted i.e. when they meet the MAC's needs.
- A clear recruitment process is in place to ensure the safeguarding of all students.
- Anyone wishing to become a volunteer/placement student needs to complete a Volunteer Application Form and agreement before taking up a volunteer/placement role (Appendix 5).
- Unless there are extenuating circumstances, all volunteers/students are considered to be taking part in regulated activity (i.e. either due to the frequency of their support or the possibility that they may occasionally have unsupervised access to students).
- All volunteers/placement students are required to have enhanced clearance by the Disclosure and Barring Service/Barred list, prior to starting placement with the the MAC in accordance with Keeping Children Safe in Education (2016).
- The usual pre-employment paperwork that is required for people who are working with children (i.e. references, medical fitness etc.) also apply to volunteers/placement students to ensure the MAC has made appropriate checks to confirm their suitability to work with children.
- Regular supervision of all volunteers and placement students is required, and each will have a nominated member of staff as a "mentor".
- Whilst the volunteers have no employment rights (as they are not employees), the MAC values their contribution and will treat them fairly and consistently.
- A thorough induction is held with all volunteers/placement students, which includes Child Protection Training and Health and Safety.
- Feedback from volunteers and placement students is encouraged so the MAC can understand how we can improve/extend opportunities to further support students.
- External Speakers are vetted by the relevant School prior to arrival to ensure appropriate steps have been taken to ensure their suitability. Please see No Platform Policy for full details

#### 4.9.4 Confidentiality:

- Volunteers/placement students in the MAC are bound by a code of confidentiality.
- Any concerns that Volunteers have about the children they work with/ come into contact with should be raised immediately with their mentor and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.
- Volunteers who have concerns should raise the matter with the Designated Safeguarding Lead.
- Volunteers should also be aware of the Whistleblowing policy.

#### 4.9.5 Disclosure and Barring Service (DBS) – Enhanced Disclosure

- If the volunteer/placement student is offering their assistance/help to enable them to provide evidence of relevant experience for either a job or further education/university application, then the MAC would reasonably expect them to meet the cost of the disclosure.
- The MAC recommends that volunteers subscribe to the online service offered by the DBS, which permits immediate access for the MAC to perform the necessary check without any delay. PGCE students will have their DBS disclosure details confirmed by their university.

#### 4.9.6 Supervision

- All volunteers/placement students work under the supervision of their mentor to carry out the tasks they are assigned.
- Mentors/teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- Volunteers should have clear guidance from the mentor/teacher as to how an activity is carried out and what the expected outcome of an activity is.
- Volunteers are encouraged to seek further advice and guidance from the mentor/teacher in the event of any query or problem regarding children's understanding of a task or behaviour.
- All volunteers will be accompanied at all times by a member of staff until we have received confirmation of their completed DBS clearance and appropriate pre-starter information (i.e. references) have been confirmed.

#### 4.9.7 Health & Safety

- The MAC has a Health & Safety Policy and this is made available on request to volunteers working in the MAC.
- Mentors/teachers must ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment, accompanying children on visits).
- Volunteers need to exercise due care and attention and report any obvious hazards or concerns immediately to their mentor.

#### 4.9.8 End of the work experience

- Prior to starting the period of volunteering/placement, either an end date or a review date should be agreed between both the volunteer and their mentor.
- If the MAC wishes to end this placement earlier than originally planned, then they should arrange a meeting as soon as possible with the volunteer to explain the reasons why.
- In exceptional circumstances, it may not be possible or advisable for the volunteer to return to the MAC for this meeting. Should that be the case, the MAC may need to contact the volunteer by phone.
- If the volunteer has any concerns, they should raise them in writing with the Principal or Academy Business Director.

#### 4.9.9 Complaints Procedure

- Any complaints or allegations made about a Volunteer/placement student will be referred to the Principal for investigation, in accordance with appropriate procedures (e.g. Allegation of Abuse Policy).
- Any complaints made by a Volunteer will also be referred to the Principal.
- The Principal reserves the right to take the following action:
  - To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
  - Offer an alternative placement for a Volunteer, e.g. helping with another activity
  - Inform the Volunteer that the MAC no longer wishes to use them, explaining the reasons why.

#### 4.10 **Retention and Security of Disclosure Information**

4.10.1 The MAC's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so. The MAC will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken, and will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the MAC's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- not photocopy or scan any disclosure information without the express permission of the individual to whom the disclosure relates.

#### 4.11 **Retention of Records**

4.11.1 The MAC is legally required to undertake the pre-employment checks detailed in this document and therefore are required to retain information to evidence both during their employment and for period of time after they have left

4.11.2 If an applicant is successful in their application, the MAC will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

4.11.3 Medical information may be used to help the MAC to discharge its obligations as an employer e.g. so that the MAC may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.



- 4.11.4 The MAC will retain records of former employees securely in archive for a reasonable time period (e.g. currently 7 years in accordance with the Data Protection Act) or until the next inspection by the regulatory body, if that is longer. Some records may be retained indefinitely, if there is a requirement to do so e.g. on the grounds of previous allegation of abuse or potential safeguarding concerns. All archived files can be accessed by HR so they are readily available for inspection purposes.
- 4.11.5 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months or immediately, if informed consent is not given.

#### **4.12 Referrals to the DBS and National College for Teacher Regulator Authority**

- 4.12.1 This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Although these are pre-employment checks, the MAC also has a legal duty to make a referral to the DBS in circumstances where an individual:
- has applied for a position at the MAC despite being barred from working with children; or
  - has been removed by the MAC from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the MAC may also decide to make a referral to the Teacher Regulator Authority (TRA)

<https://www.gov.uk/government/organisations/teaching-regulation-agency>

#### **4.13 Re-employment**

- 4.13.1 When a recruiting manager is considering re-employing a previous member of staff, HR will need to review their personnel file and determine what checks need to take place.
- 4.13.2 Any offer made must still be conditional upon the receipt of satisfactory pre- employment checks.
- 4.13.3 This check must be conducted before any verbal offer of employment is made.

#### **4.14 Child Protection Training**

- 4.14.1 It is a legal requirement as part of induction that every new employee, volunteer and placement student MUST complete the '*new starter child protection training*'. When possible this is done a short time before employment commences. When this is not possible, the training must be completed by the end of the first two weeks of employment.
- 4.14.2 There is a separate Child Protection Policy and Child Protection Code of Conduct that ALL employees are issued at time of employment which they must sign to declare they have read and understood. HR will arrange the training with the relevant Safeguarding Lead and keep records of attendance for the Single Central Record.

## 5. Induction and Probation

- 5.0** All new employees must complete their induction and their probationary period, which is organised by their line manager.
- 5.1** Probationary period reviews should be held during the commencement of their employment, making clear the School's expectations and their progress, implementing training required. HR should be informed of any concerns at an early stage, so action can be taken to support the employee.
- 5.2** The final probationary review paperwork confirming that they have met the standards required should be returned to HR, who will confirm this outcome in writing.

## 6. Health and Safety

- 6.0** As part of the induction process, every employee will need to attend a Health and Safety induction from either the Facilities Manager or Office Manager /Business Manager.

## 7. Review

- 7.0** The Board of Directors delegate the implementation of this policy to the Academy Committee of each school. This Policy will be reviewed by [CC2: Strategy, People and Organisational Development](#) in consultation with key recruiting managers throughout the organisation, unless there are legislative or safeguarding changes that dictate an earlier review.

## 8. Queries

- 8.0** If there are queries on this Policy or on how to complete the application form contact HR Department by emailing [hr@romeromac.com](mailto:hr@romeromac.com)

## 9. Links to other Policies

This Recruitment and Selection Policy is linked to our;

- Educational Visits Policy
- No Platform Policy
- Prevent Policy
- Safeguarding Policy
- Single Equality Duty
- Visitor Management Policy
- Whistleblowing Policy

## Appendix 1 Senior Leadership Post

### MODEL INVITATION TO INTERVIEW FOR SENIOR LEADERSHIP POST

INSERT APPLICANT'S NAME HERE

INSERT APPLICANT'S ADDRESS HERE

INSERT DATE HERE

Dear INSERT APPLICANT'S NAME HERE

Re: INSERT POST TITLE - DEPARTMENT HERE

Thank you for submitting your Application Form together with supplementary forms for consideration for the above post.

I am delighted to invite you to attend an interview on INSERT DATE HERE at INSERT TIME HERE to be held at INSERT VENUE HERE. On arrival you should report to INSERT NAME OF PERSON/RECEPTION ETC HERE.

#### Interview Details

The interview will be conducted by a panel made up of INSERT NAMES AND JOB TITLES OF INTERVIEWERS HERE. The interview will last for approximately INSERT HOURS/MINUTES HERE.

IF RELEVANT, PROVIDE INFORMATION ABOUT INTERVIEW FORMAT HERE E.G. PRESENTATION/ASSESSMENT ETC. IF IRRELEVANT, PLEASE DELETE.

#### Documents Enclosed with this Letter

Enclosed with this invitation to interview letter are the following documents:-

The Catholic Education Service Model Contract of Employment for DELETE AS APPROPRIATE: SENIOR LEADERSHIP GROUP 1/SENIOR LEADERSHIP GROUP 2/TEACHER/SUPPORT STAFF/LAY CHAPLAIN which will be the contract of employment offered to the successful applicant;

Catholic Schools and the Definition of a Practising Catholic which sets out our understanding and expectations of what it means to be a "practising Catholic" which we believe will assist applicants to understand our Catholicity requirements as indicated in the post advertisement and/or the Application Form and Notes to Applicants.

Equality Act 2010 Reasonable Adjustments Statement – see below.

Disqualification Policy for Staff; a signed copy of which must be returned to the Designated Safeguarding Lead at the school should you wish to accept employment if it is offered to you.

INSERT ANY OTHER ENCLOSURES AS APPROPRIATE. DELETE THIS PARAGRAPH WHERE NOT RELEVANT.

At the interview you will be required to sign a copy of this letter confirming that you have received, read and understood the content of this letter and the enclosures thereto, as well as signing a Declaration that you have read and understood the CES contract and had the opportunity to ask questions, if appropriate.

### Disclosure & Barring Service Check

This post is conditional upon satisfactory completion of Disclosure & Barring Service (DBS) Checks. You will be required to submit to DBS Checks should your application be successful and you have indicated your consent to such DBS Checks being made in your Application Form.

In accordance with The Romero Catholic Academy's recruitment policies and procedures, we ask that applicants invited to an interview begin their application for their DBS certificate. Please go to the following web address and type in the organisation reference and password listed below when requested <https://disclosure.capitarvs.co.uk/coventry/>. To begin your application select 'start application' in the orange box.

#### **Applicant's Login:**

Organisation Reference – [INSERT ORG REF]

Password – [INSERT ORG PASSWORD]

### Disqualification Policy

Should your application be successful, you will be required, as a condition of an offer of employment being made to you, to submit a signed copy of the Disqualification Policy to the Designated Safeguarding Lead at the School. For more information relating to the Disqualification Policy, please visit the guidance section of the Catholic Education Service website ([www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)).

### Right to Work in the UK

Under the provisions of the Immigration, Asylum and Nationality Act 2006 (as amended) we are legally required to verify that you have permission to work in the UK. Therefore, please bring original documentary evidence of such to the interview. Examples of evidence required can be found in the Notes to Applicants which were provided with your Application Form, although a full and up to date list can be accessed on the Home Office website.

### Evidence of Identity

As part of the DBS Checks we are required to gather certain prescribed forms of evidence to confirm your identity (the list of documents is set out in the link below) and ask that you bring this documentation with you to the interview. There are three routes for identity checking prescribed by the Disclosure and Barring Service, which can be found [here](#)

### Evidence of qualifications

You will be required to bring to your interview all evidence of any relevant qualifications and grades attained as indicated by you in your Application Form. Please bring original documents.

### Additional requirements

We are committed to ensuring that all applicants are able to fully participate in the recruitment process as far as is reasonable and, to that end, we enclose our Equality Act 2010 Reasonable Adjustments Statement which sets out some examples of the types of adjustments we may be willing to make, where it is reasonable to do so, to ensure fair access to disabled applicants.

Should you require any additional arrangements and/or adjustments to be made in order to fully take part in any part of the interview process please contact INSERT NAME HERE, INSERT JOB TITLE AND CONTACT TELEPHONE NUMBER HERE with your requirements.

Confirmation of attendance

Please contact INSERT NAME HERE, INSERT JOB TITLE AND CONTACT TELEPHONE

NUMBER HERE to confirm your attendance at interview.

INSERT ANY OTHER RELEVANT INFORMATION HERE IF APPROPRIATE. DELETE THIS PARAGRAPH WHERE NOT RELEVANT.

We look forward to hearing from you. Yours sincerely,

INSERT NAME ETC HERE

## Appendix 2 Shortlisted Candidates

### LETTER TO SHORTLISTED CANDIDATES

**Addressee**

**Addr1**

**Addr2**

**Addr3**

**Addr 4**

**Date xx**

Dear

Re: Subject

Thank you for your application for the above post. I am delighted to invite you to attend an interview on [DATE] at [TIME], please arrive 20 minutes prior to this. Upon arrival, please report to the main reception of [NAME OF SCHOOL] School and ask for [PERSONS NAME AND POSITION].

Your visit to the school is likely to last until approximately [X]. Your formal interview will be with [NAMES AND POST TITLES]

Your interview will include the following: (DELETE OR ADD TO AS APPROPRIATE AND PROVIDE ANY NECESSARY SUPPLEMENTARY INFORMATION)

- A tour of the school
- A lesson observation
- Subject: An activity
- A panel interview
- Test
- Meeting with the Principal

The purpose of your interview is to assess your suitability for the above post and to give both you and The Romero Catholic Academy the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification in respect of the information which you have provided on the application form and any accompanying documentation. The interviewer will also assess your suitability to work with children and will ask specific questions relating to safeguarding and promoting the welfare of children.

The Romero Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In this respect, a copy of our Child Protection Policy can be found on the School's website [INSERT LINK](#) and it is an expectation that you will have read this before you attend.

In accordance with The Romero Catholic Academy's recruitment policies and procedures, we ask that applicants invited to an interview begin their application for their DBS certificate. Please go to the following web address and type in the organisation reference and password listed below when requested <https://disclosure.capitarvs.co.uk/coventry/>. To begin your application select 'start application' in the orange box.

**Applicant's Login:**

Organisation Reference – [INSERT ORG REF]

Password – [INSERT ORG PASSWORD]

Applicants are also be required to bring with them the following original documentation:

- Valid Passport
- Birth Certificate
- Driving licence. You may be aware that recent changes in government legislation has meant the paper, counterpart to the driving licence is no longer valid. We do however ask all candidates who still have this to bring it along to interview still.
- Evidence of current address issued within the last 3 months (bank statement, utility bill)
- Certificates of any qualifications listed on your application form
- Proof of any name changes if applicable (marriage, divorce, adoption)
- Right to work in the UK (Visa)
- National insurance number (P45, P60, wage slip)

Please confirm your attendance if you have not already done so, by calling **02476 587097** by [DATE].

If you have any questions or queries please do not hesitate to contact the HR department at [hr@romero.coventry.sch.uk](mailto:hr@romero.coventry.sch.uk) or on **02476 587097** where someone should be able to help.

I very much look forward to meeting you and hope that you will also enjoy your visit.

Yours sincerely,

## Appendix 2 Valid Identity Documents

### List of valid identity documents

#### **Group 1: primary trusted identity credentials**

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); *Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces*

#### **Group 2a: trusted government / state issued documents**

- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (*UK and Channel Islands*)

#### **Group 2b: Financial / social history documents**

- mortgage statement (UK or EEA)\*\*
- bank / building society statement (UK and Channel Islands or EEA)\*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)\*
- financial statement \*\* - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement \*\*(UK and Channel Islands)
- council tax statement (UK and Channel Islands) \*\*
- work permit / visa (UK) (UK Residence Permit) \*\*
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK)\* – not mobile telephone
- benefit statement\* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. *This is only used in exceptional circumstances if other documents cannot be provided.*

**Note** If a document in the list of valid identity documents is: denoted with

\* - it should be less than three months old denoted with

\*\* - it should be less than 12 months old not denoted – it can be more than 12 months old



### Appendix 3 Definition of Regulated Activity (Keeping Children Safe In Education)

Please refer to the latest documentation in relation to Regulated activity

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### Appendix 4 Standard letter to supply agencies and contractors

#### Contractor's Declaration

Company Name ..... Sub-Contractor Name .....

I verify that the named on this document have the appropriate verification\*

Signature on behalf of your Company ..... Date .....

*\*The Romero Catholic Academy is legally required to ensure that All Contractors undertake to adopt and implement the measures described in the statutory guidance "Keeping children safe in education" (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Safeguarding Vulnerable Groups Act 2006, all as amended from time to time, when recruiting staff to work with or provide services to the Academy. Failure to provide the Academy with the information required under this clause will mean that You as Contractor cannot provide any services to the Academy.*

-----

You are confirming that the following checks have been carried out on each person (including sub-contractors), who will work with or provide services to the Academy.

You must:

- Obtain an enhanced disclosure from the Disclosure and Barring Service (DBS)
- If the DBS disclosure contains any information, you will need to advise the Academy. The Academy will then consider whether the individual is suitable to work at the Academy in light of the information shared

#### First time your personnel arrive on site:

- It is a condition of this agreement that individuals must provide photographic identification when attending at the Academy for the first time
- Acceptable evidence is deemed to be a current passport or driving licence photo card

#### Please note:

- Only the named personnel on this form will be permitted to work on site
- If new personnel join your organisation, you must submit a new Contractors Declaration
- You will be required to complete a new Contractors Declaration at the start of every academic year to ensure the information is still correct and relevant

| First Name | Surname | Role | Enhanced DBS Certificate Number | Date of DBS Certificate |
|------------|---------|------|---------------------------------|-------------------------|
| 1          |         |      |                                 |                         |
| 2          |         |      |                                 |                         |

## Appendix 4 Volunteer/Student (School Based Placement) Agreement and application

Dear \_\_\_\_\_

Thank you for offering your services as a Volunteer/Placement Student.

Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in to HR. You will receive a copy of it for your records.

- I have received a copy of the MAC Recruitment and Selection Policy
- I agree to support the MAC's values and will be sympathetic to the Catholic ethos
- I agree to follow the MAC's safeguarding policy and will also read the follow the staff code of conduct and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, e-safety and information-sharing
- I agree to sign in and sign out on a daily basis when I am on site
- I agree to treat information I learn or have access to from being a Volunteer/Placement Student in the MAC as confidential, and will not be disclosed
- I agree to work closely with my mentor and follow instructions given
- I understand that I am required to undergo a Disclosure and Barring Service enhanced disclosure check to advise the school of my suitability as a volunteer/work experience student as I am likely to be involved in regulated activity. *If there is a cost associated with the DBS check, then I will meet this cost.*
- I understand that there are additional checks which have to be completed before I can start, to ensure my suitability to work with children.
- The MAC schools are committed to protecting pupils from the risk of radicalisation, which refers to the process by which a person comes to support terrorism or forms of extremism, and I agree to fully support the MAC, by ensuring that my activities and comments do not in any way encourage this approach.

Start date of Volunteering:

End/Review date:

If you have received your DBS Certificate, please bring this into HR and a copy will be made for the school records.

Signed (**Volunteer/Student**): \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (**Mentor**): \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Volunteers – Application form

**Reference number:**

(For office use only)

**Organisation name:**

*Name of school:*

**Personal details:**

**Name:**

**Address:**

Postcode:

**Contact details:**

Mobile:

Telephone (home):

Telephone (work):

Email:

**Please indicate  
your interest in  
volunteering roles  
with the Company:**

**Availability for  
volunteering:  
(please circle)**

Flexible

Daytime

Weekends

Mornings

Weekdays

Evenings

How often would you be available?

|  |   |
|--|---|
| <p><b>Please indicate your skills and experience that are relevant for volunteering?</b></p> <p>(This can include experience from paid and unpaid work)</p>  |   |
| <p><b>Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)?</b></p>  | <p>Please tick:</p> <p>Yes [ <input type="checkbox"/> ]</p> <p>No [ <input type="checkbox"/> ]</p> <p>If yes, please give further information:</p>  |
| <p><b>Do you know of any reasons, on the grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the post?</b></p>  | <p>Please tick:</p> <p>Yes [ <input type="checkbox"/> ]</p> <p>No [ <input type="checkbox"/> ]</p> <p>If yes, please give further information:</p>  |
| <p><b>Have you been out of the United Kingdom during the last 10 years for 3 consecutive months or more?</b></p>   | <p>Please tick:</p> <p>Yes [ <input type="checkbox"/> ]</p> <p>No [ <input type="checkbox"/> ]</p> <p>If yes, I declare I will obtain a Certificate of Good Conduct and provide the Academy with a copy as soon as possible for the period of.....which was spent in.....</p> <p>Signed: _____ Date: _____</p> <p>PRINT NAME:</p> |
| <p><i>Please note that obtaining this confirmation in writing will be a condition of your volunteer agreement. The Academy will ensure that appropriate checks are made, prior to your commencement, to ensure your “good character” during your time overseas listed above. Please liaise with HR for further advice and information.</i></p> |   |

| <b>Childcare Disqualification Declaration:</b>  |     |    |
|---|-----|----|
| <b>Offences</b>   |     |    |
| <b>To the best of your knowledge have you;</b>  |     |    |
| Ever been barred from working with children.  | Yes | No |
| Been convicted of a violent offence against an adult.   | Yes | No |
| From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against an adult.   | Yes | No |
| Been convicted of a sexual offence against an adult.  | Yes | No |
| From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against an adult.  | Yes | No |
| Been convicted of a violent offence against a child.  | Yes | No |
| From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a violent offence against a child.  | Yes | No |
| Been convicted of a sexual offence against a child.   | Yes | No |
| From 6 April 2007 been cautioned, subject to a court order, bound over, received a reprimand or warning for a sexual offence against a child.   | Yes | No |
| <b>Orders relating to the care of children</b>  |     |    |
| Has an order ever been made relating to a child in your care?   | Yes | No |
| Have your children ever been the subject of a child protection order?   | Yes | No |
| Have you ever been refused an application for registration of a children's home or had any such registration cancelled?   | Yes | No |
| Have you ever been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), been disqualified from any such registration or had that registration cancelled? | Yes | No |
| Have you ever been prohibited, restricted or disqualified from private fostering?   | Yes | No |

**References:**

Please give the name and contact details of two referees who we can contact.

These cannot be a relative.

**Referee one:**

Name:

Job title:

Address:

Postcode:

Telephone number:

Email:

Relationship to you:

**Referee two:**

Name:

Job title:

Address:

Postcode:

Telephone number:

Email:

Relationship to you:

***The Company is required by law to carry out a DBS, criminal record check for volunteering roles with children, young people and vulnerable adults. Further details with regards to the checks required will be provided to you upon receipt of your application.***

**Data protection statement:**

*All of the information collected in this form is necessary and relevant to the performance of the volunteer position. We will use the information provided by you on this form, and by the referees you have noted, only for the purposes of deciding whether to extend a volunteer position to you. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.*

*Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your volunteer position and in relation to any legal challenge which may be made regarding our practices.*

*For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at [www.romeromac.com](http://www.romeromac.com)*

**Declaration:**

I declare to the best of my knowledge and belief, all details I have provided in this application form are complete and true. I understand that any false or misleading statement or failure to declare information may disqualify me from volunteering. I understand that any offer to volunteer is subject to the receipt of satisfactory references and a satisfactory criminal record check.

**Signed:**

**Date:**

Once complete, please return this form to: **School Office Manager/Business Manager**

## Appendix 5 Policy on Recruitment of Ex-Offenders

### Background

- 1.1** The MAC will not unlawfully discriminate against any applicant for employment on the basis of conviction or other details revealed. The MAC makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record it will not automatically bar them from employment within the MAC. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6b) below.
- 1.2** All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore disclose all previous convictions even those that would normally be considered 'spent', when applying for a position at a School. A failure to disclose a previous conviction 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 whether or not it would have materially affected the decision to appoint. A failure to disclose a previous conviction may also amount to a criminal offence.
- 1.3** It is unlawful for the MAC to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the MAC. The MAC will report to the Police and/or the DBS if:
- an application is received from a disqualified person;
  - with false information is provided in, or in support of an applicant's application; or
  - there are serious concerns about an applicant's suitability to work with children.

### Assessment Criteria

- 2.0** 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 MAC will consider the following factors before reaching a recruitment decision:
- whether the conviction or other matter revealed is relevant to the position in question
  - the seriousness of any offence or other matter revealed
  - the length of time since the offence or other matter occurred
  - whether the applicant has a pattern of offending behaviour or other relevant matters
  - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
  - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 2.1** If the post involves regular contact with children, it is the MAC's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:
- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
  - serious class A drug related offences, robbery, burglary, theft, deception or fraud.
- 2.2** If the post involves access to money or budget responsibility, it is the MAC's normal policy to consider it is a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 2.3** If the post involves some driving responsibilities, it is the MAC's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### **Assessment Procedure**

- 3.0** 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 MAC will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal and the Head of HR before a position is offered. In certain circumstances, this will involve liaison with the Governor with responsibility for Safeguarding.
- 3.1** If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Retention and Security of Disclosure Information**

- 4.0** The MAC's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
- 4.1** In particular, the School will:
- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the MAC's senior management team
  - not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of six months. The MAC will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
  - ensure that any disclosure information is destroyed by suitably secure means such as shredding
- 4.2** The MAC complies with the provisions of the DBS code of practice, a copy of which is available on request.

### **Retention of Records**

- 5.0** If an applicant is appointed, the MAC will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, or immediately if informed consent has not been given



## Appendix 6 Local Parish Priests

### COMMUNICATION TO LOCAL PARISH PRIESTS TO REACH PRACTISING CATHOLICS

#### IN NON-CATHOLIC SCHOOLS

PRIVATE AND CONFIDENTIAL

Name and Address of Priest:

.....

Date .....

Dear Father

The Board of directors of ..... is / are currently seeking to recruit a new principal. We are keen to attract a wide field of suitably qualified and experienced applicants as possible. We are aiming to attract applications from practising and committed Catholics who may presently be employed outside the Catholic sector for a whole variety of sound reasons.

Therefore, we are asking your co-operation in publicising the vacancy of Principal for our school. We would be very grateful if you could draw attention to our request in your verbal and written communication with parishioners, through the notices read out at the end of Mass on Sunday and through your parish newsletter. We hope that someone who attends your church may be interested and seek further information about the vacancy.

The post is advertised in ..... and closes on .....

Interviews will take place on ..... I have enclosed copies of a poster so you could make them available at the back of the church.

If anyone wishes to contact me about applying I would be most happy to speak with them. My contact number/email is ..... Alternatively, they are welcome to contact ..... at the Diocesan Education Service on 01675 464755

Thank you very much for your assistance in this matter.

Yours sincerely

Name .....

Title .....

Enclosed: Posters

## Appendix 7 Evidence Obtained at Interview

### Checklist of evidence obtained at interview\*

1. At interview, has the applicant provided original evidence of:

Identity

State what evidence was provided:

Right to work in the UK (this may overlap with evidence of identity)

State what evidence was provided:

Qualifications attained (if required)

2. At interview, has the applicant signed a copy of the Invitation to Interview Letter to confirm that they have read and understood the content of that Letter?

3. At interview, has the applicant signed the model Applicant Declaration confirming that they have read and understood the CES contract and had any relevant questions answered

(\*to be completed at interview and placed in personnel file of successful candidate)

## Applicant 8 Applicant Declaration

### Applicant Declaration

I, ....., confirm that I have been provided with a sample copy of the model Catholic Education Service (CES) contract of employment particular to the post at the school/academy for which I am applying. I confirm that: • I have read the sample CES contract of employment;

- I have been afforded an opportunity to ask questions about the terms of the CES contract; and
- Where relevant, my questions have been answered to my satisfaction.

Signed:.....

Print name: .....

Dated:.....

## Appendix 9 References Form

### MODEL CONSENT TO OBTAIN REFERENCES FORM

It is the responsibility of all Applicants to ensure that all named referees have consented to providing a reference. In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate. All information provided by referees will also be compared, for consistency, with the information Applicants have provided on their application form with the intention that questions will be asked during interview if there are discrepancies.

Referees will be asked to verify the contents of an Applicant's application form (where they are relevant) and will also be asked for information about:

- All disciplinary offences (including those where the penalty is "time expired" if related to children; and
- All child protection allegations including the outcome of any child protection investigations.

We will also ask about an Applicant's performance history including details of any capability concerns (including attendance issues).

#### Request for your consent

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we will be asking for when we contact your referees.

#### Important information regarding your consent

1. We are ***[insert name and address of school and state whether VA, Academy, Independent etc. If you are part of a multi academy trust, state the registered name of the academy trust company and state that the academy trust company is the data controller and explain that the school is part of the multi academy trust]***.
2. Being a Catholic education provider we work closely with the school's / academy's Diocesan Authority, the school's / academy's Trustees, the Local Authority, the Department of Education, the Catholic Education Service and ***[insert name of other relevant third party]*** with whom we may share information provided by your referees if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is ***[insert name of data protection officer]*** and you can contact them with any questions relating to our handling of your data. You can contact them by ***[insert method of contact and contact details]***.
4. We require the information we will request from your referees in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."

6. If your application is successful, the information provided by your referees will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your references and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to requesting references from your referees.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed any information relating to your application, you can make a complaint to our organisation by ***[insert details of the school / academy trust company / multi academy trust company complaints procedure]***. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

#### **Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our taking up your references and to the collection and processing of your data as described in paragraphs 1-11 above
- I agree to you contacting my referees in order to obtain references.

Signature:

Date: