



## **SAFER RECRUITMENT AND SELECTION POLICY**

### **1. Policy Aims**

The Foundation is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

The Foundation commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

### **2. Relationship to Guidelines, Procedures, other Policies and Legal Requirements**

The Foundation is a 'Safer Recruitment' employer and seeks to minimise the risk of appointing someone unsuitable through recruitment procedures and pre-employment vetting, in accordance with the following:

Children Act 2004, The Education (Independent School Standards) Regulations 2014 [Part 4 Paragraphs 17–21], Safeguarding Vulnerable Pupils Act 2005 replaced by Safeguarding Children and Safer Recruitment in Education DFES/04217/2006, and Keeping Children Safe in Education September 2024.

If a candidate's application is considered to be fraudulent or contains false information, the Foundation will report the matter to the LADO and also the TRA and the Police as appropriate.

2.2 Equal Opportunities – the Foundation does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. Durham Cathedral Schools Foundation is mindful of the requirements relating to the recruitment of ex-offenders.

2.3 At least one member of staff in the Junior and Senior School will have completed the Safer Recruitment Training.

### **3. Recruitment Procedure**

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants as follows:

### **4. Advertising**

To ensure equality of opportunity, Durham Cathedral Schools Foundation will advertise all vacant posts to encourage as wide a field of applicants as possible. All adverts will make clear our commitment to safeguarding and promoting the welfare of children and will state an enhanced DBS check is required. Adverts will also identify that the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Internal vacancies will be advertised via email with details on how existing staff may apply.

The Foundation's Safeguarding Policy and Recruitment of Ex-Offenders Policy will be made available to all potential applicants.

## 5. Application Form

School application forms must be used, we will not accept CVs. Candidates are required to complete their academic and full employment history and must account for any gaps or discrepancies.

The application form includes a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

## 6. Job Description and Person Specification

Job Description and Person Specifications will be shared in the advertisement. They will include key information on the role and will set out the skills, experience and expertise that are required to do the job.

## 7. Shortlisting

A panel of at least two members of staff, one of whom has been trained in Safer Recruitment and a second who has authority to make the decision will meet to discuss the application forms received. The information from the application forms will be assessed against the person specification for the job. No additional criteria will be introduced at the shortlisting stage. Usually no one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification.

Successfully shortlisted candidates are invited to interview and they are requested to provide the following: proof of identity e.g., driving licence or birth certificate, together with a valid passport; and certificates or diplomas confirming higher education qualifications and qualified teacher status or as appropriate to the post. In addition, and where appropriate, the individual will be asked to provide proof of their eligibility to work in the UK.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, subject to Ministry of Justice guidance on the disclosure of criminal records. If this is returned electronically then they will be asked to physically sign this at interview.

The Foundation will also carry out an online search on shortlisted candidates as part of its due diligence. Shortlisted candidates will be informed of this.

Staff currently trained in Safer Recruitment are:

Name	Role
Kieran McLaughlin	Principal
Sally Harrod	Headmistress (Chorister School)
Andrew Pearson	Deputy Head Academic
Harriet Thompson	Deputy Head Pastoral
Andrew Chandler	Deputy Head (Chorister School)
Paul Gerrard	Assistant Head Compliance
Kath Rochester	Assistant Head Boarding and Co-curricular
Andrew Beales	Development Director
Nicola Thompson	Director of Wellbeing
Hugh Shannon	Estates Manager

Lisa Hardy	Teacher of Music
Aidan Coomber	HR and Payroll Officer

**8. References**

Prior to interview, references will be requested from shortlisted candidates. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory to the school.

One reference will come from the Headteacher/Senior Staff member of the most recent school the candidate has worked in. If the current/most recent employment does not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children if possible. Any electronic references must originate from legitimate sources, i.e. the Headteacher’s work email address.

All references will be verified with the person who provided the reference.

**9. Interviews**

Interviews will take place face to face except in extreme circumstances, using a panel with at least one member who is ‘Safer Recruitment’ trained with pre-agreed interview questions. The interview(s) will explore any anomalies or gaps that have been identified in the application form and online search, and the Criminal Record Declaration can be discussed if needed.

Interviewers should assess the candidate’s attitude towards children and young people and their ability to support the Foundation’s Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate and/or referee should be addressed. All applicants must certify and agree they understand the implications of the Children’s Act 2004.

Where appropriate, a presentation and/or work-based skills tests, relevant to the vacancy, will form part of the selection process. Pupils will be involved in the recruitment process in a meaningful way for all teaching roles.

All interview notes will be taken and retained in school for unsuccessful candidates for six months following the interview and the successful candidates notes will be saved in their personnel file.

**10 Pre-employment Checks**

Any provisional verbal offer of employment will be confirmed in writing to the successful applicant by the Principal/Headmistress. Any offer of employment will be conditional on the following:

- Two satisfactory written references, confirmed by telephone
- Verification of identity and right to work in the UK – passport copies taken and retained on staff file.
- Appropriate qualifications checked, copied and retained on file.
- Verification of mental and physical fitness to carry out their work responsibilities.
- The receipt of an enhanced DBS check, including children’s barred list information for those who will be engaging in regulated activity with children, which the Foundation considers to be satisfactory.
- Section 128 check to confirm whether the candidate is prohibited from management positions, if appropriate for the role.

- Verification of professional qualifications, including verifying the award of qualified teacher status (QTS), and the completion of teacher induction or probation.
- Verification that the successful applicant is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- Verification that, if the successful applicant is employed to work in reception classes, or in wraparound care for children up to the age of eight, they are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations. This is undertaken by completion of a return by the applicant.
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK. If an applicant has lived/travelled abroad for more than three months they will need to obtain a criminal record check from the relevant country, or a letter from the professional regulating authority in the country confirming that they have not imposed any sanctions or restrictions, and that they are not aware of any reason why they may be unsuitable to work with children/teach.
- Completion of a Durham Cathedral Schools Foundation Code of Conduct and confirmation the safeguarding video has been watched.

Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information, or there are serious concerns about their suitability to work with children, the facts will be reported to the LADO and to the police, TRA and/or DBS as appropriate within one month.

#### **11. Vetting and Barring Policy**

The Foundation is fully committed to the rigorous implementation of the Disclosure and Barring Service ('DBS') procedures and practices, in order to ensure the safety of the pupils in their care.

The Foundation will ensure that all staff employed will have an enhanced DBS check which will include the Children's Barred list check.

#### **12. Governors**

The requirement for the Chair of Governors to have an enhanced DBS check countersigned by the Secretary of State for Education, is set out in the Education (Independent School Standards) Regulations 2014.

All Governors will have an enhanced DBS check, and it will be verified that they are not subject to a section 128 direction that would prevent them from taking part in the management of an independent school. Any other checks considered appropriate will also be done.

#### **13. Contractors and Agency Staff**

Contractors engaged by the Foundation must complete the same checks for their employees that the Foundation is required to complete for its staff. Durham Cathedral Schools Foundation will request written confirmation that these checks have been completed before employees of the contractor can commence work at the Foundation.

Agencies and external organisations who supply staff to the Foundation must also complete the pre-employment checks which the Foundation would otherwise complete for its staff. Again, the Foundation will request written confirmation that these checks have been completed before an individual can commence work at the Foundation.

Durham Cathedral Schools Foundation will independently verify the identity of staff supplied by contractors or an agency on their first day of working. Contractors who come on site only to carry out emergency repairs or service equipment and who are not left unsupervised on the schools' premises do not need a DBS Disclosure.

**14 Volunteers**

It is the policy of the Foundation that all volunteers engaged in regulated activity are required to undergo an enhanced DBS disclosure and complete volunteer application process.

**15 Oversight**

This policy is overseen by the Finance and General Purposes Committee of the Governors and will be reviewed at least once in every three-year period.

*Policy last reviewed by  
MP Alderson (Deputy Head [Staff]), 11 September 2019  
Names up-dated P C Gerrard (Assistant Head) 22.10.20  
Names and terminology up-dated P C Gerrard (Assistant Head) 11.11.21  
Updated following Keeping Children Safe in Education 2021. , Adverts, Application  
Forms, Shortlisting, References, Interviews, Pre-employment check, Agency workers. –  
L Turnbull. December 2021  
H Thompson (Deputy Head Pastoral), September 2024*