

Policy Statement

Policy	Safer Recruitment	Department	HR & Safeguarding
Date Written	20th July 2018	Review Date	15th August 2019
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Brief:

The College of the Holy Child abides by the Safer Recruitment Guidelines detailed in Keeping Children Safe in Education 2016. This policy outlines the procedures used to safely recruit and employ suitable staff. The nature of the Holy Child campus requires that all staff on site are suitable to work with children.

Advertising:

The College of the Holy Child ensures that all advertisements are placed using appropriate mediums and that all associated recruitment agencies, tools and platforms share our commitment to Safer Recruitment and the Safeguarding of children and young people. Where appropriate, initial recruitment may take place within the organisation or associated establishments. In such cases, an equal opportunity will be given to external candidates if an advertisement has already been placed. The College of the Holy Child reserves the right to fill positions without advertising externally if appropriate. A Job Description and Person Specification are provided, either in brief or in full, to assist potential applicants and prevent unsuitable applications. All adverts clearly state the College's commitment to Safeguarding the welfare of children and young people and that DBS checks will be performed; thus deterring unsuitable candidate from applying.

Applications:

A comprehensive Application Pack is made available to applicants, either directly via the advert or following a telephone or email request to the person responsible. The College is committed to ensuring that all information appropriate to determining an applicant's suitability to work with children is requested and makes clear to any applicant the potential consequences of misleading the employer in this regard. All suitable applications are viewed by the intended Line Manager and a Director before short-listing. Applications made by agencies or third parties working on behalf of an applicant are subject to the same Safer Recruitment requirements. A copy of the Child Protection and Safeguarding Policy is available on the College website. This and other policies relevant to the role and indicated at the application stage. The College of the Holy Child is an Equal Opportunities employer.

Interviewing:

A suitable timeframe between the closing date for applications and interview dates will be determined by the Directors prior to advertising. If special circumstances dictate that a position is filled urgently, this timeframe may be shorted to ensure sufficient time for Safer Recruiting checks to be carried out. The applicant will be required to attend all interviews in person where possible. In some circumstances, it may be appropriate to hold an initial interview via a video conferencing medium or telephone. If it is not possible for an applicant to attend an interview in person before employment, the required original documentation must be sent to the College and further interviews will be carried out to ensure that the candidate is appropriate for the role. In all but exceptional circumstances, interviews will be attended by more than one Director and one position on the panel will be reserved for the intended line manager.

Warner Interviews may be conducted for residential roles. In such circumstances the applicant will be informed in advance of their interview date and the nature of the Warner interview will be disclosed at this time. The candidate will be given sufficient time between interviews if more than one interview is to take place on a single day.

It is not the policy of the College to pay for candidates' transport or accommodation to and from interviews unless negotiated with the Directors. Interview times and locations may be altered to reduce the candidate's expenses. Such arrangements will be made in advance.

Successful Candidates and Formal Offers of Employment:

The College of the Holy Child is committed to Safeguarding the Welfare of Children and Young People. Therefore, all formal offers of employment are subject to the terms stipulated in the application form. In all but the rarest circumstances, an offer of employment will only be made subject to a suitable Enhanced DBS certificated and appropriate references. More information regarding this can be found in the Recruitment Checklist.

Single Central Record:

In keeping with the guidance given in 'Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, September 2016', it is the Director's responsibility to ensure that the Single Central Record is maintained and kept up to date. Details on this requirement can be found in the aforementioned document. The SCR contains any information pertinent to the employees safe employment at the College. Including (but not limited to): records of any DBS checks, teacher status checks, barring information and disciplinary action in circumstances where a member of staff has faced disciplinary action.

Contributions:

The following literature has been consulted in the formulation of this policy:

Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, September 2016,
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

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Appendix A:

Pre-Recruitment Checklist New Staff Working with Children & Young People

Application Pack

This must contain the following:

- The Advert, which has been posted
- Job Description
- Person Specification
- Application Form
- Relevant Policies & Documents (information about the organisation, equal opportunities policy, specific statements etc)
- Additional information (marketing information, publicity etc.)

Job Description

Task	Completed	Notes
Does the JD contain a factual description of the job?		
Have you clearly described the purpose of the job and its duties?		
Date the job description was last updated?		
Job location?		
Detailed the key responsibilities (not how they will be performed)?		
Safeguarding statement?		

Person Specification

Task	Completed	Notes
What experience is required?		
Details of formal qualifications required?		
Specific practical skills		
Personal qualities (include statement about suitability to work with children)		
Abilities – what they should be able to SHOW		

they can do		
Statement containing your (and their) commitment to equal opportunities		

Advert

Task	Completed	Notes
Job title		
Salary Range		
Type of contract		
Location of job		
Hours of work		
Brief description of the organisation		
Brief description of the role		
Qualifications/Experience required?		
Closing date for applications		
Interview dates		
Contact details and process for getting application forms		
For further information please contact...		
Equal opportunities statement		
Safeguarding statement		



Appendix B:

Recruitment Checklist
Successful Applicants working with Children & Young People

Name of applicant:

Date of application receipt:

Person responsible for advert:

Intended line manager:

Other enquiries made by the applicant



Interview

Date of Interview:

Time of Interview:

Type of interview: Skype Phone In-person

Name of interviewer(s):

Location of interview:

Applicant asked to bring the following original documentation to the interview in-person?

At least **one** of the following:

- Passport (any nationality)
- UK Birth Certificate
- UK Issued Driving Licence (either photo card or paper counterpart – a photo card is only valid if the individual presents it with the paper counterpart)
- EU National Identity Card
- HM Forces ID Card
- UK Firearms Licence
- UK Adoption Certificate

At least **two** of the following (or five if unable to provide one from the above list)

- Marriage/Civil Partnership Certificate
- Financial Statement ** e.g. pension, endowment, ISA
- Birth Certificate (non-UK)
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK) **
- Mail Order Catalogue Statement *
- Bank/Building Society Statement *
- Court Claim Form (UK) ** documentation issued by Court Services
- Utility Bill * electricity, gas, water, telephone - inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O-Levels, Degree
- TV Licence **
- Addressed payslip *
- Credit Card Statement *
- National Insurance Card (UK)
- Store Card Statement *
- NHS Card (UK)
- Mortgage Statement **
- Benefit Statement * Child Allowance, Pension
- Insurance Certificate **

- Certificate of British Nationality (UK)
- Council Tax Statement (UK) **
- Work Permit / Visa (UK) **
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK) * e.g. Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus and Social Security
- One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK) do not use more than one of the following documents. - Convention Travel Document (CTD) - Stateless Person's Document (SPD) - Certificate of Identity (CID) - Application Registration Card (ARC)
- Connexions Card (UK)
- DBS Disclosure Certificate **
- Letter from Head Teacher *

* Documentation should be less than three months old

** Issued within past 12 months

Second interview requested by interviewer(s): Y/N

Reason for 2nd Interview:

Date of Interview:

Time of Interview:

Type of interview: Skype Phone In-person

Name of interviewer(s):

Location of interview:

Successful Candidate Checklist

A formal written offer may be made if subject to receipt of two satisfactory written references and a clear Enhanced DBS check.

Date formal offer letter sent to candidate:

Date offer accepted/rejected:

Date DBS Disclosure Application Form sent to candidate:

Acknowledged by candidate?

Date DBS Disclosure Application Form received:

Date DBS Disclosure Application Form dispatched:

Date DBS Disclosure Certificate number sent to SF by candidate:

Result of DBS Disclosure:

Reference 1

Name of Referee:

Relationship to applicant:

Address/Contact Information:

Reference 2

Name of Referee:

Relationship to applicant:

Address/Contact Information:

Date requested:

Date received:

Additional reference(s) requested?

Reason for requesting additional references:

Further information:

Date requested:

Date received:

Historical written references are not appropriate. Send the approved reference proforma to the referee. All references must be followed by verifying communication, preferably by telephone.

Date candidate pre-employment & induction pack sent:

The candidate pre-employment & induction pack may be returned on the new employee's first day of work or at an earlier agreed time.

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