



Achieving together in faith

**Holy Cross Catholic
Multi Academy Company**

Recruitment and Selection Policy

Responsible for Policy	Marina Kelly
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Contents

1. Definitions
2. Introduction
3. Purpose
4. Legislation
5. Scope
6. Responsibilities
 - 6.1 Authorisation to Recruit
 - 6.2 Adverts
 - 6.3 Job Description, Person Specification and Information Pack
 - 6.4 Application and Shortlisting
 - 6.5 References
 - 6.5.1 Responsibilities
 - 6.5.2 Staff Providing References
 - 6.5.3 Procedure for Providing References
 - 6.5.4 Requesting Copies of References
 - 6.6 The Interview
 - 6.7 Pre-Employments Checks
 - 6.8 Criminal Record Checks
 - 6.9 Additional Employment Checks
 - 6.10 Contractors
 - 6.11 Volunteers
 - 6.12 Retention and Security Disclosure Information
 - 6.13 Retention of Records
 - 6.14 Referrals to the DBS and National College for Teachers Regulator Authority
 - 6.15 Re-Employment
 - 6.16 Child Protection Training
7. Induction and Probation
8. Health and Safety
9. Review
10. Links to other Policies

Please note that recruitment documentation referred to in this policy can be located on the MAC's intranet - **CrossNet**

The MAC Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Catholic Life and Welfare Committee has delegated day-to-day responsibility for operating the policy and ensuring its maintenance to the CSEL.

Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

1. Definitions

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

- i **Holy Cross Catholic Multi Academy Company (MAC)** 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. Holy Cross Catholic MAC including:
 - Bishop Ullathorne Catholic School
 - Cardinal Newman Catholic School
 - Christ the King Catholic Primary School
 - St Augustine's Catholic Primary School
 - St Elizabeth's Catholic Primary School
 - St John Vianney Catholic Primary School
 - St Thomas More Catholic Primary School
 - MAC Central Team
- ii **Holy Cross Catholic MAC** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **Board** means the board of Directors of Holy Cross Catholic MAC.
- iv **Clerk** means the Clerk to the Board or the Clerk to the Local Governing Body of the School appointed from time to time, as appropriate. The contact details for the Clerk to Holy Cross MAC, Kirsty Russell, are: kirsty.russell@coventry.gov.uk
- v **Chair'** means the Chair of the MAC Board of Directors or the Local Governing Body appointed from time to time.
- vi **Catholic Senior Executive Leader** means the person responsible for performance of all Schools and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **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.
- viii **Faith reference** means the reference provided by the Parish Priest (or Clergy member) of the Church attended by the candidate.
- ix **Governing Body Representatives** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- x **Local Governing Body** means the governing body of the School.

- xi **MAC Central Team** means the staff who work in the central team across the Company.
- xii **Headteacher** means the substantive Headteacher, who is the person with overall responsibility for the day-to-day management of the school.
- xiii **Protected posts** these posts must be appointed with the engagement of BDES; CSEL; Headteacher; Person in Charge of Catholic Life (PICCL) at Secondary Schools, Deputy Headteacher; Assistant Headteacher if no Deputy Headteacher in the structure; Lay Chaplain and Head of RE.
- xiv **School** means the school within Holy Cross Catholic MAC and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xv **School Recruitment Manager** means the person in each school who is responsible for the administration of the recruitment process.
- xvi **TLR** means Teaching and Learning Responsibility
- xvii **Vice-Chair** means the Vice-Chair of the MAC Board of Directors or the Local Governing Body appointed from time to time.

2. Introduction

- 2.1 Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.
- 2.2 Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.
- 2.3 Holy Cross Catholic Multi Academy Company (MAC) has adopted this policy in order to:
 - Safeguard pupils and staff
 - Meet statutory employment, recruitment and equalities legislation
 - Promote positive working relationships and equal opportunities in employment, so that all employees feel fully valued as members of Christ's family and are free to develop their abilities to the full
- 2.4 All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:
 - Faithfulness and integrity;
 - Dignity and compassion
 - Humility and gentleness
 - Truth and justice
 - Forgiveness and mercy
 - Purity and holiness
 - Tolerance and peace
 - Service and sacrifice(Christ at the Centre 2008, Fr Marcus Stock STL MA)
- 2.5 Holy Cross Catholic MAC acknowledges its obligation to promote a positive working environment.
- 2.6 Holy Cross Catholic MAC is also aware of its duties under racial, disability and gender equality laws including the training of employees in their responsibilities.
- 2.7 Holy Cross Catholic MAC will ensure that prompt and appropriate action is taken to deal with any complaints which come under the scope of this policy. This includes action where there is a possibility of victimisation for making or for otherwise being involved in a complaint. Holy Cross Catholic MAC expects all those dealing with complaints to make objective decisions, without fear or favour.

- 2.8 This policy will be applied in accordance with statutory regulations for the governance of Holy Cross Catholic schools which may apply at any time in accordance with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.
- 2.9 This policy is for use by Holy Cross Catholic MAC and some schools' governance terminology differs within Archdiocesan Multi Academy Companies. This policy uses the term Director to represent Trustees of the Company. The term Local Governing Body is used throughout.

3. Purpose

The purpose of this Policy is to inform employees about their responsibilities in relation to recruitment and selection.

Holy Cross Catholic MAC is committed 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.

4. Legislation

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.

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.

5. Scope

- 5.1 This policy applies to all employees, Board Directors and Local Governing Body representatives responsible for and involved in the recruitment and selection process for all staff, contractors (employed and self-employed), agency staff and volunteers.

5.2 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.

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 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.

5.3 This policy does not apply where an existing employee is being asked to undertake new responsibilities in addition to those which that employee will continue (substantially) to have in their current role (which will continue to be their main role), whether or not temporarily or permanently, and whether or not they are to be given additional remuneration for assuming those additional responsibilities, in circumstances where there is no other employee within the MAC with the capacity or capability to undertake the additional responsibilities.

6. Responsibilities

6.1.1 Authorisation to Recruit

- demonstrate that the post is affordable and within budget
- email all recruitment requests to MAC HR: hr@hccmac.co.uk together with a copy of the draft advert and the job description/person specification and costings demonstrating impact on school budget. *All requests will be considered on Monday morning with a response Monday afternoon.*
- ensure that the relevant Headteacher, Catholic Senior Executive Leader, MAC Director, or Chief Finance Operating Officer authorise the recruitment.
- All changes to salaries not covered in the annual Performance Management process need to be authorised by MAC HR.

Where appropriate i.e. where there is a Protected post to be filled (internally or externally), the recruiting manager must contact the Diocese to engage with the process after informing the CSEL. The recruiting manager must use the appropriate guidance for appointment of Leaders in MAC schools. It is available here <https://www.bdes.org.uk/recruitment-documentation.html> and on the MAC's intranet – CrossNet.

6.2 Adverts

All vacancies and additional allowances such as TLR's 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.

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

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

Exceptions to open advertising may be applicable where there is a requirement for the MAC to consider redeployment 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. The MAC HR will advise School Recruiting Managers when this requirement arises within the MAC.

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.

Copy of the advert must be approved by the relevant Headteacher, Catholic Senior Executive Leader or any other Senior Management Team member to whom this task has been delegated, prior to placement.

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.

6.3 Job Description, Person Specification and Information Pack

The School Recruiting Manager is responsible for using **CES guidance**, where appropriate, to:

- Draw up the job description for the vacant post, using the '*Job Description template*'. As a general rule, all job descriptions need to be kept up to date and reviewed annually at Performance Management meetings.
- Seeking approval of the job description and the person specification from the relevant Headteacher, Catholic Senior Executive Leader or any other Senior Management Team member to whom this task has been delegated.
- Compiling the information pack, using the MAC Recruitment documents (available on CrossNet), 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.

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

The information pack, application forms and advert should all be compliant with CES guidance:

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

6.4 Application and Shortlisting Process

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. Owing to the MAC's safeguarding requirements, a Curriculum Vitae alone cannot be accepted as an application. Incomplete application forms will not be put forward for consideration. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Receipt of the completed application forms should be made directly to the applicant and relevant sections shared with the shortlisting/interviewing panel members only.

A shortlisting matrix should 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. 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.

The shortlisting matrix should be completed and a final copy of the matrix should be retained. Shortlisting matrixes and all application and recruitment paperwork will be retained for 6 months after the selection process is completed.

The chair of the shortlisting/interview panel (or someone authorised by them) is responsible for:

- drawing up the '*Interview Schedule*' once the shortlisting process is complete,
- arranging for shortlisted candidates to be contacted and for a formal invitation to interview, by letter/email, to be issued, confirming the details and any documents required at the interview stage. Wherever possible five working days' notice should be given to give candidates time to make their own arrangements to attend the interview,
- arranging for applications to be shared with interview panel members.
- social media checks to take place on ALL shortlisted applicants.
- requesting at least two references for ALL shortlisted applicants, one of which needs to be from the candidate's current employer
- Social media checks and references should not be shared with panel members until a preferred candidate is identified.

Urgent cases

In **exceptional** circumstances, a very quick turnaround may be required, curtailing the processes outlined above. The school recruiting manager must:

- plan for this eventuality,
- note that this is the case on the email,
- including in the email 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:

- arrange for the shortlisted candidates to be contacted using the MAC invitation to interview letter (available on CrossNet)
- ensure that the following information is provided as a **minimum**:
 - time and date of interview
 - location for interview
 - name/location to report to

- o interview details – names and job titles of interviewers, duration and format of interview i.e. presentation/assessment etc
- o documents they are required to bring with them (e.g photo I.D, qualification certificates etc.
- o documents to be enclosed with the letter include:
 - The Catholic Education Service Model Contract of Employment for the appropriate post which will be the contract of employment offered to the successful applicant;
 - For protected posts in Catholic Schools 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
 - 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.
 - Information required for Disclosure and Barring Service Checks.

Non-shortlisted applicants will be informed in writing through letter/email from School Recruitment Manager on behalf of the shortlisting panel, usually after interviews have been completed.

6.5 References

The purpose of seeking references is to allow the panel to obtain factual information to support appointment decisions. References should be sought after shortlisting and obtained before interview, where possible and only if consent has been given, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview. Candidates are advised on the application form that Safer Recruitment guidance advises that references are received prior to interview.

6.5.1 Responsibilities

Once shortlisting has been completed:

- The chair of the shortlisting panel must decide on the references to be sought.
- The chair must check that the referees are “acceptable” to the School/MAC, e.g. for teaching post applicant referees to include the current Headteacher. 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.

If the Chair has any concerns, they should advise the School Recruitment Manager or equivalent, who will liaise with the candidates for further information and/or additional referees, if required.

All references should have been received before interview, but, in the event the references of all the shortlisted candidates are not received before interview the Chair should confirm at interview:

- 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.

6.5.2 Staff Providing References

To provide a consistent approach to reference requests, these must be passed to the Headteacher for approval if the Headteacher is not the referee before being returning.

6.5.3 Procedure for Providing References

To provide a consistent approach to reference requests, these must be passed to the Headteacher.

Holy Cross Catholic MAC has a duty of care to provide an accurate and honest assessment of the member of staff's ability. Any responses to questions must be factually correct and avoid providing vague personal statements or opinions which could be subjective. If in doubt, advice should be sought from the Human Resources consultant before completing the reference.

A reference should clearly specify the basis on which it is being provided and this includes:

- The referee's relationship with the subject.
- The length of the relationship.
- The capacity in which the reference is being provided.
- The date of writing the reference.

We will seek verbal/ written consent from current and former employees before providing a reference.

A request for a reference will not in itself amount to consent for these details to be disclosed.

Verbal references should not be given-

Any references sent by the MAC will be marked 'Private and Confidential'.

At least two references must be sought for all posts advertised within the MAC.

References will be requested as follows:

Applicant	Form to be used
Member of staff (external)	Teaching staff template Support staff template
Volunteer	Volunteer template
Governor / Director	Governor template
Member of staff (internal)	Internal template (teaching staff or support staff)
Student (internal)	Internal template (student)
Agency staff	Assurances to be sought from the agency

The MAC has standard reference request form templates, which should be used for all reference requests. As all posts within the MAC come into contact with pupils, the MAC's external reference request form asks specifically if the referee believes the applicant is suitable to work with children and to give details of any concerns or allegations that have been raised about the applicant in relation to safety or welfare of children or young people.

The MAC will not accept open references and any reference which is in the form of a "to whom it may concern" testimonial. If such a reference is received, the MAC will request a third referee's contact details to gain a third reference.

All references are requested prior to interview.

For references for a member of staff (both internal and external applicant) the following conditions must be met:

- Two satisfactory references must be received.
- Of the two references received, one must be from the current employer. If the applicant is unemployed, one reference must be from their most recent employer (if the applicant has been self-employed this referee must be able to comment on their work). The other reference can come from a past employer or someone who the member of staff has known for a minimum of 12 months.

- All references must be obtained prior to the employee's start date and the employee should not commence employment until reference have been accepted.
- Both references must have been verbally verified with the referee.
- If the applicant is applying for a teaching post but is not currently employed as a teacher, one reference must be from the school or local authority at which they were most recently employed.
- If the applicant has not yet been employed, the referee should be able to comment on their experience/performance as a student/pupil.

All offers of employment within the MAC are subject to satisfactory references being received and must be reviewed by the Chair of the Interviewing Panel before the member of staff is confirmed in post. Personal references from colleagues or friends should not be accepted unless given as a character reference. If a reference is received that is ambiguous, is not addressed to a specific individual or raises any concerns, then advice should be sought from the Human Resources Consultant.

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.

6.5.4 Requesting Copies of References

Confidential references are exempt from an SAR under Data Protection Law and as such the MAC will not release them.

References which have been received and/or provided will be kept in line with the School Retention Policy. Please see the MAC Data Protection Policy for further information. The MAC is unable to write a reference for an ex-member of staff once the retention period for holding their records has passed. Please see the Data Protection Policy for further information.

6.6 The Interview

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. The name of this person should be included on the interview template.

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

All applicants who are invited to an interview will be required to begin their online DBS application 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
- completed consent to obtain references form

The first three items are required in order to comply with DBS identity checking guidelines.

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.

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. These documents should be used in completing the DBS process.

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

- ensure that there is a Question Scoring Grid (available on CrossNet)
- collect in all the interview papers, for retention as an accurate record for the successful candidate, which will be held on their confidential HR file for the duration of their employment.
- Paperwork for unsuccessful candidates should be held on file for 6 months after interview day and includes all applications received, shortlisting grids etc

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.

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 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.

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**.

Once the chair of the interview panel knows that the offer has been accepted then they should arrange for the School Recruitment Manager to send out a written offer of employment and contract plus any other appropriate employment documentation ensuring that CES contracts are issued.

An employment pack should be emailed to the new appointee and the returned, signed pre-employment documentation should be retained in an employee file.

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

6.7 Pre-employment Checks

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 (including children's barred list information, for those who will be engaging in regulated activity with children). When using the DBS update service, a copy of the original physical certificate needs to be obtained.
- A Prohibition Order Check (only for teachers or other roles identified as appropriate by the Headteacher)
- 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 Headteacher, the CSEL or the ABD (see section 4.8.1)
- Receipt of satisfactory Social Media report

Medical References

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.

6.8 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, Directors and volunteers.

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".

“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 keep this 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. The candidate will be asked to give their informed consent to permit the MAC to retain a copy 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 Headteacher, the CSEL or any other Senior Management Team member to whom this task has been delegated, 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 the School Headteacher and MAC HR, prior to the commencement of their employment.

Prohibition Order Check

Since 3rd April 2014 it has been a statutory requirement for all new teachers from 1st 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. 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.

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 for record keeping. References require referees to advise whether they believe pupils/students at be at risk from the applicant.

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.

This also apply to volunteers, supply/agency staff, self-employed staff or contractors who provide childcare to these age groups.

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.

All of the above conditions should be met before employment and **ALL** DBSs and medicals should be countersigned. All references received will be cross referenced with the potential employee's application form to make sure they are satisfactory.

Verification of employment checks will be recorded on the MAC's Single Central Record which is operated by each schools Business Manager/Office Manager.

6.9 Additional Employment Checks (where applicable)

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 Headteacher/CSEL:

- 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 Headteacher.
- 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.

6.10 Volunteer and School-Based Placements

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.

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.

6.15 Re-employment

When a recruiting manager is considering re-employing a previous member of staff, personnel files will need to be reviewed to determine what checks need to take place. A break in service of more than three months may require new checks to be conducted.

Any offer made must still be conditional upon the receipt of satisfactory pre-employment checks.

This check must be conducted **before** any verbal offer of employment is made.

6.16 Child Protection Training

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.

There is a separate Child Protection and Safeguarding Policy and Staff Code of Conduct that ALL employees are issued at time of employment which they must sign to declare they have read and understood. Attendance at safeguarding training should be recorded on the Single Central Record.

8. Health and Safety

As part of the induction process, every employee will need to attend a Health and Safety induction from the Office Manager /Business Manager.

9. Review

The Board of Directors delegate the implementation of this policy to the Local Governing Body of each school. This Policy will be reviewed by the Catholic Life and Welfare Committee in consultation with key recruiting managers throughout the organisation, unless there are legislative or safeguarding changes that dictate an earlier review.

10. Links to other Policies

This Policy is linked to the MAC's:

- Educational Visits Policy
- External Speakers/Visitor Policy
- Prevent Policy
- Child Protection and Safeguarding Policy
- Equality Policy Statement
- Parent and Visitor Code of Conduct
- Staff Code of Conduct
- Whistleblowing Policy