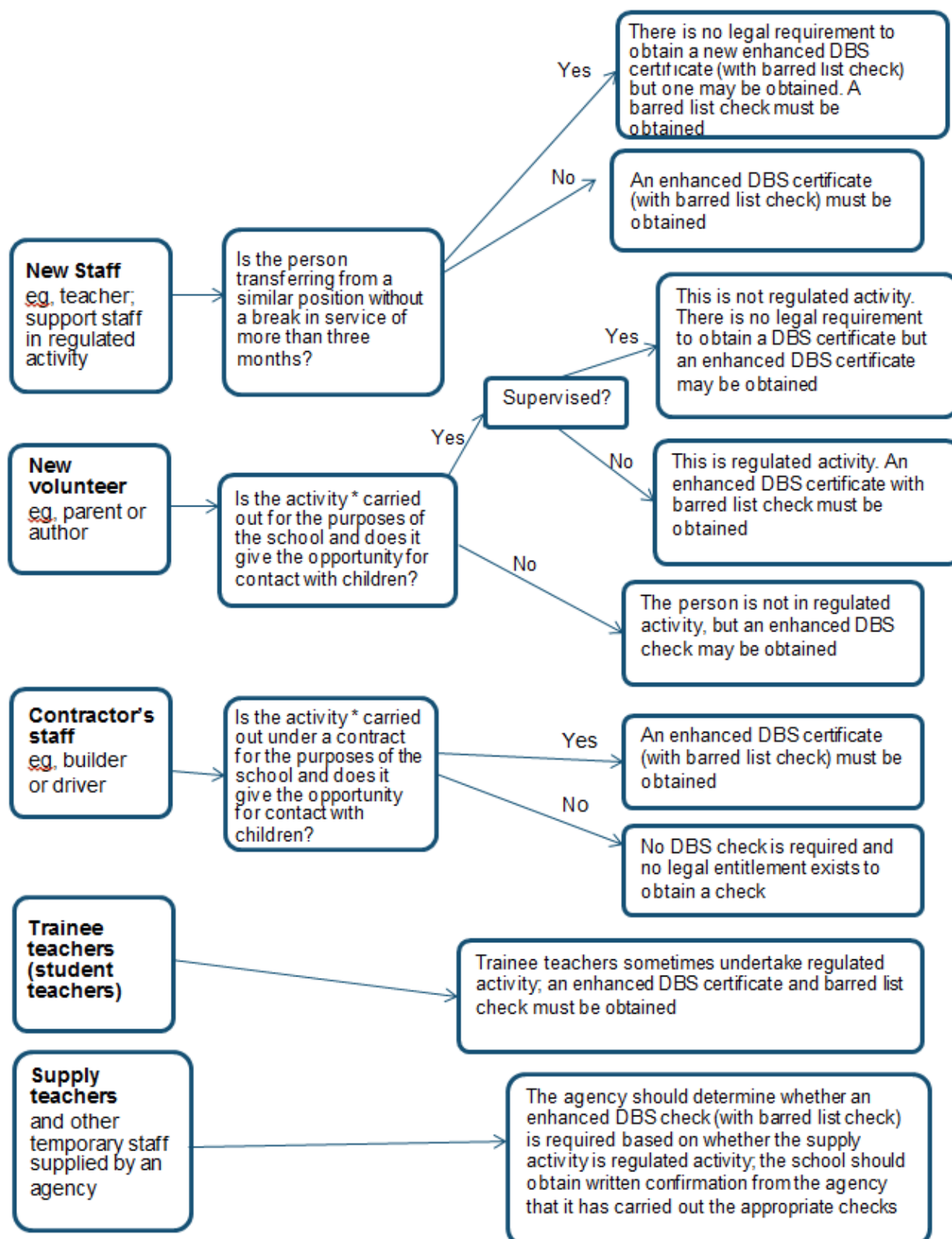

MOUNT ST MARY'S CATHOLIC HIGH SCHOOL
Educating the Individual for the Benefit of All



RECRUITMENT AND SELECTION MANAGERS TOOLKIT

Flowchart of DBS criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

Recruitment and Selection Checklist

Vacancy:	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Online checks – Exploring any content publicly available online that might compromise their professional role so this can be discussed with candidates at interview		
Self-Disclosure – Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained.		
Interview - Explores applicants' suitability for work with children as well as for the post		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
Conditional offer of appointment: pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
References before confirmation of appointment: (if not obtained and scrutinised previously) (If received by email – accompanying email to verify authenticity. If not from professional email address, follow up to ensure authenticity)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Permission to work in UK, if required		
School record sight of DBS certificate - where appropriate satisfactory DBS certificate.		

DBS Barred list check – applicant is not barred from working with Children (this must be completed before the applicant commences work)		
Health – the candidate is medically fit Medical Pre Employment Questionnaire		
Absence Record – obtained from previous employer		
Prohibition from Teaching Work Check – For those carrying out teaching work (see below) the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction.		
Qualified Teacher Status (QTS) Check and Statutory Induction Completed – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Overseas Checks – for individuals who have lived or worked abroad in the last 5 years. (For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a reference from any education employer overseas in the same period)		
Statutory Induction Completed (for teachers who obtained QTS after 7 May 1999 and are not employed as NQTs)		
Risk Assessment – for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS		
Child Protection & Online safety training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc Including: Safeguarding & Child Protection Policy Safer Working Practice Guidance Whistleblowing procedures KCSiE Part 1 or Annex A & Annexe B ICT Acceptable Use Policy Online Safety Policy & Guidance Children Missing Education Policy Behaviour Policy		
Contract signed and placed on file		

D: Contribution to whole school improvement and other developments
E: Personal Skills and attributes
Communication
Clarity of thought and vision
Tenacity, resilience and drive

1. Has the candidate been subject to disciplinary procedures involving issues related to the safety and welfare of children or young people (including any in which the disciplinary sanction has expired) and the outcome. If yes, please provide details.

2. Has the candidate been the subject of any allegations or concerns (based on verifiable information) that have been raised that relate to the safety and welfare of children or young people or behaviour towards children or young people. If yes, please provide details of the outcomes of those concerns.

3. Are you completely satisfied that the candidate is suitable to work with young children/ young people? If not, please provide specific details of your concerns and the reasons why you feel this person is, or may be, unsuitable.

Would you:
Recommend without reservation
Recommend strongly
Recommend
Not recommend at this time for this post
(please delete as appropriate)

Are you able to verify the applicant is a graduate with QTS? Yes/No (delete as appropriate)

How long have you known the candidate?

Applicant's current salary point position and any TLR held :

Has the applicant successfully passed the last two years performance management appraisal/review? Yes/No

Printed Name:

Position:

Organisation:

Signature:

Dated:

Thank you for assisting us in ensuring safer recruitment at Mount St Mary's Catholic High School.

Request for Reference Non Teaching Posts

Candidate:

Role applied for:

1. JOB DETAILS

a.	What is the applicant's current/most recent position with you?
b.	In what capacity is this person known to you?

c.	Please summarise main duties and key responsibilities of current or previous post where applicable.
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d.	What are/were the applicant's reasons for leaving? (if applicable)
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2. PERSONAL ATTRIBUTES

How do you rate the applicant with regard to:

	Poor	Acceptable	Good	Excellent
a. Reliability and Trustworthiness				
b. Relationships with Colleagues				
Comments in support of your rating:				

3. JOB PERFORMANCE

How do you rate the applicant with regard to:

	Poor	Acceptable	Good	Excellent
a. Quality of work				
b. Achieving objectives				
c. Approach to work				
d. Problem solving				
e. Contribution to team/individual contribution				

4 VACANCY APPLIED FOR

How do you rate the suitability of the applicant for the position applied for

	Poor	Acceptable	Good	Excellent
a. Relevant skills				
b. Relevant/similar experience				
c. Relevant knowledge				
Comments in support of your rating:				

1. Has the candidate been subject to disciplinary procedures involving issues related to the safety and welfare of children or young people (including any in which the disciplinary sanction has expired) and the outcome. If yes, please provide details.

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2. Has the candidate been the subject of any allegations or concerns (based on verifiable information) that have been raised that relate to the safety and welfare of children or young people or behaviour towards children or young people. If yes, please provide details of the outcomes of those concerns.

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3. Are you completely satisfied that the candidate is suitable to work with young children/ young people? If not, please provide specific details of your concerns and the reasons why you feel this person is, or may be, unsuitable.

--

Would you:
Recommend without reservation
Recommend strongly
Recommend
Not recommend at this time for this post
(please delete as appropriate)

How long have you known the candidate?

Applicant's current salary:

Printed Name:

Position:

Organisation:

Signature:

Dated:

Thank you for assisting us in ensuring safer recruitment at Mount St Mary's Catholic High School.

NAME
ADDRESS

DATE

Dear

Appointment of JOB TITLE

Thank you for your application for the above post. I am pleased to inform you that you have been shortlisted.

The interview process will commence on DATE at LOCATION. Please arrive at the school for TIME. Report to the main reception desk and ask for NAME.

[Insert specific details about the day]

Shortly after arrival there will be an identity and qualifications check for all candidates - please ensure you bring with you your original documents confirming the CRB and/or DBS checks, essential qualifications (Degree certificate or equivalent) and at least one form of photographic identification for verification purposes, i.e. valid passport or drivers licence.

Details of the full programme for the selection process will be provided on the day.

Access to power point and a flip chart will be made available for use in the NAME ACTIVITY, should you have any other requirements please contact NAME on NUMBER and every effort will be made to accommodate additional requirements.

OR

If you have a disability and/or require any special arrangements to assist you at the interview, please let NAME on NUMBER know.

Could you please contact NAME by DATE/TIME to confirm you are able to attend and in the meantime should you have any queries in relation to any of the information contained in this letter please do not hesitate to contact NAME on NUMBER.

Yours sincerely

INTERVIEW QUESTIONS TABLE

POST OF: _____ PANEL MEMBER: _____ CANDIDATE : _____

The rating of each candidate should be on a 5 point scale: 5 = Excellent 4 = Good 3 = Acceptable 2 = Marginal 1 = Poor		Score 1 - 5
Question	Actual Response	

<p>In line with Safe Recruitment recommendations, can you confirm whether you have any gaps in employment and if so provide an explanation. This information will be retained on your personal file.</p> <p>Have you any questions for us? Are you still a firm candidate for the post? When could you start? Do you believe this has been a fair and transparent process?</p> <p>Any offer of employment made to you will be subject to a 'clear' enhanced DBS, proof of qualifications, positive references and medical clearance.</p>			
			TOTAL

Dear,

Further to your recent interview, I am pleased to offer you the position of ?????. This offer is subject to receipt of an occupational health clearance, an enhanced DBS disclosure, satisfactory references and verification of the your medical fitness (Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training DCSF - Circular 4/99).

Appointment to the post will be effective from ??? and your starting salary will be ????. The appointment will be full time/part time* and the proportion of a full time post you hold will be The appointment is permanent/temporary until

On a less formal note I am pleased you are joining the staff of Mount St Mary's and look forward to working with you. Please contact Amanda Stubbs on 0113 2005110, to arrange to come into school with your completed new starter documentation and forms of identification as soon as possible.

Occupational Health Declaration

Please complete the Schools Pre-Employment Health Declaration form 1a. Please note that you will not be able to start work or be entered on Leeds City Council payroll until we have received occupational health clearance.

Disclosure & Barring Service Application

As appointment to this post is subject to a satisfactory enhanced disclosure from the DBS you are required to complete an online DBS application and then bring into school a combination of original identification documents as set out in the guidance notes enclosed. The organisation reference and password you require to do this are:

Organisation reference: **Mountstmaryscathighsch**
Password: **LeedsDBS1**

If you have an original DBS certificate, which is registered with the online update service, please bring this with you, along with your DBS login details.

Asylum and Immigration Act

In accordance with Section 8 of the Asylum and Immigration Act 1996 you are required to provide proof of your eligibility to work in the United Kingdom. Please bring into school either one of the items in List 1 or two of the items from either of the two combinations in List 2 attached. Presenting one piece of evidence from each combination in List 2 is not permissible.

In addition you must bring any certificates, diplomas etc to which you make reference in the section of your application form requesting details of your qualifications.

Yours sincerely,

Mr M Cooper
Headteacher

I accept the post in accordance with the details outlined in your letter.

Name Signed

Request for Sickness Record

As part of our recruitment process I would be grateful if you could complete the pro-forma below regarding your sickness absence record for:

State name

I confirm that the following absence information regarding the above named person is accurate, factual and an overall fair impression of their absence and that I am authorised to provide this information.

Number of working days absence due to sickness in the last 2 years (if none please state none):	
Number of occasions of absence due to sickness in the last 2 years:	
Nature of illness on each occasion of absence due to sickness in the last 2 years:	

Name

Signature

Position

School/Company

Date