



It is a requirement that all appointing/hiring managers receive training in effective recruitment and selection before leading on any hiring need and refresher training at least once per year

The aim of the training is to ensure you are equipped to recruit on behalf of CATS Global Schools and that you do not put yourself, the students and/or the group at risk of inappropriate hiring.

The Central Talent Team will schedule and arrange Jobtrain Training and Safer Recruitment Training which is hosted by the team. This is complemented with online third-party Safer Recruitment Training via IHasco or National College training platforms.

Recruitment Systems

Jobtrain is the current Applicant Tracking System (ATS) Implemented in October 2021. All recruitment internal and external must be processed through Jobtrain. The system has an embedded approval process, automated new starter form and online candidate portal for contract and onboarding documents. Safer Recruitment is built into the online process and items within this policy are captured and evidenced within the system

Responsibility

The ultimate responsibility for this policy and procedure lies with the Principal /Head Teacher.

All staff responsible for the selection and recruitment of staff into the organisation will be responsible for adhering to this policy

The Recruitment Process

Due to the fact that all employees will have the potential for significant access to young people and children, CATS Cambridge and CSVPA will adopt the procedures set out below. This will apply regardless of the employment status of the post, i.e. permanent, volunteer or casual.

It will be the responsibility of all staff involved in the recruitment and selection of individuals who will work in any capacity for CATS Cambridge and/or CSVPA to ensure that they have familiarised themselves with the document Keeping Children Safe in Education 2024.

In addition, the immediate line manager or in some cases the SLT Member who is responsible for recruitment and selection will be leading on the following:



We will not accept curriculum vitae drawn up by applicants in place of an application form.

Scrutinising and Short-Listing

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to the principal / headteacher. The principal / headteacher will decide if the information should be shared with the panel to address at interview.

Search Result Information

Search results will not be shared with anyone outside of the people responsible for carry out the check, unless an escalation takes place and at that point will only be shared with additional members of staff at the discretion of the principal / headteacher.

Online checks will be recorded in Jobtrain (Applicant Tracking system) with an initial and date stamp. This information will be transferred to the employee file and SCR on successful appointment.

References

References are to be obtained prior to interview for academic staff and in process for all. Open testimonials should never be accepted as references. If references are not provided by the Principal/Head Teacher or equivalent of a school, they must be verified by the Principal / Head Teacher.

At least two written references, including the current or most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material misstatement or omission relevant to the suitability of the applicant

Suitability references should also be sought for internal candidates. Internal references are permissible where appropriate.

For internal or external appointments references should ideally be from a senior person with appropriate authority (in a position to be aware of issues), not usually just a colleague.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The nt TJETQ 6

It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work. Referees will always be asked specific questions regarding:

The applicant's suitability to work with children and young people

Whether the applicant has ever been the subject of any child protection allegations or concerns and if the answer is yes, what was the outcome of the enquiry.

Invitation to Interview

Wherever possible, the invitation to interview should contain time and place, directions to the venue and membership of the interview panel.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly. All candidates should be instructed to bring with them relevant documentary evidence including qualifications and to satisfy DBS and UKVI requirements. Original documents are required. Photocopies or certified copies are not sufficient.

Invite to interview confirmations must include a criminal declaration form (KCSIE 2024) which must be returned to the Talent3(o)-0 Gsc alwTQq0.0000ew confirmatio

Be appropriately trained, (one member of interview panel must hold a current Safer Recruitment certificate)

Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing

Consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification

The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available)

The interview panel should also explore:

The candidate's attitude toward children and young people; and the candidate's ability to support the establishment's agenda for safeguarding and promoting the welfare of children

Any gaps in the candidate's employment history that have not been explained to a satisfactory level and concerns or discrepancies arising from the information provided by the candidate and/or a referee

Any concerns raised from the Online Recruitment Checks that have been carried out pre-interview.

The panel should also ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS Disclosure

If references are not obtained prior to interview, candidates should be given the opportunity to discuss anything that wish to declare in light of questions that have been (or will be) put to his or her referees

Offer of Appointment

All offers of employment should be conditional based upon satisfactory checks including the receipt of at least two satisfactory references; verification of the candidate's identity including Birth Certificate (if this is available and only in the case of Schools under DfE regulations); a satisfactory enhanced DBS Disclosure; a barred list check; an overseas check; (if applicable),



- Chair, Mr Robert Niu
CATS Cambridge & CSVPA

- Chair, Professor Toby Salt
The Worthgate School
Guildhouse School
Bosworth Independent School
Bournemouth Collegiate School
Bournemouth Collegiate Preparatory School

SECTION: Agency staff, contractors and volunteers

When using an employment agency to recruit casual worker, we will complete all of the same checks as if we had recruited the individually directly.

When using an employment agency to provide staff on a supply basis, a signed 'Safer Recruitment in Education' letter must be received to ensure that the agency understands their responsibilities in relation to safeguarding and recruitment

For each member of staff, the agency provide written confirmation that the following have been undertaken:

Identity check

A check to establish whether the individual is barred from regulated activity relating

