



St Gabriel
the Archangel

Catholic Multi-Academy Trust

SAFER RECRUITMENT POLICY

POLICY TO BE REVIEWED EVERY YEAR OR EARLIER DUE TO ANY LEGISLATIVE CHANGES

FOR ALL ACADEMIES PART OF ST GABRIEL THE ARCHANGEL CATHOLIC MULTI-ACADEMY TRUST

Approved by Board of Directors: 12th February 2026

Next Review: March 2027

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1. Introduction

Recruiting the best people to St Gabriel the Archangel Catholic Multi-Academy Trust (SGtA) is vital for our continued success in providing the highest standards of education to our pupils and to ensure all Academies within the (SGtA) follow a robust, rigorous and fair process when recruiting staff, which minimises the risk of appointing people who pose a risk of harm to children. Not appointing the right people to our roles can have a negative impact on the performance of our Multi Academy Company

The policy details a range of recruitment best practices, and is to be followed by all Directors, Governors and staff who take part in recruiting and selecting people to work in the capacity in the (SGtA). This includes workers not on the payroll. e.g. staff employed by contractors and unpaid volunteers.

The Local Governing Body is responsible for ensuring that the Academy has adequate staffing levels (exception Leadership posts at the level of Vice Principal/Assistant Principal and above, and Head of RE in the secondary Academy, who will be appointed by the Regional Governors of (SGtA)- see appointments grid). The Governing Body is responsible for ensuring that appropriate members of staff who are responsible for appointment have received Safer Recruitment training.

The Principal is responsible for the day-to-day organisation, management and control of the Academy and in most cases will have a significant role in the appointment of staff to work in the Academy. Principals are responsible for ensuring that staff undertaking recruitment and selection have the appropriate experience, skills and knowledge to do so. In carrying out our recruitment processes we:

(a) are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.

(b) will comply with the requirements of Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998. Our Data Protection Policy sets out how we will comply with Data Protection Legislation.

(c) will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Governing Body /Board who will provide reasons for this requirement. However, as a Catholic Company appointments to the post of CEO, CSEL, Principal, Vice Principal, Assistant Principal(2nd in charge) and Head of RE and Lay Chaplain must be baptised and practising Catholics. Priority on religious grounds may be given in a 'tie' situation between Catholic and non-Catholic candidate after interview.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

If an applicant makes the (SGtA) aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Delegation of Appointments

5.1 The recruitment and selection of teaching and support staff within agreed staffing costs (Assistant Principal and below leadership level) will be delegated to the Principal. Where the Principal feels that recruitment of staff outside the set staffing budget is required then they must obtain authorisation from the Local Governing Body by submitting a business case/restructure. See (SGtA)'s appointment grid, reviewed by the Board of Directors annually for delegation of appointments.

2. Scope and Purpose

This policy is grounded in the statutory guidance "**Keeping Children Safe in Education**" (**KCSIE**) **2025/26** (and any subsequent updates). At least one person on every interview panel must have passed appropriate **Safer Recruitment Training**. This is checked for compliance by the HR team. Any instance of this policy not being adhered to will be taken seriously and may lead to disciplinary action. The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within the (SGtA).

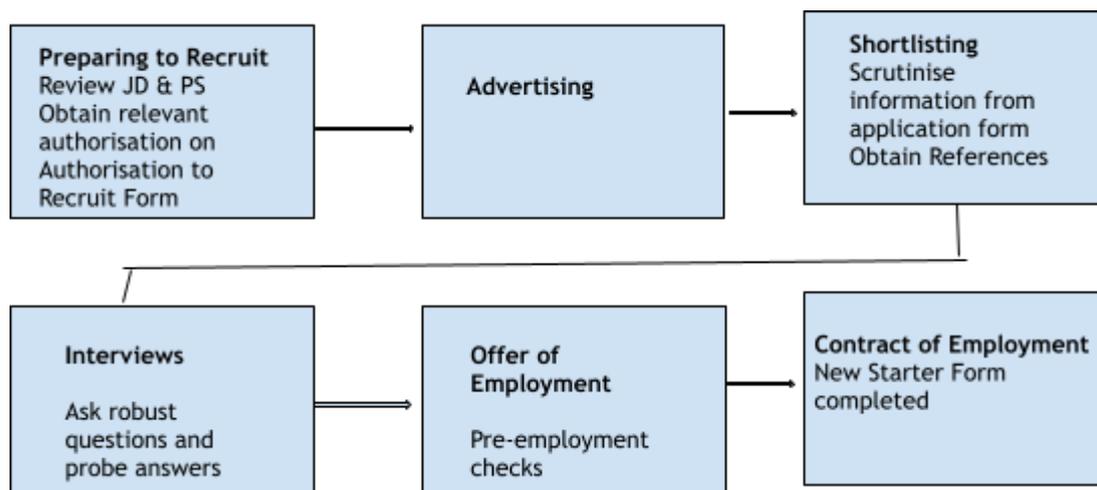
3. Safer Recruitment

- All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- ***At least one person on the interview panel must have passed the appropriate safer recruitment training. This will be checked for compliance by HR team***
- The recruitment of all applicants and volunteers to the (SGtA) must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- Any person involved in recruiting to our Multi-Academy Company must read the current "**Keeping Children Safe in Education**" (**KCSIE**) guidance and the Trust's Safeguarding Policy. Recruitment practices must be updated immediately to reflect any annual legislative changes issued by the DfE.
- All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- All of the checks described in Sections 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the (SGtA).

The following safer recruitment practices should also be undertaken:

- All applicants are required to fill out the relevant Catholic Education Service (CES) application form or electronic/online equivalent. CVs will not be accepted.
- All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children. This includes protecting children from maltreatment, preventing impairment of children's mental or physical health or development, and ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Application forms should be scrutinised, including checking the candidate's previous employment history and experience and ensuring that any discrepancies, gaps or anomalies are satisfactorily explained
- Obtaining independent professional references that ask specific questions to help assess the applicant's suitability to work with children and following up any concerns
- A face to face interview that explores the applicant's suitability to work with children as well as their suitability for the post
- Verifying the successful applicant's identity
- Verifying the successful applicant's academic qualifications
- A Disclosure and Barring Service check
- Prohibition checks
- Overseas Checks - with effect from 01/01/2021 if a person has lived or worked outside the UK, make any further overseas checks SGtA considers appropriate.
- Section 128 checks
- Social Media checks

Stages of the Recruitment Process



Preparing to Recruit

The first step in the recruitment process is ensuring that the appropriate authorisation to recruit is obtained, normally via the Governing Body and where appropriate CSEL.

The recruitment process should be planned from the outset; this will ensure that sufficient time is allowed at each stage and that applicants are given essential information regarding the post they are applying for so that the right people apply for the role.

In preparation, the Academy should review the job description and person specification and consider how and where the post should be advertised with guidance from HR.

4. Advertising

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check: 'The (SGtA) is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Academy/ to share this commitment.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

All applicants are provided on the application form details of our GDPR – Personal Data Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process.

5. Job Descriptions

A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, experience, qualifications and knowledge requirements for the post.

All job descriptions will clearly state the responsibility for safeguarding. In line with KCSIE 2025/26, safeguarding is defined as:

- Protecting children from maltreatment inside or outside the home, including online.
- Preventing impairment of children's mental or physical health or development.
- Providing help and support to meet the needs of children as soon as problems emerge (Early Help).
- Ensuring children grow up in safe and effective care.

6. Application form

All applicants are required to fill out the relevant Catholic Education Service (CES) application form or electronic/online equivalent. CVs will not be accepted but may be supplementary to the application form, the Recruitment Monitoring Information Form and Rehabilitation of Offenders Act 1974 - Disclosure Form.

Applicants who make speculative contact should be asked to complete the relevant application pack.

As part of the application process using the online platform, all candidates will complete a Self-Declaration of Criminal Record. This is to ensure all shortlisted candidates have completed a self-declaration of their criminal record or information that would make them unsuitable to work with children. This enables a conversation to take place during the interview regarding any disclosures before the DBS certificate is received. This is in addition to the formal Disclosure and Barring Service (DBS) check.

7. References

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- be requested for all shortlisted applicants, including internal applicants;
- include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- be directly from the referee;

- not be accepted if they are 'to whom it may concern' letters;
- request information on the applicants suitability to work with children and young people;
- be requested before the interview; and
- be explored further with the referee and with the applicant during the interview if necessary.
- Be verified

Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

8. Short-listing – in accordance with the Scheme of Delegation

Applicants will be shortlisted against the requirements of the person specification. The same people should carry out the shortlisting and interviews. The outcome of the short-listing process will be recorded and retained.

Equality and Diversity Monitoring will not be used during the selection process, it will be used for monitoring purposes only.

The shortlisting panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

As part of the shortlisting process, the Trust will carry out an online search (including social media) as part of due diligence on all shortlisted candidates. Applicants will be notified in the application process that these searches will be conducted. The search is intended to identify any incidents or issues that are publicly available online which may suggest the candidate is unsuitable to work with children or which may cause reputational damage to the Trust.

To minimise unconscious bias, online searches will, where possible, be conducted by an individual/organisation who is not part of the interview panel. Only relevant information will be shared with the panel to be explored with the applicant during the interview.

9. Interviews

A face to face interview must take place for all applicants to all posts.

All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. ***At least one person on the interview panel must have passed the appropriate safer recruitment training.***

The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.

Interviews should be conducted with a minimum two interviewers on the panel in accordance with the Scheme of Delegation; ideally with an equal gender balance to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

Before the interview commences the interview panel should have:

- prepared appropriate questions for the role;
- prepared appropriate questions to test the applicant's suitability to work with children and young people;
- identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc;
- agreed assessment criteria which reflects the person specification; and
- decided a structure to the interview and established which member of the panel will ask which questions.

A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.

Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process.

10. Other selection methods

In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:

- Observation of teaching practice in the (SGtA) or in the applicant's current school or academy;
- One or more additional panel interviews (for example, a panel made up of pupils)
- A presentation or In tray exercises; and Psychometric testing.

Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

Candidates will be informed in advance if any selection methods are to be used in addition to a face to face interview and what these are.

11. Level of language proficiency

Under the “fluency duty” (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

The (SGtA) will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English;
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,
- passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English or by a recognised institution abroad (and from September 2017 this includes Welsh second language GCSE).

12. Pre- employment checks

An offer of appointment to the successful applicant will be conditional upon the following:

- receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- verification of the applicant’s identity, preferably from current photographic ID and proof of address;
- verification of the applicant’s medical fitness;
- verification of qualifications where relevant;
- verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teaching Regulation Agency (TRA);
- Teachers in FE who have Qualified Teacher Learning and Skills (QTLS) and who are members of the Institute for Learning (IfL) are now recognised as qualified teachers in schools.
- satisfactory enhanced DBS check (see Section 13);
- Section 128 Checks - This check is mandatory for all individuals in management positions, including Board Members, Governors, and Senior Leadership. It applies to both teaching and non-teaching management roles to ensure they are not prohibited from the management of an independent school/academy. .

- for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;
- For candidates who have lived or worked outside the UK, the school will carry out the same pre-employment checks as for all other staff. In addition, for teaching positions, the school will require a Letter of Professional Standing from the professional regulating authority in their country (or countries) in which the applicant has worked, confirming they have not had any sanctions or restrictions imposed upon them. Where a candidate has lived or worked outside of the UK, an offer remains conditional until any further overseas checks considered appropriate has been completed. Where this is not possible, a documented risk assessment must be completed and approved by the Principal before the appointment is confirmed.
 - a clear children's barred list check (except supervised volunteers);
 - verification of right to work in the United Kingdom;
 - any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

13. Disclosure and Barring Service (DBS) checks – new employees and volunteers

The (SGtA) will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annexe F of Keeping Children Safe in Education 2020. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, the (SGtA) is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <p>Frequently (for example once a week or more); or</p> <p>On more than three days in any period of 30 days.</p> <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p>	An enhanced DBS check with children’s barred list check will be obtained
Unsupervised volunteers	As above	<p>An enhanced DBS check with children’s barred list check will be obtained</p> <p>Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link:</p> <p>https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees</p>

Supervised volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if: They are being supervised by someone that is in regulated activity; and The supervision is regular and day to day (e.g. it is ongoing); and The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age, number and vulnerability of children the individual is working with and whether other individuals are helping to look after them)	We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers. <i>*However (SGtA) will deem all volunteers as unsupervised for the purposes of carrying an enhanced DBS check.</i>
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In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children's barred list check has been completed. The Multi Academy Company must ensure that appropriate supervision is in place until the DBS check has been received and that a risk assessment has been completed.

DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of your DBS certificate, however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months, and be processed in line with Data Protection Legislation.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the (SGtA) and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the (SGtA).

Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is approx £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the (SGtA) with the original disclosure document to be verified and the (SGtA) will check the online update for any changes.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the (SGtA) to make a decision about their suitability to work with children and young people.

14. Disclosure and Barring Service (DBS) checks - existing employees and volunteers (refer also to Volunteer Guidance in the staff policies section of the website)

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the (SGtA) has concerns about an individual's suitability to work with children and young people. DBS certificates will only be issued to the applicant. The (SGtA) expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform the (SGtA) of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Action may be taken as a result of any change or any failure to inform the (SGtA) of any change. This is also a requirement of the staff code of conduct.

All existing employees are also required to inform the (SGtA) of any behaviours, actions and/or conduct that may pose reputational risk to the (SGtA) in line with the Trust's Staff Code of Conduct

Newly appointed staff that have lived outside the United Kingdom must undergo the same checks as all other staff. This includes a DBS Disclosure. Applicants who have lived outside the UK in the past five years will need to provide Criminal Convictions Clearance from the country or countries they were residing in, because the DBS cannot generally trace individuals abroad. If the Academy recruits an individual from overseas, or an individual who has lived abroad in recent years prior to appointment, and needs to check their overseas criminal record, a DBS check may not provide a complete picture of the criminal record. The applicant must contact the relevant Embassy to obtain a disclosure which should not be dated more than 6 months ago at time of receipt.

15. Agency staff

In the case of agency staff, the (SGtA) must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks, that the (SGtA) would otherwise complete for its staff. The (SGtA) must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

Contractors

Academies must ensure that contractors, agencies providing temporary staff and all those providing services to the Academy have clear vetting procedures. Such procedures should include overseas checks for each country that a worker has lived in. Where possible these procedures should be specifically written into a service level agreement or contract. The (SGtA) must obtain written confirmation from the organisation that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

16. Alternative Provision (AP)

When placing a pupil with an **Alternative Provision (AP)** provider, the school (as the commissioning body) retains the legal responsibility for the pupil's safeguarding. Where the Trust places a pupil with an alternative provision provider, we will obtain written confirmation from that provider that all relevant safer recruitment checks have been conducted on their staff. The Trust will complete quality assurance checks prior to a placement being agreed, and will review AP placements at least half-termly to ensure the placement remains safe and the provider continues to meet safeguarding standards. The school will ensure the provider has conducted the same rigorous checks the school would perform on its own staff

17. Breaches of the policy

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

Any complaint in relation to this policy, including its application will be managed through the (SGtA) Complaints policy or Grievance Policy (for existing employees).

18. Record keeping and data protection

All checks must be recorded on the Single Central Record (SCR). This must include the date the check was completed and the name of the person who verified the original documents. Interview notes and application forms will be retained in line with the Trust's Data Retention Policy and GDPR requirements.

19. Review of policy

This policy is reviewed biennially by the (SGtA). We will monitor the application and outcomes of this policy to ensure it is working effectively.

20. Related Policies

- Keeping Children Safe in Education – (DfE)
- Safeguarding

- Staff Code of Conduct
- General Data Protection Regulation Policy

Version	Date	Action/Notes	Signature of the Chair of Committee/RGG/Board
1	12/02/2026	Approved by Board of Directors	Approved and Ratified Bod