



ATS

THE GLOBAL SCHOOLS GROUP

Review Date August 2024



- To ensure the safeguarding and promotion of the welfare of children and young people. Cambridge Arts and Sciences (CASL), consisting of CATS Cambridge and CSVPA, expects all staff and volunteers to share this commitment
- To ensure that we select the best possible person-to-job fit, therefore contributing significantly towards the organisations effectiveness
- To ensure CATS Cambridge and CSVPA meet all statutory requirements when it comes to Recruitment & Employment. To that end, this policy should ensure that all laws and regulations are met
- To ensure that our staff work in accordance with British Values and the values of CATS Cambridge and CSVPA. This is not only restricted to those who present as 'a risk of harm' to children. Applying safer recruitment principles, practice and checks, including our Countering Extremism & Terrorism ('Prevent') procedures based on UK Government guidance, will help deter and/or identify people who are possibly unsuitable for appointment for a wide variety of reasons
- To be non-discriminatory on the grounds of race (which includes colour, nationality and ethnic or national origin), religion or belief, sex, maternity and/or pregnancy, gender reassignment, sexual orientation, marital or civil partnership status, disability, or age. These are known as "protected characteristics" under the Equality Act 2010.

This policy is a combination of elements that are statutory, recommended by the UK Department for Education, or considered as good practice.

Relationship to other policies: This policy is in line with Keeping Children Safe in Education (KCSIE, September 2023), National Minimum Boarding Standards, and Safeguarding Policy Teacher Misconduct: the Prohibition of Teachers and the Equality and Diversity Policy.

Staff involved in recruitment must follow the rules of this policy. Failure to do so will lead to investigation, potential disciplinary action and may lead to dismissal.

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 training Jobtrain Training and Safer Recruitment Training



Any form of advertising used to recruit staff to a role with access to young people or children will include or reflect:

- A statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake an Enhanced DBS check via the Disclosure and Barring Service. This is built into the job template in Jobtrain and is regularly reviewed by the Talent Team.
- The advert should also contain the School/College's commitment to our policy on equal opportunities

Pre-application information (that meets the Department for Education KCSIE, September 2023 statutory regulations) available to potential applicants will contain:

- A job description and person specification that states the level of checks that are required for a role that meets the Department for Education statutory regulations. (Reference to Department for Education KCSIE, September 2023). Job Descriptions must be attached to the vacancy when created in Jobtrain. Vacancy requests will not be approved without.

An application form must be completed for all vacancies. The application form must contain all relevant information, in accordance with







any forms have been returned prior to interview with an electronic signature, they should be resigned at interview stage. Forms that have been printed signed and then returned via email are acceptable and do not need to be resigned.

All interviews must be booked into jobtrain (ATS)

Best practice suggests that it is better to have a minimum of two interviewers. Although it is possible for interviews to be conducted by a single person it is not recommended.

The members of the panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained, (one member of interview panel must hold a current Safer Recruitment certificate)
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The panel should also ask the candidate if they wish to declare anything4 Tf1 0 0 1 72.024 39.744 Tr







the same proprietor group no additional checks are required but the school may choose to do so.

All internal appointments must be processed through Jobtrain (ATS) for the appropriate approvals and references checks to be carried out.

Staff promoted internally to a management position are subject to prohibition from management check (section 128).





