

Safer Recruitment Policy

Policy written January 2017 – Review date January 2018

1 Statement

- 1.1 Bradford Christian School endorses the duties set out by the Children Act 1989 and follows the guidance issues in 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges 2016', and 'Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children 2015', by applying the established steps for recruitment and individuals entering the school site.
- 1.2 Bradford Christian School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

2 Aims

- 2.1 Bradford Christian School aims to make all the necessary checks required on all those coming into contact with pupils within the school in order that risks to pupils are identified and informed decisions are made regarding the suitability of individuals to work at BCS prior to any work being undertaken.
- 2.2 The recruitment policy of Bradford Christian School aims to:-
 - Attract the best possible applicants to vacancies.
 - Deter prospective applicants who are unsuitable to work with children or young people.
 - Identify and reject applicants who are unsuitable to work with children and young people

3 Overview of Safer Recruitment in Bradford Christian School

- 3.1 The school operates a strict recruitment policy following the principles of NSPCC Safer Recruitment Training.
- 3.2 The recruitment process will be defined as:
 - Clear and easily understood adverts
 - Detailed personnel specifications for each post
 - Clear job descriptions for each post
 - An information pack for applicants detailing information about the school
 - Clear application form and health declaration form for each post.
 - All applicants will be expected to sign declarations stating that they are not subject to any conviction, caution or bind over including those classed as spent or discharged, and that they are not disqualified from working with children or subject to sanctions imposed by a regulatory body
 - All applicants will be expected to sign a declaration stating that they have read the contents of Tables A & B of the Department of Education document 'Disqualification under the Childcare Act 2006 Statutory Guidance June 2016' and that to the best of their knowledge they do not have any association with persons that would be classed as offenders under those regulations
 - Applications will be assessed against the personnel specifications and other application information to create a short list of candidates.
 - Short listing will be completed by a panel of least 2 people, one of whom is Safer Recruitment trained.
 - References will be taken up prior to interview on all shortlisted candidates one to include the current employer, and will be checked against other submitted records for consistency.
 - Interviews will be conducted fairly and consistently and on a structured basis agreed by the panel prior to commencement.

- At interview, all candidates will be expected to provide original copies of qualifications and required identification documents to prove eligibility to live and work in the UK.
- Discrepancies in information and gaps in career history will be explored at interview.
- All interview panels will include a member of staff who is Safer Recruitment trained and except in exceptional circumstances will be the same panel which completed the shortlisting of candidates.
- Prior to appointment all successful candidates will be required to complete DBS disclosure application and receive satisfactory clearance. If the candidate has worked overseas in the last 5 years, overseas checks will be completed using the application processes for obtaining overseas criminality information.
- Upon appointment, all staff will receive induction training which will include the school's safeguarding policies and guidance on safe working practices.
- Regular meetings will be held during the first three months of employment (probation period) between the new employee and the appropriate manager.
- At least one member of the board of governors is always Safer Recruitment trained.
- The advice given in 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges 2016' will always be followed
- Detailed instructions and staff guidance for the commencement and management of a recruitment campaign along with the stages for appointing and inducting new staff and all necessary pro-formas can be found in Bradford Christian School's recruitment procedures.

4 **Scope**

4.1 All school employees, governors, contractors, visitors and volunteers are required to abide by this policy.

5 **DBS Checks and access to the school**

5.1 **Disclosure and Barring Service** – The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

5.2 **Employees** – All job offers are made subject to satisfactory references and enhanced DBS checks carried out by Bradford Christian School.

5.3 **Accepting DBSs completed by other organisations** – Bradford Christian School will complete new DBS checks for all new employees on appointment. For supply teachers or volunteers working for shorter or infrequent times we will recognise DBS checks completed by other organisations, provided that they have worked in an educational location or in an environment working with children in the last 3 months. In these cases the individuals will be required to sign a declaration stating that they have no convictions since the date of their DBS. If the individual has not worked in an educational location or in an environment working with children in the last 3 months a new DBS check will be completed.

5.4 **Single central register** – All employees, volunteers, governors and individuals who have access to pupils within the school for more than 4 times in a month will be entered on the single central register and will require to hold a valid DBS check. The head, deputy head, school administrator and school business manager will have access to the single central register.

5.5 **Building and maintenance contractors** – The site caretaker has access to all areas of the building during school hours and therefore will be included in the same rigorous checking process via DBS that all staff working with children are. All occasional contractors who attend the school premises to complete work not able to be completed by the caretaker will, where ever possible, complete the work out of hours, outside the normal school day. Where work has to be completed whilst school is in session, the contractor will be accompanied by a member of staff and will not be left alone to work in areas to which students have access.

5.6 **Occasional Visitors** – Occasional visitors do not need to be DBS checked when visiting providing they are permanently in the presence of a member of school staff. Visitors may be shown round the school by a group of students but at no time should the visitor be left on their own with one student. All visitors must

sign in at reception and receive a visitor badge which must be worn at all times whilst on the premises.

- 5.7 **Updating DBS checks** – The Governing body deems it best practice to renew all DBS certificates on a 10-yearly basis. Staff will be required on an annual basis to sign a declaration stating that no criminal conviction has occurred since their DBS check and a declaration stating that they have read the contents of Tables A & B of the Department of Education document 'Disqualification under the Childcare Act 2006 Statutory Guidance June 2016' and that to the best of their knowledge they do not have any association with persons that would be classed as offenders under those regulations

6 **Doubts and concerns**

- 6.1 Safeguarding is Bradford Christian School's highest priority. Any concerns relating to the interpretation of this policy or its day to day practice and procedures should be raised immediately with Phill Moon (Head and safeguarding Deputy) or Matt Walker (Deputy Head) or Zeilah Chadwick (DSL and Business Manager)