



## Safer Recruitment Policy

**Policy written January 2017 – Review date September 2024**

### **1.0 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 2023', and 'Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children July 2018', by applying the established steps for recruitment of 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.

### **2.0 Aims**

- 2.1 Bradford Christian School will complete 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

### **3.0 Overview of Safer Recruitment in Bradford Christian School**

3.1 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 for each post.
- At interview stage, 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 applying for positions within the EYFS area or management of the EYFS area will be expected to sign a declaration stating that they are not disqualified from working at the school under 'The Childcare (Disqualification) Regulations 2009 as amended August 2018'. This declaration will be sent to candidates if they are invited to interview.
- 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.
- At least 2 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. These will be retained on the staff file.
- We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.
- When obtaining references from previous employers we will check the candidates employment history dates with that employer.
- 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 and their declarations in relation to

previous convictions and The Childcare (Disqualification) Regulations 2009. A copy of these documents will be retained on the staff member's personnel file if they are successful.

- 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 a candidate's identity will be verified using guidelines found at Gov.uk
- 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.
- If criminality information is returned on the DBS form a risk assessment will be completed to decide if progression to appointment can continue.
- Prior to appointment Section 128 and prohibition checks will be completed using the List of teachers and others prohibited from the profession information provided by the department of Education
- Upon appointment, all staff will receive induction training which will include the school's safeguarding policies, Keeping children safe in education and guidance on safe working practices.
- Upon appointment the health declaration form will be completed by all staff.
- Upon appointment all relevant information in relation to the individual and the recruitment process will be uploaded onto the single central register.
- Regular meetings will be held during the first three months of employment (probation period) between the new member of staff and the appropriate manager.
- At least one member of the board of governors will always be Safer Recruitment trained.
- The advice given in 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges 2023' 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.

#### 4.0 **Scope**

4.1 All members of staff and volunteers are required to abide by this policy.

#### 5.0 **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. All prospective staff and volunteers who will engage in regulated activity will complete an enhanced check including a barred list check prior to employment.

Staff who have regular contact with children but are not engaged in regulated activities with children will complete an enhanced DBS check without the barred list check.

All governors will be required to have an enhanced DBS check, but if they do not engage in regulated activities a barred list check will not be required.

Where trainee teachers are salaried by the school and are engaged in regulated activities an enhanced DBS certificate including barred list information will be obtained.

Where trainees are fee funded the training provider will carry out all necessary pre appointment checks and BCS will obtain confirmation from the provider that all necessary checks have been completed.

5.2 **Members of staff** – 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 members of staff on appointment unless the DBS certificate forms part of the update service in which case the update service will be accessed and checked. 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 members of staff including trainees on salaried routes, 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 be required to hold a valid DBS check. The head, deputy head and school business manager will have access to the single central register.

6.0 **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 Jane Prothero (Head and safeguarding Deputy) or Zeilah Chadwick (DSL and Business Manager)

7.0 **Review**

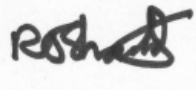

7.1 This policy was first written in January 2017 and is reviewed on an annual basis, this latest review being completed in **October 2023**. SLT and the governing body have been involved in agreeing and ratifying this policy.

7.2 This policy should be read in conjunction with:-

- The safeguarding and child protection policy
- The data protection policy
- The staff code of conduct
- The volunteer policy
- The induction mentoring and monitoring policy
- The staff discipline policy

7.3 In writing this version of the policy the following have been referenced:

- Keeping Children Safe in Education – Statutory guidance for school and colleges Sept 2023
- The School Staffing (England) Regulations 2009
- The Children’s Act 1989
- Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children 2018
- Staffing and Employment Advice for Schools – Departmental advice school leaders, governing bodies, academy trusts and local authorities October 2018
- Disqualification under the Childcare Act 2016 updated Aug 2018
- **National College** Safer Recruitment Training

Formally agreed through Governors compliance:	<b>28<sup>th</sup> November 2023</b>
Signed Richard Shackleton – Chair of Governors	
Signed Jane Prothero – Head Teacher	
Review Date:	<b>September 2024</b>