

SAFER RECRUITMENT POLICY

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Next Review Due: August 2018

Principles

The Bradford Diocesan Academies Trust (BDAT) is committed to providing a safe and secure environment for children, staff and visitors. The Trust undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. BDAT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristic including; race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Links

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, the Recruitment of Ex-Offenders Policy and the Recruitment Toolkit.

Purpose

This policy sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children and young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

All appointing staff and interview panel members will be briefed on this policy before selecting applicants for interview or interviewing. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, BDAT complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Guidelines

Inviting Applications

All recruitment advertisements will include a statement referring to BDAT's commitment to safeguarding children and young people and that all appointments are subject to a satisfactory enhanced DBS disclosure.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification;
- BDAT Safeguarding Policy;
- BDAT Safer Recruitment Policy;
- Application form.

All prospective applicants must complete an application form: CV's alone are not accepted.

Short Listing and References

- Short-listing of candidates will be against the person specification for the post.
- Where requested and where possible, references will be taken up before interviews, so that any discrepancies can be probed before and discussed.
- References will be sought directly from the referee. References or testimonials provided by the candidate are not acceptable.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges.
- Short-listing of candidates will be against the person specification. Referees will always be asked specific questions regarding:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time expired warnings, that relate to the safeguarding of children and young people and;
 - the candidate's suitability for this post;
 - would you re-employ this candidate.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face unless there are exceptional circumstances that require a phone or Skype interview.
- Interview panels will always comprise at least two people. At least one but usually all of the panel members will have completed their online training in Safer Recruitment. Normally the panel will comprise at least the Principal, a member of the LGB and for senior leadership posts a representative from BDAT.

All job descriptions and person specifications will have reference to child protection/safeguarding. Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information;
- Declare any information that is likely to appear on a DBS disclosure;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

BDAT will:

- Confirm the outcome of the interview to the applicant within one week;
- Give feedback on the interview if requested by the applicant.

Employment Checks

All successful applicants are required to:

- Provide proof of identity;
- Complete an online DBS disclosure application and receive satisfactory clearance;
- Provide actual certificates of qualifications;
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK.

Recruitment of Ex-Offenders

All posts at BDAT are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The Trust selects all candidates for interview based on their skills, qualifications and experience.

Please refer to the BDAT Recruitment of Ex-Offenders Policy.

Induction and Probation

- Nobody will start their employment unless a satisfactory DBS check has been carried out, or as a minimum the DBS check has been initiated a Barred List Check has been completed and a Risk Assessment is in place.
- All new staff receive a Staff Handbook including Safeguarding & Child Protection guidelines and policies.
- All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.
- All new staff will be subject to a 3 or 6 month probation period.