



# Safer Recruitment and Selection Policy

Bright Centres

Policy Date: January 2020

To be Reviewed: December 2020

## Summary

BC pays full regard to DfE statutory guidance for schools and colleges 'Keeping Children Safe in Education' SEP 2019 and adopts a culture of safe recruitment, which includes the adoption of recruitment procedures that help deter, reject or identify people who might abuse, or pose a threat to children. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

In line with statutory requirements, underpinned by regulations, the following will apply:

- Before appointing new staff, BC will:
  - Verify a candidate's identity;
  - Obtain a certificate for an enhanced DBS check which will include barred list information and Prohibition checks, for **all** new appointments to the BC workforce through staffing personnel and payroll. **BC will implement with immediate effect any changes that central government applies within this area.**
  - Verify the candidate's mental and physical fitness to carry out their work responsibilities;
  - Verify the person's right to work in the UK;
  - If the person has lived outside the UK, make any further checks the centre considers appropriate so that any relevant events that occurred outside the UK can be considered;
  - Verify professional qualifications, as appropriate;
  - Request written information about previous employment history and check that information is not contradictory or incomplete. References are sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further, and taken up with the candidate at interview;
  - Ensuring the candidate is aware of the centre's Child Protection policy statement as well as this policy;
  - Ask candidates appropriate questions at interview relating to both their skills and their reasons for wanting to work with children.

BC is committed to keeping an up-to-date single central record detailing a range of checks carried out on our staff, covering the following checks and the date on which each check was completed:

- An identity check;
  - A barred list check;
  - An enhanced DBS check/certificate;
  - A prohibition from teaching check;
  - Further checks on people living or working outside the UK;
  - A check of professional qualifications; and
  - A check to establish the person's right to work in the United Kingdom.
- BC ensures that supply staff have undergone the same checks as for full-time staff and will be made aware of this policy and the centre's Child Protection policy statement.
  - Further checks will be carried out to ensure that no existing or new staff are disqualified from working with children. This includes those who may be disqualified 'by association, i.e. those who may live in the same household as some third party who is disqualified (consistent with DfE advice issued sept 2019).
  - All of the above will also apply to each member of the BC Trustee Body.
  - If BC has concerns about an existing staff member's suitability to work with children, the centre will carry out all relevant checks as if the person were a new member of staff.
  - BC ensures that any contractor, or any employee of the contractor, who is to work at the centre has been subject to the appropriate level of DBS check. In addition, BC always checks the identity of contractors and their staff on arrival at the school or college.
  - BC ensures that at least one member of staff has undertaken the Safer Recruitment Consortium Safer Recruitment training, either face-to-face or on-line and that this member of staff will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).