

Safer Recruiting (staff)

N.B. Please also consult the following documents:

- 1. Information for Prospective Staff*
- 2. Procedure for Appointing Staff*

Introduction:

Ballard is committed to recruiting the highest quality staff who are best suited to the role for which they have applied. However, we are also committed to recruiting only those who are fully suitable to work with children and young adults. We will comply fully with Government legislation and Education Department policies in this area.

Advertising:

Staff adverts will always stress our commitment to safe recruiting and the need for an enhanced vetting and barring check and clearance.

Interviewing:

All shortlisted applicants will be interviewed by a member of the Leadership Team who will be Safer Recruitment trained.

We will carry out the following checks (as noted on the interview question sheets):

a) Checklist for interviewers

- Verification of identity and address (e.g. driver's licence; utility bill)
- Original certificates of qualifications
- Current vetting and barring clearance (if relevant)
- Names / contact details of referees (if references not already taken up) and clarify that they will be asked about any disclosures

b) Considerations for interviewers

- Look for any discrepancies (e.g. gaps) in the employment record and ask for clarification
- Evaluate against the person specification
- Evaluate against the job specification
- Don't ask hypothetical questions as these allow for theoretical answers: use competence-based questions which allow the candidate to explain how he / she has responded to a particular issue, situation and policy
- At all times assess the candidate's suitability to work with children
- Ask specific safeguarding questions during the interview – make full notes of the answers

c) Referees: at least two references will be taken up prior to the confirmation of any appointment. Referees will be asked for confirmation that they know of no reason under the Children Act why a staff member should not be appointed.

d) All successful candidates will have a Safeguarding Meeting with the Headmaster.

Application form:

The following information is required and is detailed here for your information ahead of completing the full form –

- a) **Referees: Note:** Please supply details of at least **two** of which one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open references or testimonials will not be accepted. Please also note that your current or recent employer will be asked about disciplinary offences relating to children (including any for which the time penalty is expired), and whether you have been subject to any child protection concerns (and if so the outcome of any enquiry or disciplinary procedure).
- b) **Criminal Record:** This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Please declare all such convictions, cautions and bind-overs in a separate letter marked 'confidential – disclosures' and attach it to the application form.

Please now answer these questions with Yes or No.

- 1. Do you have any convictions, cautions and bind-overs to declare?
- 2. Have you been barred from working with children or are you subject to any enquiry or decision via the disclosure and barring service?
- 3. Have you been disqualified from working with children?
- 4. Are you subject to sanctions imposed by a regulatory body such as the Teaching Regulation Agency (TRA)? If 'yes' please give details

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- c) **Check list** for those invited for interview:
 - 1. Please bring photo identification such as a driving licence or a passport.
 - 2. Please bring original certificates for your qualification.
 - 3. If you already have a DBS disclosure please bring the original but also note that a further DBS check will be needed.

d) **Declaration**

I declare that the information provided in this document is true and accurate. Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been appointed, and possible referral to the Police.

Andrew McCleave (Headmaster),

Reviewed and updated May 2017
 Reviewed: September 2018
 Reviewed: August 2019
 Reviewed: August 2020