

# **BIRMINGHAM INDEPENDENT COLLEGE**

## **SAFER RECRUITMENT POLICY**

Updated: February 2017      Review Date: August 2021

Responsible Member of Staff: Vivienne Lambert

Responsible Governor: Chester Morrison

### A. Introduction

#### **SAFER RECRUITMENT**

Birmingham Independent College (BIC) emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE hereafter) in “Keeping Children Safe in Education” (KCSIE hereafter) issued July 2015. In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy.

### B. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of children in the school.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant then they are required to declare this as soon as they are aware of the individual’s application.

### C. Roles and Responsibilities

The SLT/Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The SLT and managers involved in recruitment have the responsibility

1. to ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out
2. To monitor contractors’ and agencies compliance with our policy and legislative requirements
3. To promote the welfare of children and young people at every stage of the procedure.

The Head of College and Operations Manager have the responsibility to lead and manage all recruitment and make final decisions on appointments. However, the Governors may be consulted and involved in the process as appropriate. A record of staff trained in Safer Recruitment is kept by the main office.

### D. Recruitment and Selection Procedure

#### 1. Vacancy, Job Description and Person Specification

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

## 2. Advertising

Vacancies at BIC are advertised usually online. We also use recruitment agencies as appropriate for each vacancy. All advertisements we publish state: "BIC is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check." Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

The Employment Vacancies section of our website, states that we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. A link is provided to our Safeguarding and Child Protection Policy and our Policy on the Recruitment of Ex- Offenders is available upon request. We also state here that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding Policy at this, their first contact with the school.

The updated Job Description and Person Specification are available on the website along with the job advertisement, standard application form and details of how to apply.

## 3. Application Form

All candidates are required to complete in full and sign our standard application form ([Appendix A](#)). We require information on full academic and employment history; suitability for the role; referees; a declaration about Criminal Record Checks and the DBS Children's Barred List and a declaration of eligibility to work in the UK. We also state here that the provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

The application form front page has clear "Explanatory Notes" to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre- appointment checks upon which any offer of appointment is conditional.

Upon receipt all applications are acknowledged by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be highlighted, before shortlisting takes place. Applications are shortlisted by the recruitment panel which usually comprises the Head of College and Operations Manager.

## 4. References

Shortlisted candidates' references are taken up immediately. We state on our application form that we contact referees prior to the interview process. A copy of our Reference Questionnaire template is in ([Appendix B](#)). On receipt of references the information provided is checked for accuracy against the information that has been provided by the applicant on their application form. Any discrepancies or areas of concern will be taken up with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided. Where we obtain telephone references we then follow up with requests for written references.

## 5. Interviews / Selection Days

All candidates are asked to bring with them DBS, proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted which are verified by sight (copies to be taken upon appointment) .All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations.

Applicants for teaching roles are invited to attend a selection day. For other roles we hold interviews and tours of the school. The teaching candidates are also given a tour of the school with selected pupils; are asked to teach a class whilst being observed.

All formal Interviews cover the applicant's suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. At least one member of the interviewing panel will have had safer recruitment training.

Interview notes are collated, along with feedback from other teachers and colleagues who have met the candidate. The recruiting manager or selection panel decide on the successful applicant.

The successful applicant is contacted by the Head of College by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

## 6. Offer of Appointment

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A Barred list check.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.

There is a checklist on the candidate's Personal File, held in the main office. Once all requirements have been met a start date is agreed.

## 7. Starting Employment

Upon starting employment, as part of the Induction process, each employee is given Child Protection Training by the Operations Manager. In so doing we are meeting our obligations as an employer, reinforcing our commitment to ensuring that the school is safeguarding children and employees alike.

## 8. Record Keeping – the Central Register.

All required employee information is recorded in the single central register – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the School, and all who are employed as supply staff to the School, whether employed directly or through an agency.

# Job Application Form

*A small independent college for students aged 14-19, GCSE English & Maths, Functional English, Maths & ICT, BTEC Level 1-3, for those with aspirations for a career in Hospitality & Catering and Health & Social Care. We are a bespoke education provision delivering innovative ideas and top results*

Birmingham Independent College is committed to safeguarding and promoting the welfare of children, young people and all vulnerable adults. All staff and volunteers are expected to share this commitment.

FOR OFFICE USE	
Job Title:	
Location	
Date sent out:	
Date returned:	
Application no:	
Closing Date:	

Birmingham Independent College is committed to equal opportunities in employment and we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form.

## 1. Vacancy Details

Post Applied For (Job Title):

## 2. Personal Details

First name(s): \_\_\_\_\_ Surname \_\_\_\_\_ Title: e.g. (Mr, Mrs, Ms) \_\_\_\_\_

Former name(s): \_\_\_\_\_ Date of Birth (DD/MM/YYYY): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime tel no: \_\_\_\_\_ Evening tel no: \_\_\_\_\_

Mobile tel no: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter:

National Insurance Number, if you have one

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Do you have the Right to Work in the UK? Yes  No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act

Current driving licence (if this is a requirement of this job): Yes  No

If YES, type of licence

## 3. Arrangements for interview

If you have a disability, are there any arrangements, which we can offer for you if you are called for an interview and/or work based exercise? Yes  No

If yes, please specify, (e.g. ground floor venue, etc.)







Have you ever taken ill health retirement from employment?

Yes  No

Have you ever been dismissed from employment for misconduct?

Yes  No

If yes, please attach full details in a sealed envelope marked Private and Confidential and return with your application.

**10. References** Please give details of three referees. Referee one: must be your current employer, Referee two: your second most recent employer, Referee three: personal (not an employer).

**Please put a cross in the appropriate box below if you do not wish us to take up a reference without your consent.**

**REFEREE ONE:**

Name:

Address

:

Postcode:  
e:

Tel no:

Email:

Job  
title:

Relationship to  
you:

If this referee knows you by another name please give that name:

**REFEREE TWO:**

Name:

Address

:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:



REFEREE THREE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel no: \_\_\_\_\_

Email: \_\_\_\_\_

Job title: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

If this referee knows you by another name please give that name: \_\_\_\_\_

**Please note: Applicants should be aware that all posts within the college will require an Enhanced Disclosure to be obtained from the Disclosure and Barring Service before an appointment letter can be issued.**

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND

OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 - amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that the college is legally entitled to know about could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  
Yes  No

If you do have any criminal convictions, cautions, warnings or reprimands that are not "protected", or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential'

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## 11. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the advertisement. **Please attach no more than 2 sides of A4**

Teacher Ref No if 

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 applicable

Do you have QTS including skills test if qualified post 2004? Yes  No

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

### Data Protection Act 1988

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The college will record and use the information you provide for the purpose of dealing with your application. The information may be disclosed, as appropriate, to our pension providers, Occupational Health, to the Department for Education, to the Teaching Agency, Law Enforcement Agencies and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you provide on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds. By submitting an application for employment you are consenting to the recording and use of the information which you supply.

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I \_\_\_\_\_ consent to Birmingham Independent College recording and processing the information detailed in this application form. I understand that this information may be used by the college in pursuance of its business purposes and my consent is conditional upon the college complying with their legal obligations under the Data Protection Act 1988.

If you submit an electronic copy of your application form you **do not** need to submit a signed copy by post. Fully completed application forms must be received by **no later than 5pm on the published closing date**, emailed to [info@biccollege.org](mailto:info@biccollege.org) or by post to: Birmingham Independent College, Albert Hall, Witton Rd, Aston, Birmingham B6 5NU.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

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Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Application forms not fully completed may be refused.**

For all candidates:

Personal data provided on the Equal Opportunities Monitoring Form will be recorded and used for the purpose of monitoring the college Equal Opportunities Policy and for statistical purposes.

**Recruitment Monitoring**

Name:

Job title:

Job ref no:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

**Ethnic Origin**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

**A White**

British  Albanian/Kosovan  Roma   
Irish  Bosnian

Any other White background please write in below:

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**B Mixed**

White and Black - Caribbean  
 White and Asian  
 White and Black - African  
 Asian and Black

Any other Mixed background please write in below:

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**C Asian or Asian British**

Indian  Kashmiri  Pakistani   
Bangladeshi

Any other Asian background please write in below:

**Gender**

I am: Female  Male

Date of Birth

Age:

**Disability**

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes  No

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**Employment Status**

Are you currently employed?

Yes  No

If yes, please state if you are employed on a temporary, casual or permanent basis:

**What is your sexual orientation?**

Bisexual  
 Lesbian or Gay  
 Heterosexual / Straight  
 Not Disclosed

**Religion**

Christian  
 Buddhist  
 Hindu  
 Jewish  
 Muslim  
  
 Sikh  
  
 No religion

Other - please specify:

Not disclosed

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**D Black or Black British**

Caribbean  African

Any other Black background please write in below:

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**E Chinese or other ethnic group**

Chinese  Arab  Afghan  
 Kurdish  Vietnamese

Any other, please state:  
Not disclosed

## APPENDIX B

This reference form is required as part of our Safeguarding Policy and referees are reminded that they have a responsibility to ensure that it is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

**Reference Request For:** \_\_\_\_\_

The information on this form will be treated in the strictest confidence.

Request to: Name: Company/Employer: Relationship/manager/supervisor:	Email:
Reference for	
Date of Birth	
Employment Dates (please complete)	From: To:
Annual Gross Salary	£
Capacity of Employment	Full/Permanent
Working Hours	Additional Hours (if any)
Brief Job Description/Outline of Responsibilities	
Please use the job description and person specification attached to provide an overview of the applicant's strengths and please be frank about any areas of reservation you may have.	
Applicant's strengths	

Applicant's areas for development

**Please tick the relevant box that the applicant taught or supported.**

<b>Level</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Early Years				
Foundation				
Key Stage 1				
Key Stage 2				
Key Stage 3				
Key Stage 4				
Key Stage 5				
Further Education				
Special Needs				

Reason for Leaving last position

Would you re-employ?

Do you consider the applicant suitable for the position of Functional Skills Tutor of a College?

If No, please state the reason why.

Has the applicant been subject to any disciplinary action?

If Yes, please state the reason why

<b>Overview</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Work Performance				
Honesty/Integrity				
Punctuality				
Health Attendance Record				
Reliability				
Leadership				
Team Spirit				

Time Management				
Planning				
<p>We would welcome any additional comments.</p> <p>Are you aware of any reason why this person may be unsuitable to work with children?</p>				
Signature:		Name:		
Position:		Date:		
Address:				



## APPENDIX C

Name:

Post:

Date of Appointment:

Referee 1

Date requested

Written reference received

Contacted to verify references

Referee 2

Date requested

Written reference received

Contacted to verify references

Referee 3 (if used)

Date requested

Written reference received

Contacted to verify references

Full Employment history checked

Interview:

Identity checked

Qualifications checked

Immigration Status checked

Medical Fitness Declaration checked

Interview Notes

Before Appointment:

Issue of conditional offer

Enhanced DBS

Prohibition Order

Signed offer letter received

Signed to acknowledge:

Safeguarding and Child Protection Policy

Staff Handbooks

Risk Assessment (if applicable) Central Register Updated