



SAFER RECRUITMENT POLICY

St John Bosco Arts College places the highest possible priority on the wellbeing and safety of students, staff and visitors.

Quality assurance measures in the college are designed to ensure that staff of the highest calibre are recruited and always with the specific intention that no one who could be deemed inappropriate to work with young people would ever be employed.

PURPOSE:

- ❖ To ensure that all measures are in place and monitored to eradicate any possibility of an inappropriate appointment;
- ❖ to keep the profile of safeguarding issues high on the agenda for all staff and governors involved in recruitment;
- ❖ to ensure that all personnel are acutely aware that St John Bosco Arts College is a “safe college”.

HOW DOES THE COLLEGE RESPOND?

- ❖ In order to act as a deterrent to any unacceptable applicants, advertisements for all posts carry the statement: “This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.”
- ❖ All applications must be made on the CES application form;
- ❖ CVs alone are not accepted;
- ❖ Pre-appointment Checks: Personnel [Governors and Leadership Team] trained in Safeguarding scrutinise all application forms for continuous service, discrepancies/anomalies, frequent changes of employment and other areas of concern;
- ❖ References are obtained at an early stage and information carefully scrutinized;
- ❖ Referees are asked to provide details of the applicant’s suitability to work with young people and to state whether they are aware of anything that might give rise for concern and statements made by the applicant are checked for accuracy;
- ❖ At interview questions on all safeguarding issues are asked specifically by a Governor/Safeguarding Officer trained to identify features of staff recruitment that help deter the appointment of unsuitable people;
- ❖ interviewees must produce proof of identity, qualifications, and DBS clearance at enhanced level; this is a pre-requisite of any appointment;
- ❖ All personnel who are employed or work in the college on a casual/voluntary basis must have DBS clearance at enhanced level before accessing work in the college;
- ❖ DBS data in a single file is kept up to date according to LA requirements and is the responsibility of the Clerk to the Governing Body;
- ❖ All appointments are subject to a satisfactory health check;
- ❖ “All appointments are subject to checks” this should be clearly stated there are processes in place for carefully and fairly scrutinising criminal records information;
- ❖ All records are kept on file for a period of six months following interview.

MONITORING:

The Leadership Team and the Governing Body will continue to monitor this policy on an ongoing basis as changes in legislation occur.

This policy has been workload assessed