



British Junior Academy of Brussels

Safer Recruitment Policy

Revised March 2018



The British Junior Academy of Brussels

Safe Recruitment Policy

This policy is for the whole school including the Early Years Foundation Stage

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Please also refer to the school's Safeguarding Policy and the Equal Opportunities Policy.

## **1.0 AIMS AND OBJECTIVES**

The British Junior Academy of Brussels (BJAB) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share its commitment. The school pays due regard to Safeguarding and Safer Recruitment and expects all staff to receive safeguarding training every three years at least.

The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.

## **2.0 PURPOSE**

The purpose of this policy is to ensure:

- that the safeguarding and welfare of children and young people takes place at each stage of the recruitment process and is the most important part of the process
- a consistent and equitable approach to the appointment of all school staff
- all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, or sexual orientation

To achieve this purpose, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants. This policy applies to all school employees and the Board of Governors responsible and involved in the recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the Proprietor, who has delegated to the Headteacher the responsibility for appointing all staff.

## **3.0 EQUAL OPPORTUNITIES**

BJAB is committed to providing equal opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, or sexual orientation. The school acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

## **4.0 SAFER RECRUITMENT – RECRUITMENT AND SELECTION TRAINING**

### **4.1 Safer recruitment training**

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process. The Headteacher (January 2018), Headteacher's PA (January 2018) and Senior Leadership Team (March 2018) all have current Safer Recruitment qualifications. The school is committed to maintaining these levels and all will be updated every two years.

### **4.2 Pre-recruitment process**

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- leave a positive image with unsuccessful applicants;
- give successful applicants a clear understanding of the post and what is expected of them;
- reduce the risk of a bad selection decision that can be expensive and may cause management problems in the future or may not meet the school's commitment to safeguard children and young people.

### **4.3 Job description and person specification**

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts. It should also include mention of the individual's responsibility for promoting and safeguarding the welfare of the children he/she is responsible for, or comes into contact, with.

The person specification should:

- include the qualifications and experience and any other requirements needed to perform the role in relation to working with children;
- describe the competencies and qualities that the successful candidate should be able to demonstrate.

In addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children;
- the ability to form and maintain appropriate relationships and personal boundaries with children.

The person specification should also explain that if the applicant is short-listed, any relevant issues arising from his/her references will be taken up at interview.

### **4.4 Candidate information pack**

The pack should include:

- the application form;
- the job description and person specification;
- any relevant information about the school and the recruitment process;
- statement of the existence of relevant policies such as Safeguarding and equal opportunities;

- the school's Safeguarding Policy statement, i.e. the first paragraph of this policy.

#### **4.5 Application Form**

A standard application form will be used to obtain a common set of core data from all applicants.

#### **4.6 References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

References will be sought on all short-listed candidates and will preferably be obtained before the interview so that any issues of concern can be explored further with the referee and taken up with the candidate at interview.

#### **4.7 Interviews**

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people.

#### **4.8 Invitation to interview**

In addition to the arrangements for interviews – time and place, directions to the venue, members of the interview panel – the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications should be obtained from the awarding body.

#### **4.9 Interviewers**

A minimum of two interviewers will form the interviewing panel. The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained (one member of interview panel will have undertaken the training in Safer Recruitment);
- meet before the interviews to:
  - reach a consensus about the required standard for the job for which they are appointing;
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
  - agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel, this will be declared before listing takes place. It may then be necessary to change the interview panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

The panel should agree a set of questions they will ask all candidates relating to the requirements of the posts, and the issues they will explore with each candidate based on the information provided in the candidate's application and reference (if available). A candidate's response to a question about an issue will determine whether and how that is followed up. Where possible, it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence-based questions that ask a candidate to show s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

#### **4.10 Scope of the interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- anything the candidate wishes to explore in light of the requirement for a Disclosure and Barring Service (DBS) check

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything she/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. References are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work. The candidate must bring with them evidence of their identity that will satisfy DBS requirements (i.e. a current driving licence, passport including a photograph or a full birth certificate together with proof of address). They should also bring with them any Police/criminal record checks they may have from the UK or other countries.

A copy of the documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file. It is not necessary to keep any additional copies of documents in order to meet the requirements of maintaining the single central record.

#### **4.11 Conditional offer of appointment: pre-appointment checks**

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references;
- verification of the candidate's identity;
- verification of the eligibility to work in Belgium (EU ID card / EU Passport);
- verification of qualifications (original copies only);
- verification of professional status where required e.g. Qualified Teacher Status (QTS) unless properly exempted, National Professional Qualification for Headship (NPQH);
- a satisfactory DBS Enhanced Disclosure.

All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restriction on the retention of information imposed by DBS regulations);

- recorded on the school's central register database;
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

NB: The facts must be reported to the police and/or the Independent Safeguarding Authority) where:

- the DBS disclosure shows she/he has been disqualified from working with children by a court;
- an applicant has provided false information in, or in support of, his/her application;
- there are serious concerns about an applicant's suitability to work with children.

#### **4.12 DBS disclosures on overseas staff and others who have lived or worked abroad**

Where possible, DBS will be completed on overseas staff or those who have lived abroad. In addition, criminal records information should be sought from countries where individuals have worked or lived. Reference will be made from the Government site:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

In line with ISI requirements it is necessary to check candidates' employment history through criminal background checks in countries they have worked in. Where this is not possible then references must be taken up from their employers in these countries.

#### **4.13 Post Appointment Induction**

There will be an induction programme for all staff and volunteers newly appointed to the school, regardless of previous experience. The purpose of induction is to:

- provide training and information about the school's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The school's own induction of new members of staff should include reference to:

- policies and procedures in relation to safeguarding and promoting welfare, for example, safeguarding, anti-bullying and harassment, anti-discrimination on all grounds including race, gender, disability, sexual orientation, religion or belief, age and transgender, physical intervention/restraint, intimate care and internet safety;
- safe practice and the standards of conduct and behaviour expected of staff and pupils in the school;
- how and with whom any concerns about those issues should be raised;
- other relevant personnel procedures, for example, disciplinary, capability and whistle-blowing;
- attendance at child protection training appropriate to the member of staff's role.

#### **4.14 Medical Check**

Within 30 days of starting employment at the British Junior Academy of Brussels, all new staff must receive a certificate of good health from an approved Adhesia medical doctor.

## **5.0 POLICY FOR THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

In using the DBS Disclosure and Barring Service to help assess the suitability of applicants, the British Junior Academy of Brussels (BJAB) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of documents as indicated in the Guidelines 'DBS Checks for COBIS Schools'. Disclosure and personal information is kept securely locked in the Headteacher's office with access strictly controlled and limited to those who are entitled to see it as part of their duties; it is an offence to pass this information to anyone who is not entitled to receive it.

## **6.0 RECRUITMENT OF EX-OFFENDERS**

BJAB is committed to the fair treatment of its staff, potential staff or users of its services. We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. Candidates are selected for interview based on their skills, qualifications and experience. As an organisation using the DBS Disclosure and Barring Service to assess applicants' suitability for a position of trust, BJAB complies with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of a conviction or other information revealed.

A Disclosure is requested after a risk assessment has indicated that this is relevant to the position concerned. Applicants will be advised that a Disclosure will be requested in the event of the individual being offered the position. At interview, or in a separate discussion, we ensure that an open and measured decision takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. We make every candidate aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

This policy is the responsibility of Mrs Sarah White, Headteacher.	Date revised March 2018
<b>Sarah White,</b> <b>Headteacher</b> .....	
To be reviewed:	March 2019

## Appendix A – Recruitment and selection checklist

Post:		
	<b>Initials:</b>	<b>Date:</b>
<b>Planning:</b> Timetable decided, job description and person specification reviewed and updated as necessary.		
<b>Advertising Forms:</b> The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people.		
<b>Application Forms:</b> Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.		
<b>Shortlisting:</b> Interview panel members should also shortlist the applications.		
<b>References:</b> References should be requested prior to interview. Chase if not received. Check and scrutinise reference on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.		
<b>Interview:</b> The panel should have at least 1 member who has the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.		
<b>Conditional Offer of Employment:</b> Offer of employment must be subject to satisfactory completion of the following.		
<b>Identity:</b> This should be verified on the day of interview and copied.		
<b>Right to work in Belgium:</b> Where possible, this again should be verified on the day of interview – original certificates must be submitted and copied.		
<b>References:</b> If not received and scrutinised prior to interview.		
<b>Qualifications Checked:</b> This should be verified on the day of interview – original certificates must be submitted and copied.		
<b>DBS:</b> An enhanced level DBS disclosure will be required, as soon as possible.		
<b>Medical Clearance:</b> The candidate must be both physically and mentally fit to undertake the post.		
<b>Interview:</b> Explores applicants' suitability for work with children as well as for the post.		



## Appendix B – Staff Checking of Appointment Form

Name and Former Name		
Position		
Appointment effective on		
Application Form, Accompanying Letter and CV		
Interview Notes		

Checks at Interview and Pre-appointment checks			Initial	Dates
Offer of appointment made subject to satisfactory completion of the following pre-appointment checks.				
References Requested				
Received	Disciplinary Concerns	Suitable to work with children		
Reference 1 Current Employer	Y / N	Y / N		
Reference 2	Y / N	Y / N		
Reference 3	Y / N	Y / N		
Identity				
Qualifications				
NQT Y/N	QTS? Y / N	EYFS Level:		
Enhanced DBS Disclosure application made, where appropriate				
Enhanced DBS received Satisfactory Y / N				
Overseas Candidates	Y / N	Nationality		
Visa Details and Expiry				
Permission to work in Belgium				
Overseas DBS or equivalent				
Health				

For School Administration		
Next of Kin Form		
Bank Details		
Other		

Signed: ..... Date: .....

## Appendix C – Sample reference request



Date:

Dear.....,

Your name has been given to us as a referee for ....., who has applied for the post of .....at the British Junior Academy of Brussels. I attach a copy of the Job Description and Person Specification.

BJAB is a small, independent school which follows the National Curriculum of England. In 2016, the school was inspected by ISI and received 'Excellent' in all areas. Therefore, BJAB is one of an exclusive number of international schools which can boast British Schools Overseas status. Our standards of education and behaviour are excellent, and we are regarded as one of the best schools in Belgium and the first choice for many high-profile families.

We would be very grateful if you would complete the enclosed form and return it by ..... letting us know your views as to his/her suitability for the post and whether you are completely satisfied that the candidate is suitable to work with children.

In line with current advice on Safeguarding and Safer Recruitment in Education, I should remind you that you have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and that relevant factual content of the reference may be discussed with the applicant.

Yours sincerely,

Sarah White (Mrs) MEd

Headteacher

## CONFIDENTIAL REFERENCE REQUEST

Name of applicant:	
Position applying for:	

### BACKGROUND

How long have you known the candidate and in what capacity	
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### PERSONNEL

Candidate's current position	
Dates of the candidate's employment with you (month and year)	
Extent of candidate's current duties	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments that were made during employment to enable the candidate to perform their duties.	

### SUITABILITY FOR POST

Do you believe that the candidate has the ability and is suitable to undertake the position as detailed in the person specification	Yes / No
What makes the candidate particularly suitable for this position and how has s/he demonstrated that s/he meets the person specification? If you do not consider the candidate to be suitable, please elaborate. Please include any responsibilities outside their employment that may impact on their ability to fulfil their duties.	

### PROFESSIONAL CONDUCT

During their employment, did the candidate present themselves professionally with colleagues and those they dealt with?
Please comment on the candidate's punctuality, meeting of deadlines, and general professional conduct

<b>DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS</b>	
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?	yes / no If yes, please give details on an accompanying letter
Has the candidate been subject to any disciplinary procedures involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired?	yes / no If yes, please give details including the outcome of the disciplinary procedures on an accompanying letter
Have any allegations or concerns been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people?	yes / no If yes, please give details on an accompanying letter including if the concerns were investigated and the outcome
Are you completely satisfied that the candidate is suitable to work with children?	yes / no If no, please give specific details of your concerns and the reasons why you believe the person might be unsuitable on an accompanying letter

Name: ..... Signed: .....

Position: ..... Organisation: .....

Date: .....

Please return this form to: .....

**Appendix D – Staff Central Register.** Identity Evidence must include some form of current photographic identification.

IDENTITY							QUALIFICATIONS, CRIMINAL CHECK, RIGHT TO WORK IN EU				STATUTORY CHECKS				
Staff Member and role		Status Code		Home Address	Date of Birth	Photo ID	Date of Appointment	Start Date	CRB / DBS/ Model Art. 596-2 Code of criminal procedure, for working with minors (ex. Model 2)	DFES / QTS Number	Right to work in Belgium	Qualifications	Previous Employment History (CV)	References	Medical fitness and Self Disclosure
															Child Protection Policy and code of ethics
															Contract