

OUR CO-OPERATIVE ACADEMIES TRUST

SAFE RECRUITMENT AND SELECTION PROCEDURES 2016 - 2017



Origin: Gloucestershire Local Authority

Author: Mrs C Hankey

Adopted: June 2016

Date of Review: June 2017

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Beaufort Co-operative Academy is committed to safeguarding and promoting the welfare of students in line with the guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings”.

The Academy will adhere to the following guidelines:

- All new staff will be subject to a check through the Disclosure and Barring Scheme, prohibition checks and childcare disqualification (where appropriate). This will be an enhanced check for those whose duties include caring for, training or supervising students.
- All posts at Beaufort Co-operative Academy require an acceptance of the responsibility to safeguard and promote the welfare of students.
- The selection procedure for all posts will include a consideration of the applicant’s suitability to work with children as well as the post.
- All applicants must submit a signed application form. This is taken as verification that all statements are true and that the applicant is not in any way disqualified from working with students eg on List 99.
- Posts at Beaufort Co-operative Academy are exempt from the Rehabilitation of Offenders Act of 1974, and if necessary a declaration must be made on the application form.
- The school will seek references on all short listed candidates and may approach previous employers for information to verify experience or qualifications prior to interviews.
- Each interviewing panel will have at least one member who has a current “Safer Recruitment Certificate”.
- The Academy will check employment history and challenge any gaps in employment.
- Referees should be someone who has had a working or professional relationship with the candidate, and should not be a friend or relative.
- Referees will be asked about disciplinary offences relating to children including any in which the penalty is time expired, and whether the applicant has been the subject of any child protection concerns and the outcome of that procedure.

Staff and Governors who currently hold a “Safer Recruitment Training Certificate”

- David Bishop
- Clare Hankey
- Karen Greening
- James King
- Nick Marment
- Margaret Fendall
- Richard Williams
- James Dhawan
- Andy Park
- Catherine Marsden-Green
- Emma Price
- Robert Bird (Sports Centre)