



**Broughton Hall High School
Technology College**

Recruitment & Selection Policy

To all people submitting an application form for employment at Broughton Hall High School or Volunteering their services to the school.....

PLEASE ENSURE THAT YOU READ THIS DOCUMENT BEFORE COMPLETING AND SUBMITTING AN APPLICATION FORM TO THE SCHOOL.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH THE INFORMATION BELOW BOTH WHEN SUBMITTING AN APPLICATION AND IF INVITED TO INTERVIEW.

Broughton Hall High School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Criminal Records Bureau and the Independent Safeguarding Authority (ISA)

All positions at the School are exempt from the Rehabilitation of Offenders Act 1974, therefore **ALL** convictions, cautions and bind-overs, including those regarded as 'spent' **MUST** be declared. All information given will be treated as confidential and each case will be taken on its merits. Failure to disclose this information will result in the offer of employment being withdrawn or the immediate termination of employment.

Application Stage

- Applicants **MUST** apply using the School's application form when applying for positions at the School, however applicants are welcome to include a covering letter and CV when submitting their application.
- References must be in writing and photocopies are not acceptable. The school will not accept references from friends or family members. At least one referee must be your current or most recent employer. References will also be requested from any past employers where the position involved working with children. Please note that referees will be called to confirm authenticity.
- All sections of the application form **MUST** be completed or marked with n/a where appropriate. CV's will not be accepted in substitution for application forms.

→ Please be aware that the provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or the termination of employment. In extreme cases it may be necessary to refer the matter to the police and/or the DCSF Children's Safeguarding Operation Unit.

Interview Stage

- The identity of all candidates will be checked at interview. Each candidate is asked to bring to the interview their passport and driving licence, (originals not copies) along with two recently dated documents confirming their current address.
- The right of each candidate to work in the UK will be checked at interview.
- Relevant qualifications will also be checked at interview and candidates are asked to bring along their original certificates as evidence. For teaching posts, professional status will need to be established (for qualified teachers, confirmation of registration with the General Teaching Council for England).
- All interviews will include some questions regarding the candidate's suitability to work with children.
- In accordance with the Disability Discrimination Act 1995, all reasonable attempts will be made to accommodate the particular needs of any person suffering from a disability at all stages of the recruitment process.
- All applicants for the same post will be assessed fairly and equally. A structured, consistent process, using clearly defined criteria will be used at all times.

Offer of Employment

- An Enhanced CRB disclosure will be applied for as soon as an offer of employment is made. Where this is not possible the disclosure will be sought as soon as it is practical to do so. If the disclosure is not received before the date of appointment, the employee will be prohibited from working unsupervised in the presence of pupils.
- Successful applicants may be required to complete a medical questionnaire, which includes questions about whether their health will affect their ability to do the job.
- All offers of employment are made subject to the receipt of at least two satisfactory references and the receipt of a satisfactory enhanced CRB clearance and satisfactory searches on ISA's two new barred lists from October 2009.
- Where the successful candidate has been working overseas in the previous five years, the School will make additional checks in accordance with statutory guidance.

Recruitment and Selection Policy Statement

Broughton Hall High School is an equal opportunities school, which is fully supportive of inclusion principles. Broughton Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school has an up to date Child Protection Policy from which the following excerpts have been taken:

1. At Broughton Hall High School we fully recognise our responsibilities for child protection. All of our pastoral policies and procedures are written, acted upon and annually reviewed with this in mind.
2. Our policy applies to all staff, trustees and volunteers working in the school. The School will take all reasonable measures to:-
 - I. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
 - II. Raise awareness of child protection issues both amongst staff and pupils.
 - III. Ensure that staff receive appropriate training every 3 years.
 - IV. Establish a safe environment in which children can learn and develop.
 - V. Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
 - VI. Ensure children know that there are adults in the School whom they can approach if they are worried.
 - VII. Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe.
3. We follow the procedures set out by the Local Safeguarding Children Board and:
 1. Ensure we have a designated senior person for child protection who has received appropriate training and support for this role. Miss S. Clarke is the Child Protection Officer (C.P.O).
 2. Ensure we have a nominated Governor responsible for child protection.
 3. Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated Child Protection Officer and their role.
 4. Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
 5. Develop effective links with relevant agencies.
 6. Keep written records of concerns about children, even where there is no need to refer the matter immediately.

7. Develop and then follow procedures where an allegation is made against a pupil, a member of staff or volunteer.
8. Ensure safe recruitment practices are always followed.

For a full copy of the policy please contact the nominated Child Protection Officer)