

Safe Recruitment Policy

The Business Education Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In order to safeguard and promote the welfare of the young people we work with and ensure the risk of harm is minimised, The Business Education Partnership employs a safe recruitment and selection policy which complies with national and local guidance.

All recruitment procedures must involve the following:

- Job advert to contain the following statement – “The Business Education Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”
- All successful applicants to undertake a CRB check and List 99 check, even if this has been recently carried out by a previous employer. All appointments are subject to checks being satisfactory.
- Employment records, references and qualifications must be verified.
- All applicants to be issued with same application form designed to obtain all information as advised in DfES document ‘Safeguarding Children and safer recruitment in Education’
- All job descriptions must state the main duties of the post and include the statement ‘everyone employed by The Business Education Partnership is responsible for safeguarding and promoting the welfare of children they are responsible for and / or come into contact with’.
- The person specification will state the competencies and qualities required by the successful candidate and will state that the interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.
- The information pack for candidates will include the:
 - covering letter
 - application form
 - pre paid C5 envelope
 - job description and person specification
 - copy of advert
 - information leaflet
 - child protection policy statement

- When short listing, The Business Education Partnership will pay particular attention to unexplained gaps in employment, discrepancies and repeated changes of employment.
- Incomplete application forms or CVs will not be accepted.
- References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinised. For successful candidates, written references will be verbally verified.
- All applicants will undergo a face to face interview where questions pertaining to child protection will be asked.
- All candidates will be asked to bring identity proof with them as required for a CRB check.
- All interviews will be conducted with a minimum of 2 people, one of whom will be a member of the SMT.
- Where there are serious concerns about the suitability of an applicant to work with children, the facts will be reported to the police and the DfES Children's Safeguarding Operations Unit.
- All appointed staff will undergo an induction process which includes information and written statements of:
 - Policies and procedures in relation to safeguarding and welfare of Children
 - How and with whom any concerns about those issues should be raised
 - Other personnel procedures (as per staff handbook)
- Induction Programme will include attendance at Child protection training if felt appropriate to the person's role.