



## Safer Recruitment Policy

Bromley Technical School (BTS)

### 1. Statement of Intent

Bromley Technical School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and third-party contractors to share this commitment.

This Safer Recruitment Policy outlines the robust procedures we follow to ensure that all individuals appointed to work at the School are suitable for working with children. This policy aligns with the Department for Education's statutory guidance, *Keeping Children Safe in Education (KCSIE)*, the *Independent School Standards Regulations (ISSR)*, and the requirements of the Disclosure and Barring Service (DBS).

### 2. Key Principles

The recruitment and selection process at BTS aims to:

- **Deter** unsuitable people from applying for roles involving contact with children.
- **Identify** and select suitable candidates through stringent vetting procedures.
- **Ensure** a consistent and transparent recruitment process is applied fairly to all applicants.

### 3. Recruitment Procedures

All prospective appointments at the school are subject to the comprehensive vetting checks detailed below. No individual commences employment in a regulated activity until all necessary checks are completed and deemed satisfactory.

#### 3.1 Advertising and Job Descriptions

All advertisements for positions at BTS will include a prominent safeguarding statement highlighting the school's commitment to child protection and that the role is subject to an enhanced DBS check. Job descriptions will explicitly outline the safeguarding responsibilities of the role.

#### 3.2 Shortlisting and References

- **Shortlisting:** Shortlisting is conducted by at least two trained individuals based solely on the application form's merit against the essential criteria. Any gaps in employment history will be noted for discussion at interview.

- **References:** A minimum of two satisfactory references are required prior to interview, with at least one being from the applicant's most recent employer. References are verified for authenticity and specific questions are asked about the candidate's suitability to work with children, including any past disciplinary issues relating to child welfare or protection.

### 3.3 The Interview Process

Interviews are conducted by a panel, including at least one member who has completed specific Safer Recruitment training.

- **Questioning:** The interview process will explore the candidate's skills, experience, and suitability for the role, and will always include specific questions about safeguarding scenarios, their understanding of professional boundaries, and commitment to the school's ethos.

### 3.4 Pre-Employment Checks (Essential Vetting)

The following checks are mandatory for all successful candidates before formal employment begins:

- **Enhanced Disclosure and Barring Service (DBS) Check:** A satisfactory enhanced DBS check with barred list information is required for all staff and Governors.
- **Verification of Identity:** Photographic proof of identity and proof of address are checked and copied.
- **Verification of Qualifications:** Original documentation of academic and professional qualifications relevant to the role is verified.
- **Barred List Checks:** Verification that the candidate is not prohibited from working with children (Children's Barred List check).
- **Prohibition from Teaching Check (if applicable):** For teaching roles, a check is made against the National College for Teaching and Leadership (NCTL) database to ensure the individual is not prohibited from teaching.
- **Overseas Checks (if applicable):** For candidates who have lived or worked outside of the UK, equivalent robust checks are conducted to identify any relevant history, alongside DBS checks.
- **Right to Work in the UK:** Verification of eligibility to work in the United Kingdom is undertaken.

### 4. Single Central Record (SCR)

The School maintains a Single Central Record (SCR) of recruitment and vetting checks for all staff, Governors, and relevant contractors. This confidential record is available for inspection by regulatory bodies (e.g., Ofsted or the DfE).

### 5. Ongoing Awareness and Training

All staff receive regular safeguarding training, including updates on the 'Keeping Children Safe in Education' guidance, to ensure continuous vigilance and adherence to this policy.

### 6. Monitoring and Review

This policy will be reviewed by the Headteacher and the Proprietor/Governors annually, or in response to any changes in legislation or government guidance.

**Policy Last Reviewed:** 1<sup>st</sup> September 2026

**Next Review Date:** August 2027