



AIMS

This policy has been developed to embed safer recruitment practices and procedures throughout BGA and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Safeguarding Children and Safer Recruitment in Education - January 2007 and Dealing with allegations of abuse against teachers and other staff – DfE 2012. It also reinforces practices outlined in the school Safeguarding policy.

Safe recruitment at BGA

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

BGA Safer Recruitment Procedure

RECRUITMENT ADVERTISEMENTS

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“The **British Georgian Academy** is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”. All applicants will receive a pack containing the following when applying for a post:

- Details about the school ethos and general information about the school
- Job description and person specification
- The school’s Safeguarding Policy and Safer Recruitment Policy

THE SELECTION PROCEDURE FOR THE POST

All applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant for completion. A curriculum vitae is not accepted in place of a completed application form. All completed applications should be initially be sent to recruitment@BGA.ge

Nb: All positions available are advertised internationally via the TES and the school and COBIS websites, or locally via jobs.ge and school website. All positions available will also be posted on the Virtual Briefing for internal candidates. This avoids any accusation of discrimination from any persons of unfair appointments at BGA and any abuse of position by the selection panel. Any prior relationship or contacts with a candidate by BGA staff should be declared.

SAFER RECRUITMENT TRAINING RECRUITMENT PANEL

At least two members of the Selection and Recruitment Panel will have successfully completed training in safer recruitment (*HR: Lika Todadze & Principal: Rob Unsworth*). Ideally, all members will have completed safer recruitment training.

SHORT LISTING AND REFERENCES



Applicants will be short-listed against the person specification for the post. Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. References will be sought directly from the referee, and who will be contacted by phone to confirm the reference and to clarify any anomalies or discrepancies. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of all such telephone exchanges.

In addition to asking about the suitability of an applicant's suitability for the post, referees will be asked specific questions about the applicant's suitability to work with children and young people and any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people. Reference requests will also include questions on an applicant's current post and salary, sickness and attendance record and disciplinary record

All international appointments are subject to satisfactory references, vetting procedures and DBS clearance, ACRO check and/or police check. Georgian in-country appointments are subject to Georgian procedural checks.



INVITATION TO INTERVIEW Applicants called to interview will receive:

A emailed letter confirming the interview and any other selection techniques

Details of the interview day including details of the panel members

Further copy of the person specification

Details of any tasks to be undertaken as part of the interview process

The opportunity to discuss the process prior to the interview

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed applicants. Interviews will always be face-to-face (this includes via video conference). All interviews must be conducted by two or more staff members, at least one of whom must have completed Safer Recruitment training. A series of role-specific questions should be drawn up, but particular safeguarding questions should be asked of all candidates to determine their understanding of safeguarding, their current practice and their training in safeguarding.

F) EMPLOYMENT CHECKS

An offer of appointment will be conditional and all successful applicants will be required to:

Provide proof of identity

Complete a basic DBS application and receive satisfactory clearance (in cases of teachers employed from other countries than the UK a police clearance check will still be required)

Complete application for International Child Protection Certificate (ICPC) and ACRO. The [ACRO website](#) provides step by step details regarding the process.

Provide proof of professional status and actual certificates of qualifications

Complete a confidential health questionnaire

All checks will be:

Confirmed in writing

Documented and retained on the personnel file

Recorded on the school's Single Central Record (held electronically)

Followed up if they are unsatisfactory or if there are any discrepancies in the information received. Employment will commence subject to all checks and procedures being satisfactorily completed.

INDUCTION

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.



All new staff will undergo a period of monitoring and will:

Meet regularly with the induction leader

Meet regularly with their line manager

Attend any appropriate training

Safeguarding training will be part of the annual programme of CPD for all staff and there will be ongoing reminders during the academic year.

H) PERIPATETIC STAFF, LOCAL STAFF and COACHES

BGA will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. In the case of Georgian citizens and residents a police check will be required and references taken as fully as possible.

This policy will be next reviewed in June 2024 (and on an annual basis thereafter)

Reviewed: September 2017, April 2018, October 2108, October 2019, June 2020, May 2021, June 2022, June 2023



The Safe Network checklist for safer recruitment

[Write a clear job description](#) (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).

[Use application forms to assess](#) the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.

Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack. See how our notes on policies and procedures [How to write a child protection policy statement](#)

Have a face-to-face [interview with pre-planned and clear questions](#).

Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

[Check the candidate's identity](#) by asking them to bring photographic ID.

Check the candidate actually holds any relevant qualifications they say they have.

Apply for a [Disclosure and Barring Service \(DBS\) check](#)

[Take up references](#). Ask specifically about an individual's suitability to work with children.

Provide a copy of your organisation's safeguarding [procedures](#) and employee/volunteer code of behaviour (i.e.

what is and is not acceptable behaviour in relation to children).

<http://www.safenetwork.org.uk>