

## **Safer Recruitment Procedures**

At the British Creative Institute (BCI), our recruitment procedures strictly follow the statutory guidelines in Keeping Children Safe in Education (KCSIE) 2025. These guidelines ensure that all individuals working with children are thoroughly vetted, qualified, and committed to promoting the welfare of children. Our recruitment process is designed to ensure strict compliance with The Rehabilitation of Offenders Act 1974, the Immigration, Asylum and Nationality Act 2006, and the Counter-Terrorism and Security Act 2015, especially concerning DBS checks, right-to-work verification, and Prevent duty training.

Below is a detailed account of our recruitment process:

### **Job Advertisement:**

All job advertisements explicitly state our commitment to safeguarding children. This includes mentioning that all posts are subject to rigorous safeguarding checks in line with KCSIE. All job advertisements at BCI clearly state our commitment to safeguarding and promoting the welfare of children. It is explicitly mentioned that we expect all staff and volunteers to share this commitment. For example, the advertisement states: "BCI is committed to safeguarding and promoting the welfare of children, and all posts are subject to rigorous safeguarding checks." This helps ensure that only those who align with our safeguarding ethos apply.

### **Curriculum Vitae (CV):**

Applicants must submit a detailed curriculum vitae (CV) outlining their employment history, qualifications, and relevant experience. The CV must account for all periods of employment, with any gaps clearly explained. For example, if there are gaps in employment, applicants are expected to provide a valid justification, such as further education, travel, or family responsibilities. This comprehensive review process, which ensures that each application is evaluated with meticulous attention to detail, is a testament to our commitment to selecting the best candidates.

We employ an unwavering commitment to safeguarding and promoting the welfare of children. This commitment is not just a part of our job advertisements, it's a core value of our organisation. We explicitly state that all positions are subject to rigorous safeguarding checks as per the requirements outlined in Keeping Children Safe in Education (KCSIE).

### **Shortlisting:**

Candidates are assessed by personnel based on their qualifications, experience, and suitability for the position, with a particular emphasis on safeguarding responsibilities.

The process is conducted objectively, transparently, and fairly, ensuring that applicants meet the job requirements. For roles requiring specific expertise, such as early childhood education, candidates with relevant experience are prioritised, providing equal opportunity for all applicants.

### **Interview Process:**

The interview process for shortlisted candidates entails a thorough assessment, utilising competency-based questions, scenario-driven evaluations, and detailed discussions related to safeguarding responsibilities. Candidates are rigorously scrutinised for their comprehension of safeguarding protocols, commitment to child welfare, and readiness to comply with statutory background checks and required training. For instance, candidates may be asked to provide specific examples, such as, "Can you describe how you have previously managed a safeguarding issue?"

Interview panels comprise individuals trained in safer recruitment practices, ensuring a comprehensive and informed evaluation of each candidate's suitability for the position. This process is conducted by relevant UK legislation, including Keeping Children Safe in Education (KCSIE) 2025, The Rehabilitation of Offenders Act 1974, and The Children Act 1989, ensuring that only individuals dedicated to the safety and well-being of children are appointed.

This approach also reflects adherence to The Safeguarding Vulnerable Groups Act 2006, which mandates that employers ensure those working with children undergo the necessary vetting procedures.

### **References:**

BCI mandates the provision of at least two professional references from previous employers for all shortlisted candidates. These references must address the applicant's suitability for working with children and disclose any past safeguarding concerns. Once the references have been thoroughly verified, an offer of employment will be extended. Should any reference raise concerns regarding the candidate's prior conduct, BCI will conduct a comprehensive investigation before making a final employment decision.

This process complies with the Education Act 2002 and Keeping Children Safe in Education (KCSIE) 2025 guidelines, emphasising the importance of obtaining references to assess suitability for roles involving children. Additionally, verifying references aligns with the Safeguarding Vulnerable Groups Act 2006, ensuring that individuals who pose a risk to children are identified before employment.

### **Disclosure and Barring Service (DBS) Checks:**

All staff and volunteers working with children at BCI must undergo an enhanced Disclosure and Barring Service (DBS) check, per Section 113B of the Police Act 1997. This check reviews spent and unspent convictions, cautions, reprimands, and

warnings. The DBS check must be completed and scrutinized by the Designated Safeguarding Lead (DSL) or the Deputy DSL before the individual commences employment. In cases where the DBS check is still pending, the individual must be closely monitored and supervised by a senior staff member to ensure the safety and welfare of children in compliance with Keeping Children Safe in Education (KCSIE) 2025 guidelines.

### **Right-to-Work Checks:**

BCI ensures compliance with all relevant legal requirements by conducting thorough right-to-work checks for all employees in accordance with the Immigration, Asylum and Nationality Act 2006. These checks verify the authenticity of original documents, such as passports, visas, or residence permits, to confirm the individual's legal entitlement to work in the United Kingdom. Where a visa is presented, BCI rigorously checks its validity and ensures it permits the applicant to undertake the specific role for which they are employed. This process ensures full compliance with UK immigration law.

### **Induction and Training:**

Upon commencement of employment, all newly appointed staff members are required to participate in a crucial induction program. This program includes mandatory training on BCI's safeguarding policies and procedures, which is delivered through an assigned compulsory learning pathway via Alison Training. The progress and completion of this training are rigorously monitored and documented. As part of this process, staff are provided with prevention training in accordance with the statutory guidance outlined in The Counter-Terrorism and Security Act 2015, specifically addressing Prevent Duty, which aims to safeguard learners vulnerable to radicalisation.

The training, which follows the guidelines available on the official government website (<https://shorturl.at/iAVeU>), is designed to align with national safeguarding standards. This structured and thorough training equips staff with the necessary knowledge and skills to fulfil their safeguarding responsibilities effectively. It supports them in adhering to the institution's child welfare and protection commitment. In addition, employees are directed to relevant safeguarding policies and procedures to ensure a consistent and legally compliant approach to safeguarding throughout the institution.

This process ensures full compliance with statutory obligations, including Keeping Children Safe in Education (KCSIE) 2025, and supports adherence to the wider safeguarding framework established by UK legislation. This legal compliance provides a secure and confident environment for both staff and learners, ensuring that everyone's rights and safety are protected.

### **Probationary Period:**

New employees are appointed on a six-month probationary basis, during which their performance, conduct, and compliance with safeguarding policies are rigorously monitored. This probationary period enables the British Creative Institute (BCI) to thoroughly evaluate the individual's suitability for the role and their dedication to upholding the highest safeguarding standards.

BCI's safer recruitment procedures ensure that all individuals working with children are thoroughly vetted, adequately trained, and fully committed to safeguarding, strictly adhering to Keeping Children Safe in Education (KCSIE) 2025. This comprehensive process is crucial to maintaining the safety and well-being of the children under our care.

### **Summary of Safer Recruitment Procedures at British Creative Institute (BCI):**

BCI's safer recruitment procedures ensure that all staff and volunteers working with children are appropriately vetted, trained, and committed to safeguarding. Key components include:

**Job Advertisements:** State BCI's commitment to child safeguarding and that all positions are subject to rigorous safeguarding checks.

**Application Process:** Applicants must submit a comprehensive CV, and any employment gaps must be explained. Shortlisting is objective and transparent.

**Interview Process:** Trained interviewers assess candidates through competency-based and safeguarding-related questions.

**References:** At least two professional references are required, explicitly addressing the candidate's suitability for working with children.

**DBS Checks:** All staff must undergo an enhanced DBS check before beginning employment. Any pending checks result in close supervision until clearance is confirmed.

**Right-to-Work Checks:** BCI verifies the legal right to work in the UK through passports and visas.

**Prevent Duty:** All staff undergo Prevent duty training to safeguard learners at risk of radicalisation, in compliance with the Counter-Terrorism and Security Act 2015.

**Induction and Training:** New employees complete mandatory safeguarding training during induction.

**Probationary Period:** New hires are on probation for six months, during which their suitability and adherence to safeguarding policies are evaluated.

## **Consequences of Non-Compliance:**

Failure to comply with BCI's safer recruitment procedures can lead to significant consequences, including:

**Employment Termination:** If an individual fails to pass the probationary period or safeguarding concerns arise, their employment may be terminated.

**Legal and Regulatory Penalties:** Non-compliance with statutory requirements such as the Rehabilitation of Offenders Act 1974, Immigration, Asylum and Nationality Act 2006, and Keeping Children Safe in Education (KCSIE) 2025 could lead to legal action, fines, or sanctions from regulatory bodies.

**Reputational Damage:** BCI could suffer severe reputational harm, potentially losing trust among parents, students, and regulatory agencies.

**Safeguarding Risks:** Failure to adhere to safeguarding standards can put children at risk, resulting in investigations, regulatory interventions, and possible legal liabilities for the institution.

## **Staff Safer Recruitment Checklist**

**Streamlining Processes:** BCI have created a single reference point by consolidating a checklist with the procedures. This reduces the likelihood of missing steps, as staff won't have to switch between different documents.

**Clarity and Consistency:** The unified document ensures that the recruitment process follows the same standards across all stages. This helps avoid inconsistencies that arise from using separate documents.

**Efficiency:** A combined document improves efficiency for recruitment staff members by making it easier to navigate and find relevant sections quickly.

**Accountability:** Having a single document makes tracking which steps have been completed easier, as everything is in one place. This improves accountability and ensures that all necessary procedures are followed.

**Compliance:** A comprehensive document ensures compliance with legal and organisational requirements by including all relevant procedures and checks in one place.

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