



# THE BRITISH RACING SCHOOL

## Safer Recruitment Policy

<b>Adopted:</b>	<b>June 2018</b>
<b>Reviewed:</b>	<b>October 2019</b>
<b>By:</b>	<b>Natalie Bennett</b>
<b>Review Date:</b>	<b>October 2020</b>

**This Policy links to:**

- **The Keeping Children Safe in Education 2018**

## **BRS SAFER RECRUITMENT POLICY**

The aim of this policy is to create a culture of safer recruitment whereby The British Racing School (BRS) adopts recruitment procedures that deter and reject people who might abuse trainees.

- All advertisements for vacancies must clearly state:
  - BRS committed to safeguarding
  - BRS will undertake DBS check
- All applicants must complete a BRS application form when applying for a job. The form gives clear instructions to applicants to explain any gaps in their employment (e.g. illness, gap year etc).
- At interview, the panel will discuss an applicant's c.v. and will question employment gaps in the c.v. as well as periods when the applicant has worked abroad.
- At least two references must be taken up. One must be current employer or most recent employer, and the second should be previous employer. No personal references will be accepted or personal email addresses.
- Identity checks will be completed on all new employees as part of their induction and this will begin the application for their Disclosure and Barring Service (DBS) check. New employees must provide documentation in line with government guidelines:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/656625/LATEST\\_021117\\_ID\\_checking\\_guidelines\\_for\\_DBs\\_checking\\_from\\_October\\_24th.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/656625/LATEST_021117_ID_checking_guidelines_for_DBs_checking_from_October_24th.pdf) . Photocopies must be taken of all ID provided and all copies must be signed and dated by the ID checker. Photocopies will be kept on individual's HR file.
- Right to work in the UK checks will be completed on all new employees in line with government guidance. Acceptable documents will be in line with government advice:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/441957/employers\\_guide\\_to\\_acceptable\\_right\\_to\\_work\\_documents\\_v5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf)
- All BRS staff are engaged in regulated activity, therefore an online Enhanced DBS check will be done for all employees, with the child barred list checked. This includes new staff who already have an Enhanced DBS certificate. All DBS certificates are logged on the BRS Single Central Record. Copies are not kept on file. Where a DBS check is returned showing a criminal record, BRS will request to see the original certificate. The BRS Operations Director and safeguarding team will consider whether the offence is relevant to the person's work within the

School and a decision will be made as to whether the individual's employment can proceed.

- Professional qualifications will be checked by HR as part of induction. This check will be included in the job offer letter. New staff must provide original certificates and a copy will be made and held on the individual's HR file.
- Teacher prohibition checks are done when the applicant has Qualified Teacher Status and will be teaching trainees. The individual's consent must be gained before doing this.
- Section 128 direction check completed for all new Trustee appointments and Senior Management Team appointments. Their consent must be gained before doing this.
- Every BRS new employee will have an induction plan which will introduce them to the School, the staff and its objectives and goals.
- The BRS Staff Handbook states that *it is a gross misconduct for an employee **NOT** to inform BRS senior management if they are cautioned or charged by the police for any criminal offence.* If any member of staff is unsure of how to proceed, they must talk to a member of the Senior Management Team, a Designated Safeguarding Lead or their Line Manager. All conversations of this nature will be treated with the utmost confidentiality.
- All new staff must read the BRS Staff Handbook and sign the front sheet when read.
- All new staff must read the BRS Code of Conduct as well as the relevant sections of the current *Keeping Children Safe in Education* document. They must sign to say they have read and understood the importance of the Code of Conduct.

Disclosure and Barring Service (DBS) checks will be updated every 5 years. A risk assessment will be carried out (or new DBS check) when there has been