



Safeguarding, Safer Recruitment and Data Protection

At Bailey Street Alternative Provision Academy we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our Safer Recruitment Policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our Privacy Notice for Job Applications.

We are committed to safeguarding and promoting the welfare of children and young people we expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. Any offers will also be subject to gaining two appropriate references.

The DfE have recommended that schools now consider undertaking online searches on all shortlisted candidates. Manor Hall Academy Trust is following this recommendation and, as such, should you be shortlisted on-line searches will be conducted accordingly.

The searches will be undertaken in an impartial manner only using publicly obtainable data by Insight HR Ltd (a third-party organisation). This ensures that the school meets their legal obligations and minimises risk of any bias being formed in recruitment processes. Please see below for links to our Safeguarding policy and our Safer Recruitment Policy:

<https://baileystreet.manorhall.academy/policies/policies-a-z/>

Additional

CVs will not be accepted.