



## Broadway Academy Safer Recruitment Principles

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process includes the following safeguards.

### Applications

Applications will be accepted only on an academy application form. CVs may be submitted in support of a completed application form. The form requires candidates to account for any gaps in employment history.

### Shortlisting

Only candidates meeting the specified criteria in the personal specification will be shortlisted.

### Selection

Those shortlisted will take part in an in-depth selection process including activities/ tests relevant to the post and at least one panel interview. Candidates are expected to address discrepancies/gaps in their application form. Each appointment panel includes at least one manager who has completed safer recruitment training.

### References

References from the current and former employers are taken up for shortlisted candidates. Employers may be contacted to gather further information. References will be requested prior to interviews, unless candidates specifically request not to do so.

### Right to Work

Shortlisted applicants will provide proof of their identity on the day of interview in line with the documents required in The Immigration, Asylum and Nationality Act 2006.

### Verification of qualifications

Short listed candidates will bring proof of qualifications / professional registration on the day of interview.

### Disclosure and Barring Service (DBS)

A satisfactory enhanced DBS certificate is required for all posts. Checks are also made to confirm that teachers are not barred from teaching. Additional checks are made if applicants have lived/worked outside of the UK.

### Pre-employment checks and Vetting checks

The Academy maintains a single central record of recruitment and vetting checks in line with DfE requirements.

### Equality and diversity

The Academy seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. It is committed to ensuring that recruitment and selection is conducted in a manner that is systematic, effective and promotes equality of opportunity. The academy will not discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Data protection

Personal data provided on your application and for equal opportunities monitoring, is processed in line with the requirements of the General Data Protection Regulations. For further details of how we use the information provided, please refer to our privacy notice located on the Broadway Academy website: [GDPR Privacy Notice](#) | [Broadway Academy \(broadway-academy.co.uk\)](#)

**Our children. Our Community. Believe it can be done!**

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