

Teacher safer recruitment and selection policy

1. Introduction

1.1 Purpose of the policy

The purpose of this policy is to ensure that the Holy Cross Greek School adopts the highest standards of safer recruitment and selection procedures for all teaching positions.

By adhering to a rigorous recruitment process, we aim to attract, recruit, and retain the best professionals who are committed to the welfare, safety, and development of our students.

For the purpose of this policy, reference to 'staff' covers all employees, committee, officers, consultants, contractors, volunteers, interns, casual workers, trainees and agency workers.

1.2 Legal framework

This policy is underpinned by the following legislation and guidance:

- The Children Act 2004
- The Education Act 2002
- Keeping Children Safe in Education 2023
- Working Together to Safeguard Children 2023
- The Data Protection Act 2018
- The Rehabilitation of Offenders Act 1974
- The Equality Act 2010

2. Safer recruitment principles

2.1 Commitment to Safeguarding

- **Safeguarding focus:** The recruitment and selection process at Holy Cross Greek School is designed to deter, reject, or identify individuals who might pose a risk to children.
- **Safeguarding culture:** All recruitment activities will reflect the school's commitment to safeguarding and promoting the welfare of children.

2.2 Equal opportunities

- **Fair recruitment:** The Holy Cross Greek School is committed to providing equal opportunities in recruitment and employment. All candidates will be treated fairly, without discrimination based on race, gender, disability, religion, sexual orientation, or any other protected characteristic.

3. Recruitment and selection process

3.1 Pre-recruitment planning

- **Job descriptions and person specifications:** Before a post is advertised, a clear and detailed job description and person specification will be prepared. These documents will include a specific reference to the responsibility of safeguarding and promoting the welfare of children and will be approved by the Headteacher, the school committee and the governing body.
- **Review of need:** The necessity for the role, including its contribution to the school's objectives and safeguarding responsibilities, will be evaluated.

3.2 Advertising the role

- **Clear communication:** All job advertisements will include a statement of the school's commitment to safeguarding, making it clear that all positions are subject to stringent safeguarding checks.
- **Compliance with legislation:** Advertisements will comply with current employment legislation and promote the school as an equal opportunities employer.

3.3 Application process

- **Application form:** All applicants will be required to submit a CV. The application should include information on the applicant's previous employment history, qualifications, suitability to work with children and contact information for two recent references.
- **Declaration of criminal records:** Applicants will be required to declare any criminal records or cautions that are not protected under the Rehabilitation of Offenders Act 1974.

3.4 Shortlisting

- **Consistent criteria:** A shortlist of candidates will be drawn up using the criteria specified in the person specification. At least three people will carry out the shortlisting process to ensure objectivity. The three people must include the Headteacher, a representative from the School Committee and a representative from the Governing Body.
- **Verification of information:** The school will verify the applicant's identity, qualifications, and employment history at the shortlisting stage.

3.5 Interviews

- **Structured interviews:** All shortlisted candidates will be interviewed by the Headteacher, a representative of the School Committee and a representative of the Governing Body.
- **Safeguarding questions:** Interviews will include specific questions to assess the candidate's attitude toward child protection and safeguarding, as well as their ability to contribute to a safe learning environment.
- **Assessment of competency:** Candidates may be required to complete additional assessments, such as teaching demonstrations or written tasks, to further assess their suitability for the role.

3.6 References

- **Obtaining references:** References will be sought for the successful candidate. This will include at least one reference from the candidate's most recent employer. If the candidate is not currently working with children, a reference will be obtained from the last position in which they worked with children.
- **Reference checks:** References will be checked for consistency with the information provided by the candidate. Any discrepancies will be discussed with the candidate prior to the final job offer.

3.7 Pre-employment checks

- **DBS Check:** All successful candidates will be required to undergo an enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list.
- **Right to work:** The school will verify the candidate's right to work in the UK.
- **Qualifications verification:** Original copies of relevant qualifications will be checked and copied.
- **Prohibition from teaching:** The school will check that the candidate is not subject to a prohibition order issued by the Secretary of State.

4. Induction

4.1 Safeguarding training

- **Initial training:** All new staff will receive a safeguarding induction, which includes the school's safeguarding and child protection policies, the identity of the DSL, and training on the school's procedures for reporting concerns. All new staff will be required to sign an undertaking that they have read and understood the school's policies prior to their start date.
- **Ongoing support:** New staff will receive ongoing support and supervision, particularly during the first few months of employment, to ensure they are confident in fulfilling their safeguarding responsibilities.

4.2 Probationary period

- **Performance monitoring:** All new staff will undergo a probationary period of six months during which their performance will be closely monitored, particularly in relation to safeguarding responsibilities. All employment contracts will be terminated with a week's notice should new staff fail to complete their probationary period successfully.
- **Review meetings:** Regular review meetings will be held during the probationary period to assess the new staff member's progress and address any issues.

5. Maintaining a safe environment

5.1 Record keeping

- **Central record:** The school will maintain a single central record (SCR) of all recruitment and vetting checks for all staff, volunteers, and governors.
- **Data protection:** All recruitment records will be stored securely and in accordance with the Data Protection Act 2018.

5.2 Ongoing monitoring

- **Annual review:** Staff performance and conduct, particularly concerning safeguarding, will be reviewed annually as part of the appraisal process by the Headteacher who will feedback to staff accordingly and fed back to them by the Headteacher.

6. Allegations against staff

6.1 Reporting allegations

- Immediate action: Any allegations of abuse made against a member of staff will be taken seriously and dealt with in accordance with the school's safeguarding and child protection policy and the school's complaints procedure.
- LADO Involvement: Allegations will be reported to the Local Authority Designated Officer (LADO) for further guidance and investigation.

6.2 Investigation Process

- **Fair and thorough:** All allegations will be investigated thoroughly, fairly, and in accordance with statutory guidance. The safety and welfare of the children will be the primary concern throughout the process.
- **Outcome:** Depending on the findings, disciplinary action may be taken, including suspension or dismissal.

7. Policy review and monitoring

7.1 Regular review

- **Annual review:** This policy will be reviewed annually by the governing body or sooner if there are changes in legislation, statutory guidance, or best practices.
- **Amendments:** Any amendments will be communicated to all staff, and the updated policy will be made available on the school's website and intranet.

7.2 Monitoring Compliance

- **Ongoing evaluation:** The effectiveness of the recruitment process will be monitored, and feedback will be sought from all participants in the recruitment process to ensure continuous improvement.

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