

COURSE CONTENT OVERVIEW

Safer Recruitment in Education



This Safer Recruitment in Education course aims to help people who are responsible for hiring and/or supervising new staff members understand how safer recruitment practices contribute towards safeguarding children.

The course outlines the safer recruitment process from start to finish, helping you to learn how to put together an effective applicant information pack, how to successfully interview candidates and how to carry out pre-appointment checks – including Disclosure and Barring Service checks – to ensure that the people you hire to work in your educational setting are suitable for the role.

Module One: Introduction to Safer Recruitment

This module outlines why safer recruitment processes are so important and looks at which children are more likely to be at risk than others. The module also tells the stories of three famous cases where safer recruitment procedures were insufficient.

- Who is this course for?
- Why safer recruitment is important
- Children most at risk
- Case examples - Nigel Leat, Jeremy Forrest and Ian Huntley
- Raising awareness
- Key guidance

Module Two: Step 1: Create the Job Description and Application Pack

This module looks at what needs to be included in an applicant information pack and provides guidance on how to write a job description, person specification and safeguarding statement so that the pack deters unsuitable candidates. The module further looks at advertising the job role.

- Preparing to recruit
- Common recruitment mistakes
- Applicant information packs
- The job description
- The person specification
- The safeguarding statement
- Self-disclosure forms
- The selection process outline
- Application forms
- References
- Creating a successful job advert

Module Three: Step 2: Shortlist Candidates, Contact Referees and Review Disclosures

This module explains what to do once applicant packs have been received and highlights what to look out for amongst completed application forms and references. The module explains what to consider when contacting referees and obtaining references and outlines the process for reviewing self-disclosure forms.

- Considering applications
- Example application
- Contacting referees
- Example reference
- Reviewing self-disclosure forms
- Preparing for the interview process

Module Four: Step 3: Interview Shortlisted Candidates

This module highlights the importance of preparing for the interview process and ensuring that the types of questions used are effective. The module looks at different question styles and raises awareness of statements that may be a cause for concern.

- Before the interviews
- Asking questions
- Question styles
- Listening well
- Causes for concern
- Closing the interview

Module Five: Pre-Appointment and DBS Checks

This module explains what should happen next once the interviews are completed. The module outlines how to carry out each of the pre-appointment checks, including DBS checks, so that you can ensure the candidate is suitable for the role.

- After the interviews
- Pre-appointment checks
- Eligibility to work in the UK
- DBS checks
- Prohibition orders
- Qualifications
- Professional status
- Overseas checks
- Hiring through third parties
- Making a conditional offer

Module Six: Step 5: The Induction Process and Maintaining a Safe Workplace

This module raises awareness of how the safer recruitment process continues after the new candidate has started work and explains the importance of a thorough induction process. The module also looks at how to promote a safe work environment.

- The induction process
- The code of conduct
- Monitoring and supervision
- Maintaining a safe workplace
- Dealing with allegations
- Case example - Vanessa George

Aims of the training

This course will enable you to:

- Understand why having strict safer recruitment practices in place is so important in regards to safeguarding children.
- Know how to put together an effective applicant information pack, including a job description and safeguarding statement.
- Know what to look for when shortlisting candidates.
- Understand how to contact referees and know what is needed from a reference.
- Know how to successfully interview candidates.
- Understand what is involved in the pre-appointment checks, including DBS checks, before a candidate can start work.
- Understand the importance of a thorough staff induction process and safeguarding children training.