

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
- Matthew Mowbray, Kandice Barber, Jonathon Clayton and Ian Huntley
- Raising awareness
- Key guidance

#### **Module Two: Compiling Recruitment Documentation**

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
- Applicant information packs
- The job description
- Person specification and safeguarding statement
- Self-disclosure forms
- The selection process outline
- Application forms
- References
- Reviewing the information pack
- Creating a successful job advert

#### **Module Three: Prior to Interviews**

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

#### **Module Four: Interviewing 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 actively
- Video interviews
- Causes for concern
- Closing the interview

#### **Module Five: Pre-Appointment**

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
- Volunteers
- Eligibility to work in the UK
- Section 128 (S128) orders
- DBS checks
- Confirming information
- Remaining checks
- Single Central Record
- Hiring through third parties
- Making a conditional offer

#### **Module Six: Continuing Safer Recruitment Practices After Appointment**

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
- Governor and trustee induction
- Monitoring and supervision
- Maintaining a safe workplace
- Dealing with allegations
- Level 2 allegations - low-level concerns

## 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 a effective applicant documentation, 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 put together a panel to conduct the interview and what training the panel members should have.
- 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 how to create a compliant Single Central Record.
- Understand the importance of a thorough induction process and safeguarding children training for everyone working in your school.
- Know how to practically deal with Allegation Management.