

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 (DBS) checks – to ensure that the people you hire to work in your educational setting are suitable for the role.

Module 1: 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 four famous cases where safer recruitment procedures were insufficient.

- The importance of safer recruitment
- Children most at risk
- Case studies - Kristian Parry, Kandice Barber, Jonathan Clayton and Ian Huntley
- Raising awareness

Module 2: 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 advert, person specification and safeguarding statement so that the pack deters unsuitable candidates.

- Preparing to recruit
- Creating a successful job advert
- Applicant information packs
- The job description
- The person specification
- The safeguarding statement
- Outline of the selection process
- Application forms
- Reference proforma
- Reviewing the information pack

Module 3: 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
- Online searches
- Contacting referees
- Self-disclosure forms
- Preparing for the interview process

Module 4: 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
- Active listening
- Video interviews
- Causes for concern
- Closing the interview

Module 5: Pre-Appointment 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
- Section 128 orders and DBS checks
- Remaining pre-appointment checks
- Single Central Record
- The final steps

Module 6: 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
- Maintaining a safe workplace
- Low-level concerns and allegations
- The role of the Local Authority Designated Officer (LADO)

Aims of the training

This course will enable you to:

- Understand why having strict safer recruitment practices in place is so important in regard to safeguarding children.
- Know how to put together 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 manage allegations made against your staff or volunteers.