


St. Lawrence College Whole School Safer Staff Recruitment Policy



Our school is one community, united in our respect for each other, tolerant of differences and proud of our diversity, honest and positive about our learning and behaviour every day.

Issued: 2016

Most recent review: 2021

PURPOSE OF THIS POLICY

This **Safer Staff Recruitment Policy** is part of the set of school policies that form our overall approach to safeguarding throughout the school. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people

RECRUITMENT

Usually recruitment of academic staff is the responsibility of the Headmaster of St. Lawrence College in the senior school and the Headmistress of the junior school in the junior school section.

The Headmaster/ The Headmistress need to have successfully received accredited training in safer recruitment procedures such as through EduCare.

Certification of successful completion of such courses by the Headmaster, Headmistress of the Junior School and other designated Child Protection persons are held in the safeguarding files of the school. Other staff who may be involved in recruitment of academic or non-academic staff will be encouraged to complete an appropriate accredited course.

ADVERTISING A POSITION AND INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will always include the following statement:

“St. Lawrence College, Athens is committed to safeguarding pupils of every age and all staff. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.”

PROSPECTIVE APPLICANTS WILL BE SUPPLIED WITH, AS A MINIMUM:

- Job Description
- Person Specification
- Application Form
- Copy of the School’s Safeguarding policies including the Child Protection Policy of the school

Any gaps in employment must be discussed with the applicant in addition to any series of short-term positions.

Safeguarding of pupils and staff is paramount and must come before any last-minute measure to fill any gaps in staffing.

The school will take all measures possible to appoint staff who have the appropriate experience and, as far as the recruiters can tell, are able to perform in a suitable manner. Recruiters shall, whenever possible, avoid candidates with irregular work patterns and a number of short-term employment periods.

SHORT-LISTING AND REFERENCES

When possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage.

A minimum of two and ideally three references will be sought directly from the referees (with due flexibility for newly/very recently qualified teachers).

One of these references must be from the candidate's most recent employer (or college if NQT).

References or testimonials provided by the candidate will never be accepted as an alternative to direct contact with a referee.

Telephone calls made from the recruiting Headmaster/Headmistress to a referee are accepted as a reference in the case where the referee wishes to impart information that they prefer not to make in writing. The Headmaster/Headmistress will make detailed notes of the telephone call during and immediately after the telephone call for maximum accuracy. These notes should then be attached to the applicant's CV at once.

Referees must be contacted by telephone by the Headmaster/Headmistress and NOT by an Administrative person. This is absolutely vital to clarify any anomalies or discrepancies.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and attached to the CV.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children
- the candidate's suitability for this post

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews should always be face-to-face (which includes using Skype, FaceTime and other video call systems). Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview (which may be via visual electronic link).

CANDIDATES WILL ALWAYS BE REQUIRED:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people
- to provide certificates of qualifications confirming approval to teach
- to complete a confidential health questionnaire if requested
- to be able to apply successfully for a work visa if needed in the country of employment

EMPLOYMENT CHECKS

All applicants are required:

- to provide proof of identity – preferably a valid passport
- to provide a satisfactory police certificate from their last country of residence – DBS with enhanced check in UK or whatever is available in their last country of employment. This should be dated ideally, within the last three months and must not be more than nine months old.
- Any offer of a job must be conditional on all the above being satisfied

NON-TEACHING STAFF:

The school will insist, as a minimum, that all local employees provide a local (Greek) Police Report such as issued by K.E.P. offices from the employee, which should have been issued within one month of the school's request.

When teachers have indicated they will be leaving St. Lawrence College they will be advised to obtain an up to date Greek Police Report they can present to any future employer.

Induction training and observation of newly appointed staff

All staff who are new to the school should receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings should be held during the first three months of employment between the new employee and their mentor, Department Head, Head of Key Stage and senior manager as appropriate.

Even though references have been obtained and confirmed and Police Reports provided, the school remains vigilant and performance and behaviour will still be monitored carefully especially during the early days of employment.