

10 things you should know about Safer Recruitment



1

It is vital that schools plan their recruitment process with safeguarding in mind. The right messages must be sent to potential applicants and there should be a consistent and thorough process to obtain relevant information about applicants.

2

Ensure your job description and person specification include a statement of responsibility and requirements for safeguarding and that this is also reinforced in your advert.

3

Use application forms not CVs.

4

Obtain references **before** interview and ensure these include specific requests about the candidate's background in relation to safeguarding. **Do not accept open references - that's what Ian Huntly provided!**

5

Requirements are that there should be at least one panel member who has had Safer Recruitment training, however best practice suggests at least two panel members should. Training can be completed on line or face to face. Training is available from Northumberland local authority.

6

At interview, ensure you have a safeguarding question included. It is not good practice for your safeguarding question to be a *'what would you do if...'* type question. Use the person specification to help you devise a question which tests out the candidate's attitudes, motives and suitability for the role.

7

And once you have decided on your successful candidate, make sure you carry out all of the necessary checks before they start work with you and that you have in place the necessary induction training and a probationary period.

8

Ensure your school has an ongoing culture of vigilance – a belief that it could happen here, high standards of behaviour expected from all staff, clear whistleblowing procedures, policies and procedures which are up to date and are applied, and regular training for all staff.

9

The Bichard Report (2004) which followed the Soham case stated: **'for those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee they will be stopped. Our task is to make it as difficult as possible for them to succeed...'**

10

And if in doubt call...

HR -

Wendy Stewart 01670 623612

Schools' Safeguarding and Wellbeing team manager -

Carol Leckie 01670 622720

Governor Support -

Sandra Hunter 01670 623609



SCHOOLS' SAFEGUARDING
AND WELLBEING



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Webpage:
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