



HSP 110

v. January 2024

HIGHDOWN SCHOOL AND SIXTH FORM CENTRE PROTOCOLS

RECRUITMENT

RATIONALE

To ensure that safer recruitment practices are embedded. To discourage those wanting to access a school position for inappropriate access to children from applying to Highdown because of the rigour of our practice of safer recruitment. To ensure that all steps of the recruitment process guard against the appointment of inappropriate adults.

ACCOUNTABILITY

The Executive Headteacher is ultimately responsible for all recruitment. If the Executive Headteacher is not part of a recruitment panel or shortlisting team, the Head of School, the School Business Leader or Deputy Headteacher overseeing the appointment is responsible for safer recruitment practices to be followed.

PROTOCOLS

- The recruitment protocol will be published on the website.
- Candidates should be familiar with the most recent DfE guidance 'Keeping Children Safe in Education'.
- The advert for a post will state that safer recruitment practices (Warner recommended practices and DBS checks) are embedded practice at Highdown School.
- All applicants will require a completed application form. CVs only will not be accepted.
- All Senior Leadership Team members will have up to date safer recruitment training and qualifications.
- All interview panels will have at least one member of the panel from the Senior Leaders – The SENDCo chairs Learning Support Assistant interview panels.
- Interview panels will follow safer recruitment questioning guidelines.
- References will be taken up and checked for accuracy before interview if possible and always before confirmation of contract.
- Pre appointment checks will take place - including web searches and medical checks.
- Use of agency staff will require all safeguarding checks confirmed by the agency.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

WELL-BEING

We are passionate about creating a culture of well-being where all staff and students are valued and supported so that we can all grow, learn and flourish.

DIVERSITY

We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

FLEXIBILITY

We are open to applications from educators and support colleagues seeking flexible roles including part time positions.