



Parent and Carer Summary LGS Safer Recruitment Policy



Welcome to Our Parent Summary on Safer Recruitment

Hello, and welcome. This summary helps explain our school's approach to the Laleham Gap School 'Safer Recruitment Policy'.

Please note that this is an easy-to-read summary and not the full, official policy document. It is intended to give parents and carers a quick overview of how we support you and your children.

A UNICEF Rights Respecting School

Laleham Gap is a UNICEF Rights Respecting School. We learn, teach and live the United Nations Convention on the Rights of the Child (UNCRC).

Contents

Welcome to Our Parent Summary on Safer Recruitment.....	1
What This Means For You and Your Child	2
Key Terms Explained	2
Quick Reference: Our Safety Net	3
Policy Summary by Section	3
Sections 1 to 5: Our Promise and Protection	3
Sections 6 to 9: Preparing to Hire.....	3
Sections 10 to 13: Applications and Background Checks	4
Sections 14 to 17: Interviews and Final Clearances.....	4
Sections 18 to 21: Training and Keeping Data Safe	4

What This Means For You and Your Child

- **Your child's safety comes first:** We ensure every adult who interacts with your child has been thoroughly checked and approved before they start work.
- **Protection is our priority:** Your child will be supported by staff who share our strong commitment to keeping children safe and promoting their well-being.
- **Ongoing checks and training:** All new staff must successfully complete our essential training programme and pass a trial period (probation) to ensure they are fully equipped to support our pupils safely.

Key Terms Explained

- **Safeguarding:** Protecting children from harm and making sure they are well cared for.
- **DBS Check (Disclosure and Barring Service):** A strict background check with the police to see if someone has a criminal record or is banned from working with children.
- **Shortlisting:** Reviewing all the job applications and choosing the most suitable people to invite for an interview.

- **Single Central Record:** A highly secure, master list where we record pre-employment checks that have been completed for every staff member.

Quick Reference: Our Safety Net

Hiring Stage	What We Do to Protect Your Child
1. Before Hiring	We clearly state our commitment to safeguarding and safer recruitment rules in every single job advert.
2. Reviewing Applications	We search public internet and social media records to check for any safety concerns.
3. During Interviews	We check official identity documents face-to-face and ask specific safety questions.
4. Before Starting Work	We complete full police background checks, medical checks, and contact past employers, including additional check for applicants who are living, or have lived overseas.

Policy Summary by Section

Sections 1 to 5: Our Promise and Protection

- **A commitment to safety:** We promise to keep children and young people safe by checking everyone carefully.
- **Rules for everyone:** These strict hiring rules apply to all school staff and volunteers. We also have checks for regular visitors and contractors.
- **Fairness:** We treat all job applicants fairly, regardless of their age, race, religion, or background.
- **Protecting from harm:** We make sure our staff know how to protect children from extreme or harmful ideas, which is something the school must do by law. Staff receive enhanced induction training and must complete a period of probation when they join us.

Sections 6 to 9: Preparing to Hire

- **Clear expectations:** We outline exactly what skills are needed to support our pupils before we advertise any job.

- **Honesty in advertising:** Every job advert clearly mentions our strict police background checks to discourage unsuitable people from applying.

Sections 10 to 13: Applications and Background Checks

- **Detailed forms:** We do not accept basic CVs. Everyone must fill out a full and detailed application form.
- **Criminal history:** Applicants must tell us about any criminal history before they even reach the interview stage.
- **Checking with past employers:** We contact past employers directly to ask specifically if the person is safe to be around children.
- **Online safety checks:** We search the internet and social media to check for any public safety or behaviour concerns during recruitment processes.

Sections 14 to 17: Interviews and Final Clearances

- **Proving identity:** Applicants must bring official proof of their identity and qualifications to the interview.
- **Trained interviewers:** At least one person running the interview is specially trained in safe hiring practices.
- **Interview Panels:** More than one person always conducts interviews. They could include relevant members of existing staff, governors, or guests we invite to ensure we have the right skills and knowledge to challenge interviewees.
- **Final safety net:** Before anyone can start work, we complete strict police checks, check their legal right to work in the UK, and verify they are medically fit for the job.
- **Secure tracking:** We keep a very secure, central list of all these completed checks to ensure nothing is missed. Governors and Inspectors ask us about this, offering appropriate challenge to help keep children and young people safe.

Sections 18 to 21: Training and Keeping Data Safe

- **Handling concerns:** We have a clear and fair process if someone is unhappy with how they were treated during the hiring process.
- **Immediate training:** All new staff receive immediate training on our child safety rules so they are ready to protect our pupils from day one.

- **Privacy:** We lock away all private applicant details securely and safely destroy this personal paperwork when it is no longer needed.

Please contact the school office if you need further information or support understanding our policies or guides. Our office staff will be happy to connect you with a member of staff who can help.