

### **Safer Recruitment in Education – Accredited**

This one-day accredited course gives school/education staff recruiters the information and understanding they need to recruit safely and comply with relevant statutory guidance. It is suitable for all in the education sector who are involved in staff selection.

Delegates on this *accredited Safer Recruitment in Education* course, by Ann Marie Christian, will consider the issues through presentations, case examples and group discussion. Delegates will complete four modules and an eighteen question multiple-choice assessment and receive a certificate of attendance and course completion.

This course is accredited by the Safer Recruitment Consortium.

### **Course Objectives**

- Safer recruitment and the wider context of safeguarding
- Prevalence of abuse and profile of abusers
- How abusers operate within organisations
- Features of a safer recruitment process
- Planning a safer recruitment process
- Making the right decisions: interview and selection
- Setting acceptable standards of behaviour
- Maintaining an ongoing culture of vigilance

By the end of the courses, participants will have:

- Identified key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Considered policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- Begun to review their own organisation's policies and practices with a view to making them safe

### **Programme**

08:30 – 08:45

#### **Coffee and Registration**

08:45 – 09:10

#### **Chair's Welcome and Introduction**

9:10-10:45

#### **Setting the context for safer recruitment**

# ann marie christian

bringing safeguarding to life 



- Background and context
- The scale of abuse
- Model of offending behaviour
- Some characteristics of abusers
- Implications for recruitment and selection and creating a safer environment for children

10:55 -12:45

## **A safer recruitment process**

- Features of a safer recruitment process for : -
  - employees, contractors, agencies, volunteers
- Sending the right message
- The application form
- The selection criteria
- References
- Review and next steps

12:45 – 13:15 - Lunch

13:15 -15:15

## **Making the right decisions**

- Importance of making the right decision
- The interview and the selection process
- Pre-appointment checks
- Using criminal disclosure information
- Review and next steps

15:30-16:45

## **An ongoing culture of vigilance**

- Features of a safer culture
- Audio presentation
- Creating an open culture
- Individual responsibilities for expressing concern
- Dealing with allegations of professional abuse
- Next steps and other resources

16:45 – 17:00

- Action plans completed and reviewed
- Module multiple choice papers marked and scored
- Certificates given, closing and remarked.