

THE DUSTON SCHOOL

# Safer Recruitment Training Policy

Approved by: Board of Trustees

Date of Approval: July 2023

Date of Review: July 2026

## 1.0 INTRODUCTION

‘Keeping Children Safe in Education (Part 3) document states that it is ‘vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children’. TDET Recruitment Policy incorporates the requirements of the document, however since September 2014, Safer Recruitment Training no longer needs to be approved by the Secretary of State and each school must decide its policy on Safer Recruitment Training.

## 2.0 POLICY STATEMENT

The Governing Body of TDET in keeping with its commitment will ensure that there is a sufficient number of trained persons in Safer Recruitment to meet the requirement of having at least one trained person involved in the process of recruiting staff.

## 3.0 WHO DOES THE POLICY APPLY TO?

This policy applies to any of the following who may be engaged in a staffing recruitment process.

- Governors/Trust members
- Senior Leadership Team
- HR staff
- Any other senior managers, teaching or support staff

## 3.0 TRAINING

Schools may choose appropriate training which should cover as a minimum, the content of the guidance specified in Keeping Children Safe in Education. Taking this into account there will be three levels of training:

- Level 1 – EPM presentation on Safer Recruitment for Interviewers
- Level 2 – EPM presentation plus online assessment which is certificated,
- Level 3 – One day’s face to face training

*NB: Any previous government approved accredited on-line training (e.g. NCSL, NSPCC) will be classed as level 2.*

As a minimum requirement there will be at least one person trained to **level 2** on each recruitment panel. The school may however, in addition, deliver face to face training as required.

## 4.0 IDENTIFYING TRAINING NEEDS

Training needs will be identified on induction or performance management by line managers. The SLT member of staff responsible for training and development will ensure adequate training is put in place to meet the needs of this policy.

## 5.0 MONITORING AND REVIEW

The Governing Body will review the policy annually alongside the Recruitment Policy to ensure it reflects any changes in DFE statutory guidance for schools and good practice and also to ensure there are sufficient numbers of persons adequately trained in Safer Recruitment to meet the needs of this policy.