

**AL-SADIQ SCHOOL**

**SAFER RECRUITMENT POLICY**

**2024/25**

School :	Al-Sadiq School
Head Teacher:	Mr S A Khoei
Senior Leadership Team:	Mrs E Jaffri, Mrs A Azam, Mrs S Rizvi, Ms Z Aldabagh, Mr M AlBayati, Mrs S Gulamhusein,
Recruitment Panel	Mr S A Khoei, Mrs A Azam, SLT Rep

Policy Review Dates	
Academic year:	2024/25
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## 1. INTRODUCTION

At Al-Sadiq school, we take seriously our responsibility to promote the welfare of children, and to provide a safe and conducive environment dedicated to the wellbeing and protection of our pupils. In order to help safeguard and promote the welfare of all our pupils, the school is committed to a thorough and consistent Safer Recruitment Policy.

This policy will apply to the recruitment of all teaching and support staff, paid and un-paid positions. Decisions concerning the need to recruit staff are delegated to the Recruitment Panel by the Proprietors of Al-Sadiq school. All such decisions will be made in the context of the relevant curricular needs and financial circumstances. The Proprietors of Al-Sadiq school will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act.

### i. Preparing to Recruit and Inviting Applications

In defining the role, Al-Sadiq school ensures that the successful applicant is clear about the responsibilities required, and our core requirement for working with children:

- Skills and the Level of experience;
- Abilities, Behaviours, Attitudes and Values;
- Qualifications.

Advertisements for all posts will clearly stipulate the stance adopted by the school by the inclusion of the following statement: Al-Sadiq school is committed to safeguarding and promoting the welfare of all of its pupils and expects all staff and volunteers to share in this commitment. Checks will be made at every level and all post holders are subject to a satisfactory Disclosure and Barring Service (DBS) Checks.

### ii. Pre- Application Pack

Prospective applicants will receive the following from the school upon registering their interest:

- School Introduction;
- Our Application Form;
- Our Safer Recruitment Policy;
- Our Safeguarding Children and Child Protection Policy;
- Our Preventing Extremism & Radicalisation Policy;
- DfE “Keeping Children Safe in Education (2024);
- DfE Working Together to safeguard Children (2023 - updated 24);
- ‘What To Do If You Think A Child Is Being Abused’ (2015);

- Brent LSCB Policies & Procedures.

### iii. **Applicant Selection/Short-listing**

Candidates for the post and suited to the job description following analysis of their applications will be short-listed following consultation between the Head Teacher and other staff involved in the interviews process.

Telephone interviews may be used at the short listing stage to establish suitability for interview but will not be a substitute for a face to face meeting as part of the final selection/interview process. Where possible, references are taken up before the short-listing stage. However, should a candidate progress to selection and interview stage prior to their receipt, references will remain a matter of scrutiny and be probed during interview. Success of all appointments is subject to satisfactory references and checks that the information provided is consistent, verified and accurate.

In addition, as part of the shortlisting process, the school will carry out an online search as part of our due diligence on all shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the might want to explore with the applicant at interview.

### iv. **Interview**

Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:

- Proof of identity;
- Actual certificates of qualifications;
- Eligibility to live and work in the UK;

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass subject knowledge, skills and competence. Teaching posts will also test the ability of the candidate to deliver a successful lesson, to fulfil the requirements of the tutor role, and to contribute to the extra and extended curriculum.

Significantly in terms of safer recruitment practices, the Head Teacher (in the event of his/her absence, the Proprietor) will be involved in the interview process, and will meet personally with each applicant with the specific responsibility of exploring behaviours and Islamic values, and attitudes towards working with children and the Prevent duty. However, it is likely that other interviewers will also probe such issues and are trained in safe recruitment procedures and additional training on Prevent, to help them understand the issues of extremism and radicalisation.

To ensure that the staff we appoint to Al-Sadiq school are suitable, there is an on-going culture of vigilance, during our interviews the applicants will always be required:

- to explain satisfactorily any gaps in employment history;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on an enhanced DBS disclosure, or if subject to a prohibition order;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people;
- to identify their understanding of the Prevent duty.

#### v. **References**

References are sought directly from the referee. Open references “To whom it may concern” and the like will not be accepted if they fail to include date evidence or are without obvious organisation authorisation. Where clarification is required regarding applicants being invited for an interview, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed.

## **2. PROCEDURES & PRACTICES**

#### i. **Successful Candidate: Pre- employment Checks**

Further to those checks at the point of interview, the successful candidate will be required to provide all of the following prior to taking up the post being undertaken:

- Personal detail form;
- Single central record form;
- Teaching Application form;
- Proof of identity;
- Proof of address;
- Two passport size photographs;
- Satisfactory enhanced DBS disclosure by School;
- Not being subject to a DfE prohibition order list;
- Two satisfactory references that are verified;
- Verification of the candidate’s medical fitness (via a confidential health questionnaire);
- Verification of qualifications (where required);
- Verification check on QTS status (where applicable)
- Verification of professional status (where required);
- Completion of the Early Years declaration form pertaining to disqualification by association;

- Verification of the candidate's eligibility to live and work in the UK;
- P45 or P60 which ever applies;
- Bank details.

## ii. **Overseas checks**

For applicants with recent periods of overseas residence and those with little or no previous UK residence, further information will be required to be provided of the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). In addition, advice on obtaining criminal record information from overseas police forces will be followed as published by the Home Office on GOV.UK.

## iii. **Contractors**

Employees of contractors who are working at Al-Sadiq school on a long term basis will be subject to safety and employment checks, with written confirmation supplied by the employing organisation. Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, Al-Sadiq school will have arrangements in place to ensure that DBS checks are undertaken by the contractor. Before a new individual starts work at such circumstances, confirmation needs to be received and copy of records made available that the required checks have been undertaken. Al-Sadiq school will check photographic identification on arrival at our School s.

## iv. **Volunteers & Visitors Working with Pupils**

Al-Sadiq school will carry out DBS and pre-start vetting checks appropriate to the post (as above), including the need to provide details of two referees of all regular volunteers. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis e.g. trips/ Parents Teacher Association (PTA) events will be supervised, in accordance with the visitor's policy and statutory requirements.

Visitors are welcome to Al-Sadiq school as they make an important contribution to the life and work of the School s in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. Al-Sadiq school visitors policy provides a clear protocol and procedure as for the admittance of external visitors to the school to safeguard all children under this School 's responsibility both during school time and in extra-curricular activities.

## v. **Induction**

All staff who are new to Al-Sadiq school will be required to undertake induction training that will include our Safeguarding Children & Child Protection Policy, Preventing Extremism & Radicalisation Policy; Staff Code of Conduct; Keeping

Children Safe in Education (part 1), Low Level Concern Policy, and The three safeguarding partner's arrangement. Training for all new teaching staff will also include Al-Sadiq school other policies such as Teaching and Learning Policy; Anti-Bullying Policy; Behaviour policy; Attendance Policy; E-Safety Policy; Data Protection Policy; and Visitors Policy.

Regular meetings will always be held during the first twelve months of employment between the new staff and line managers. There will be regular supervision and monitoring of new staff or volunteer by a reliable member of staff. All teaching positions will also include Lesson Observation and support by the Senior Leadership Team (SLT).

**vi. Leaving Employment of the School**

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children. Employees at a School who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to Disclosure and Barring Service.