

Greek School *of* Ayia Triada Birmingham

Safe Recruitment

“Our School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment”

This document defines the procedures that are followed in order to secure safe recruitment procedures at our school.



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Safe Recruitment Guidance

“Our School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment”

Our Safeguarding Statement:

At GREEK SCHOOL OF AYIA TRIADA BIRMINGHAM [GSAT], we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere.

We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Greek School of Ayia Triada Birmingham. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Our Equality Statement:

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Introduction

The safe recruitment of staff in GREEK SCHOOL OF AYIA TRIADA BIRMINGHAM [GSAT] is the first step to safeguarding and promoting the welfare of children our care. GSAT is committed to safeguarding and promoting the welfare of all children in its care. As an employer, the GSAT expects all staff and volunteers to share this commitment.

1.1. The Aims and Objectives of this policy

The aims of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the GSAT’s recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the GSAT meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The GSAT has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the GSAT based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The GSAT aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at GSAT.

2. Roles and Responsibilities

It is the responsibility of the Management Board to:

- Ensure the GSAT has effective policies and procedures in place for recruitment of all staff and volunteers in accordance all the legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Management Board, the Head of the school and therefore all involved in recruitment to:

- Ensure that the GSAT operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the GSAT .
- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure.

(i) Definition of Regulated Activity and Frequency

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a Factual note on regulated activity in relation to children

Regulated activity includes:

1. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
2. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

3. relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Any position undertaken at, or on behalf of the GSAT will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- afternoon/evening hours, meaning between 17:00-21:00; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

3. Job Profile

3.1. The profile

3.1.1. There must be an accurate and up to date job profile available for every post. A job profile not only enables the school to be sure that the post meets its requirements, but is also essential when preparing the person profile. For the potential employee, it enables them to understand what their role would be in the organisation and will form part of their employment contract should they be appointed.

The School's administration hold a is responsible for drafting the job profile, send it to the management board for evaluation and after it has undergone job evaluation is advertised. Schools are strongly encouraged to use these job profiles where possible; any amendments made to these should be the exception rather than the rule.

3.1.2. The job profile should include the purpose of the post and a summary of the main activities rather than each and every task to be performed.

3.1.3. A job profile is an essential tool for evaluating posts. It is important to remember this when preparing a new job profile or amending an existing one. A Fine line can be drawn between providing sufficient information to assist job evaluation and maintaining a document that is attractive and succinct to encourage potential applicants.

3.1.4. Always be aware that you may be asked to justify your 'requirements' either as a result of internal monitoring arrangements, (see later section), or possibly by an outside body such as an Employment Tribunal.

3.1.5 The job description and person specification should specifically include reference to the responsibility the role has for safeguarding and promoting the welfare of children and the qualities – whether that be ability, experience, training or attitude, or a mixture of these – that the person will need to fulfil that responsibility. Too often this is an area that is taken for granted and overlooked when writing job descriptions and person specifications. In an organisation that provides services for children, everyone in the organisation has a responsibility for safeguarding in some way. The actual nature and degree of responsibility will vary according to the role, so for example it will be different for a caretaker as it would be for a youth worker; even so, everyone will have some responsibility in that area.

3.2. Existing Job Profile

3.2.1. GSAT before advertising a vacancy, reviews an existing job profile as the job may have changed since it was last prepared. In the case of Support Staff, any amendments that are made to the post must be job evaluated or re-evaluated.

3.2.2. Where changes are made to the job profile, the Headteacher and Chair of Management Board are aware of the impact it may have on the duties listed in another post holder's job profile. Where a job is truly generic and affects a number of existing employees, those employees should be consulted on changes and wherever possible, agreement should be reached with them on the final document.

3.3. New Job Profile

3.3.1. Following the same principles as above, check to see how the duties allocated to the new post might affect existing posts.

3.4. Job Profile Format

3.4.1. The job profile follows a consistent style and is written in clear and concise language.

3.4.2. Before a support staff job can be advertised, a new post or amended post must be job evaluated.

Summary

We always ensure the following:

- the job profile is accurate and reflects the requirements of the job
- if the job profile is new or amended - that it does not have an impact upon another post
- the job profile is not gender bias, or does not exclude groups by the way it is written
- for support staff jobs, the post has been job evaluated before it is advertised
- there is reference to the safeguarding responsibilities of the post

4. Person Profile

4.1. A person profile describes the skills, knowledge and characteristics which the candidate must possess to fill the vacant post. It is an essential part of the recruitment process, and drives the information used for:

- assessing a person's ability to undertake all the duties and responsibilities in the job profile
- advertising the post
- short-listing the candidates for the final selection process

4.2. The person profile contains only objective and measurable criteria on which to assess the applicants. This ensures that applicants are treated solely on merit and without reference to irrelevant material that could result in direct or indirect discrimination.

4.3. When preparing a person profile, it is important to be clear about the skills and characteristics that are needed to undertake the job and the weighting given to those requirements, i.e. essential or desirable to the post. These are the only criteria to be used for short-listing purposes. Essential requirements are those that the candidate must possess to do the job, whereas desirable ones are those which if present will enhance job performance. For example, it may be essential to have experience of using a computer but desirable to have experience of a particular package.

4.4. The language and terms used are explicit and precise. The requirements listed in the person profile are also specific, justifiable and capable of being evaluated in an objective way.

4.5. In the person profile it is described how each aspect of the criteria will be assessed, i.e. from the application form, interview, lesson planning or a combination of these. It is good practice to include at least one criterion that relates to the safeguarding of children.

4.6. Examples of Inappropriate and Alternative criteria

Inappropriate Criteria

Ability to write clear reports
Ability to deal sensitively and tactfully with members of the public
Ability to cope with heavy workloads, meet strict conflicting deadlines, and work under pressure
Good general health/education
Ability to speak good clear English and give advice to clients
Must have basic office skills

Alternative Criteria

Ability to compile/produce/draft reports
Ability to provide advice/support to people who may be under stress
Ability to manage an extensive workload in order to meet strict deadlines
Delete
Ability to communicate advice to clients
Ability to file, take messages (specify the admin. skills required)

Summary

Ensure the following:

- you are clear about the skills and characteristics needed for the post - it is only these that can be specified
- prioritise these into essential and desirable requirements
- the language used must be explicit and precise
- the requirements must be specific, justifiable and capable of being evaluated in an objective way
- there are references to the safeguarding responsibilities of the post

5. Recruitment and Selection Procedure

5.1. Decision to recruit

Once a vacancy arises, the need to fill the post must be considered. The position should be analysed to ascertain:

- if it is essential that the post be filled
- what would be the impact on service delivery if the vacancy is frozen or the post deleted
- are there any organisational changes that might affect the post,

- whether a re-allocation of duties could be achieved, making it unnecessary to fill this post
- whether the post could be filled at different hours, different branches of the school, grade or under more flexible arrangements, e.g. job share
- for teachers, what level of skill is required
- If the vacancy will only be temporary, can it be filled by another member of staff 'acting up' or under secondment arrangements
- If the vacancy arises because of the creation of a new post the following must be considered:
 - is it permanent, temporary or fixed term
 - for teachers, what level of skill is required

5.2 Positive Action in Recruitment

- Although positive discrimination is unlawful, there is nothing to prevent the school from encouraging and helping under-represented groups, e.g. people with disabilities or ethnic minority groups, to apply for a job.
- From the application form it should be easy to establish that a candidate has a disability. Therefore, if the candidate is short-listed, they should be asked for any details of aids, adaptations or modifications that might be required to assist at the interview or to fulfil the duties of the post. This will enable the recruitment panel to make any reasonable adjustments.

5.3 Advertising the Post

5.3.1. Purpose of an Advert

An advert is intended to attract suitable applicants to apply for a post. Therefore, adverts should be clearly written and based on key aspects of the job profile and the person profile. It should enable the reader to make a judgement as to whether it is appropriate for them to apply.

An advert that is vague and refers to general functions of the post, rather than key functions and precise skills, tends to generate lots of interest from unsuitable applicants. It is important to choose wording carefully so as to avoid discrimination and also not to use terms which are difficult to test objectively. It is also best practice to include the school's policy statement with regards to safeguarding to deter unsuitable applicants.

5.3.2. Content of Advert

The advert should include the following:

- post title / level of post (for teachers)
- salary package (which will include any benefits if appropriate)
- location
- key duties & functions of the post
- skills/knowledge/experience/qualifications needed to undertake the post
- whether it is a temporary or permanent contract
- closing date
- interview dates (week commencing dates are sufficient if exact dates are unknown)
- Application details. It is important to state that a CV is unacceptable and that only the stated application form should be used to apply for the post. By using the online form, all candidates are supplying the same basic information, including mandatory information required under the Safer Recruitment guidelines.
- Safeguarding and equal opportunities statement – a general statement is automatically added to your advert when uploaded on to the website. If the school has its own statement, please include in the body of the advert. It is recommended that the safeguarding statement should also appear on every printed media advert
- wherever possible redeployees should be considered for posts before they are advertised
- With regards to teaching posts, it is vital that information about the skill expectation, salary range, starting salary information and progression criteria is made available at the time of advertising. Greek School of Ayia Triada publishes all job adverts on [www](http://www.greeksat.org.uk)

5.3.3. Advertising

- Where the school has purchased the Recruitment Service from Schools' HR, the draft advert is prepared by the school and a copy is sent to Education HR for advice or to be advertised as submitted. Education HR will then arrange for the finalised version of the advert to be included in the weekly vacancy bulletin and the Havering School Recruitment website www.greeksat.org.uk (this section does not apply to Agia Triada Greek School)
- All adverts placed through Education HR are uploaded onto a number of websites, including those free of charge. The advert will also appear in the school's monthly newsletter. Website adverts are uploaded weekly.

- Advertising is costly so it is important to consider the most suitable publication to maximise exposure to the type of candidate school is hoping to attract.
- If placing an advert externally, there are deadlines for submitting the details and art work (where appropriate), see below. If advertising externally, schools are to submit the advert to Education HR and specify the publication and date of insertion. The relevant person will contact the school with cost and design for approval.
- To ensure equality of opportunity, the GSAT will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails in some cases external advertising
- Any advertisement will make clear the GSAT's commitment to safeguarding and promoting the welfare of children.
- All documentation relating to applicants will be treated confidentially in accordance with the GDPR, and all regulations according to Data Protection will be applied in each case.

5.4. Application Forms

- GSAT uses its own application form, and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).
- Incomplete application forms will not be shortlisted.
- The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.
- It is unlawful for the GSAT to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the GSAT. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.
- In the case that false information are provided and candidates have misled GSAT will be subject to immediate dismissal and further legal action.

5.5. References

- References for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at

that stage. In such cases, this reference will be taken up immediately after interview.

- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the GSAT . One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".
- Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.
- The GSAT does not accept open references, testimonials or references from relatives.

5.6. Interviews

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All formal interviews will have a panel of at least two people chaired by the Headteacher. In the absence of the headteacher, a lead member of the Educational Team of the Management Board or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

The Chair of Management Board should chair the panel for the Headteacher's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel. The interview will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them/ or have already attached with their application copies and bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
 2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
 3. Where appropriate any documentation evidencing a change of name;
 4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK
- Online interviews will be offered to applicants who cannot physically attend the interview in order to provide an equal opportunity to all candidates.
 - Shortlisted candidates will be emailed their interview appointment at least three working days prior to the interview date (see separate section on interview invitations)
 - Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.
 - All applicants who are invited for an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.
 - During the interview process, teaching applicants will be invited to present a lesson plan that they have asked to prepare will all the resources they have also prepared

6. Offer Of Appointment and New Employee Process

The GSAT carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the GSAT 's standard terms and conditions of employment;
- Contracts are expected to be signed up to 6 working weeks from the start date;

- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the GSAT considers being satisfactory;
- subject to providing a recent (issued within the last three months from the start date of work-for example start date 1st Sept. issue date 1st June) DBS from Cyprus or Greece, and completion of DBS application for UK DBS clearance;
- where the position amounts to "regulated activity the receipt of an enhanced disclosure from the DBS which the GSAT considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant is not subject to a direction under section 79 of the Charities Act 2016 which prohibits, disqualifies or restricts them from providing working at a GSAT , taking part in the management of an independent GSAT ;
- verification of the applicant's medical fitness for the role; verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the GSAT deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

7. The Prevention of Illegal Working

A foreign/EU national must produce satisfactory documentation proving their legal freedom to work. It is necessary to take a copy of any relevant documentation and keep it on file.

- Examples of documentation that could be accepted as proof of a candidate's right to work are:
 - (a)** passport [with valid current endorsement]
 - (b)** Any photo ID which is valid
 - (c)** Home Office letters-if needed/required and if non EU
- In the event of a prosecution for employing 'illegal' employees, it is not just the employer who could be liable. Any Headteacher, etc. may also be called to account on a personal basis if they have been involved in the employment of 'illegal' employees.

- Should you be in any doubt as to a candidate's right to work in the UK, seek advice in the first instance from Schools' HR.?

8. Disclosure and Barring Service-DBS

The GSAT applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the GSAT which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the GSAT's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee.

It is the GSAT's policy to re-check employee's DBS Certificates every three years and in addition, any employee that takes leave for more than three months (i.e., maternity leave, career break, etc) must be re-checked before they return back to work. Members of staff at GSAT are aware of their obligation to inform the Headteacher and Chair of Management Board of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

8.1. Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

8.2. DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to their employer/employment department of the institution that employs them within seven days of issue or applicants before they commence work or any project involving regulated activity.

8.3. Dealing with convictions

The GSAT operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence; how long ago the offence occurred;

- one-off or history of offences; changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the panel that will deal with the case and which consists of the Headteacher, Chair of Management Board and the Educational Advisory Team of the school. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the meeting panel will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the GSAT may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

9. Medical Fitness

The GSAT is required to verify the medical fitness of anyone to be appointed to a post at the Charity, **after** an offer of employment has been made but **before** the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The GSAT is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

10. Induction Programme

All new members of staff will receive an induction programme which will clearly identify the GSAT's policies and procedures, including the Child Safeguarding Policy, the Code of Conduct, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

The school has procedures and processes in place which ensure:

- there is effective induction and training in relation to safeguarding
- It is clear how to report concerns or issues or how to get help
- there are agreed standards of behaviour and a code of conduct for all employees
- that all staff are aware of the importance of Safeguarding

Induction will be received by all new TEACHING STAFF HANDBOOK which includes brief of all procedures as well as guidelines for work at the GSAT. Additionally calendar and all other necessary information are provided to new members of staff

Induction usually will be held in one day:

- Day 1: Induction of New staff, induction information provided & Training Sessions on Child Protection, Safeguarding, Safe Working Practices, First Aid etc

Where and if needed two day induction will be held to cover all areas of working in the GSAT.

11. Register of Members of Staff and Volunteers

In addition to the various staff records kept in the GSAT and on individual personnel files, a record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Director of Finance & HR (for staff and office volunteers) and the Coordination office (for Break volunteers). The Register will contain details of the following:-

All employees who are employed to work at the GSAT;

- all employees who are employed as supply staff to the GSAT whether employed directly or through an agency;
- all others who have been chosen by the GSAT to work in regular contact with children. This will cover volunteers, Members of Management Board, people brought into the GSAT to provide employment contracted services.

12. Record Retention / Data Protection

The GSAT is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the GSAT will retain on their personnel file any relevant information provided as part of the application process.

This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the GSAT to discharge its obligations as an employer e.g. so that the GSAT may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the GSAT for the duration of the successful applicant's employment with the GSAT. All information retained on employees is kept centrally in the Heateacher's office, in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with GSAT activities.

GSAT will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e., shredded). The six-month retention period is in accordance with the Data Protection Act 1998.

12.1.Ongoing Employment

GSAT recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The GSAT will, therefore, provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

12.2.Leaving Employment at GSAT

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.

While these are pre-employment checks the GSAT also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the GSAT despite being barred from working with children;
- or has been removed by the GSAT from working in regulated activity (whether paid or unpaid),
- or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

12.3.Contractors and agency staff

In the case of contractors being engaged.

Contractors engaged by the GSAT must complete the same checks for their employees that the GSAT is required to complete for its staff. The GSAT requires confirmation that these checks have been completed before employees of the Contractor can commence work at the Charity.

Agencies who supply staff to the GSAT must also complete the pre-employment checks which the GSAT would otherwise complete for its staff. Again, the GSAT requires confirmation that these checks have been completed before an individual can commence work at the Charity.

The GSAT will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the GSAT.

12.4.Volunteers

The GSAT will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with children at or on behalf

of the GSAT (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the GSAT permit an unchecked volunteer to have unsupervised contact with children.

It is the GSAT's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the GSAT for one year or more.

Volunteers on break as asked to declare any new convictions since their last DBS check within the one year period. Those volunteers who are likely to be involved in activities with the GSAT on a regular basis may be required to sign up to the DBS update service as this permits the GSAT to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the GSAT will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff and other volunteers;
- character references from the volunteer's place of work or any other relevant source;
- and an informal safer recruitment interview;
- online background checks.

12.5. Monitoring and Evaluation

The Management Board and the Headteacher will be responsible for ensuring that this policy is monitored and evaluated. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Education Advisory Team for Safeguarding Children to report to the governing body.

12.6. Safeguarding

At GSAT, safeguarding is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that children have a right to stay in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any child in distress and are confident about applying the processes to avert and alleviate any such problems.

If any behaviour is a concern in relation to safeguarding GSAT procedures and processes will be followed at all times in accordance with the Safeguarding Policy.

Any concerns will be referred to the Designated Safeguarding Lead and reported to the Educational Advisory Team- and our designated safeguarding lead

13. Resignation Acknowledgement

- When an employee resigns the resignation must be submitted in writing to the Headteacher.
- A term’s notice must be given to the school
- The appropriate form to use is the Notification of Leaving which should be completed as soon as the person has submitted their notice to the school.
- For Fixed Term Contracts it is necessary to complete the Notification of Leaving unless the contract is being renewed, if this is the case then this renewal, along with the specific reason for the contract extension, should then be communicated to Cyprus Educational Mission or the Management Board depending on who is the employer at the time.

→ **Failure to inform the Communication Department of GSAT of a renewal contract may result in complications with pay. Resignations deadlines:**

Teachers

- **To start:** 01st September Autumn Term to be received on or before 31st May
- **To start:** 01st January Spring Term to be received on or before 31st October
- **To start** April Summer Term to be received on or before the last day of February

Reviewing

The efficacy of this policy will be reviewed every two years by the Management Board- If the school decides to change the way in which it uses safe recruitment policy, a Management Board Meeting will be called with specific agenda the review of this policy and to amend the areas that would require amendments

A. Version Control

Version Name	Date	Reason for Update
1 st Draft	01-09-2018	Drafted and discussed at management board meeting
Final Version	30-10-2018	Version ready, approved
Next Review	30-10-2020	

14. Appendices

Appendix 1: Sample Reference Request

CANDIDATE REFERENCE FORM

Name of Applicant:

Post applied for: Teaching Assistant Teacher

- How do you know the applicant (i.e. your relationship to him/her)?
- How long have you known the applicant?
- Dates employed with you:
- Absence record for the last two years:
- Reason for wishing to leave current post:
- Is there any previous or current action or sanction regarding the applicant's conduct or capability? *(please give details)*
- Has the applicant had previous contact with and/or worked with children? *(please give details)*
- Is the applicant suitable to work with children? *(if you have any concerns, please provide details and the reason why this person may not be suitable to work with children):*

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1. Please circle the response that most closely matches your evaluation of the applicant's skills, abilities and behaviours. **1 = Poor** **2 = Satisfactory** **3 = Good** **4 = Excellent**

Personal Characteristics				
Honesty/integrity	1	2	3	4
Optimism/enthusiasm	1	2	3	4
Sense of humour	1	2	3	4
Co-operation/dependability	1	2	3	4
Sensitivity to others/respectful	1	2	3	4
Supportive of others	1	2	3	4
Adaptability/independence	1	2	3	4
Initiative	1	2	3	4
Dedication/commitment	1	2	3	4
Credibility	1	2	3	4
Presentation	1	2	3	4
Patience and persistence	1	2	3	4

Attitude to work	
Ability to cope with frustration	1 2 3 4
Ability to enthuse and motivate staff	1 2 3 4
Ability to understand and implement new ideas	1 2 3 4
Ability to work under pressure	1 2 3 4
Ability to build effective relationships with staff and students	1 2 3 4
Soundness of judgement	1 2 3 4
Administrative competence	1 2 3 4
Excellent organisational skills	1 2 3 4
ICT Skills	1 2 3 4

Candidate's main strengths:

- 1.
- 2.
- 3.

Please provide your general assessment of the candidate's suitability for this post, and include any other information that may assist us in the selection process.

Would you support the candidate for a similar post at your school? *(please tick as appropriate)*

- No
 Possibly
 Probably
 Definitely

Name:.....
 role:.....

Current

Signature:

Date:

**Please affix your
 company/organisation's stamp
 here or your electronic signature.**

**Email this reference from your
company or organisation's email**

Thank you for your assistance with the selection process.


Please return your response to:-

Email address: communicationsdept@greeksat.org.uk or post to: Mrs Emi Ntaliou, Administration, Greek School Agia Triada Birmingham, Magnet Centre, Park Approach, B23 7SJ.

Appendix 2-Application form Reference

Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge
 tel. 0121366738, 0784202089
 website: www.grecksal.org.uk



APPLICATION FORM

This form has four parts


- You must complete **Part 1** to provide the information we need to consider your application.
- We only need you to fill out **Part 2** for posts where we have to carry out additional screening procedures (i.e. CRB checks for volunteers, support staff, members of Management Board).
- Part 3** is optional but if you fill it out it will help us to make sure that our equal opportunities policy works and that we are advertising in the right places. It will also give us some information that we will need if you are going to work for the school either as a volunteer or as a teacher or as a member of the management committee. We will separate this part from the rest of the form when we get it. We will not use it as part of the selection process.
- You must fill out **Part 4** to provide the information about the experience and qualifications which are relevant to the position you are applying for.
- Completed applications must be posted to the GREEK SCHOOL OF AYIA TRIADA BIRMINGHAM, MAGNET CENTRE, PARK APPROACH, ERDINGTON, BIRMINGHAM, B23 7SJ, UK. Only applications will be considered in the short listing process after the deadline or if they are not accompanied by all relevant supporting documentation.

Position applied for
 (please tick as appropriate)

TEACHER TEACHING ASSISTANT VOLUNTEER WORK


Applicant reference
 (office use only)

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Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge
 tel. 0121366738, 0784202089
 website: www.grecksal.org.uk



PART 1

Personal Details


Last name			
First name(s)			
Title	Mr / Mrs / Ms / Miss / Dr / Other:	D.O.B:	
Current address			
Post code			
Home telephone			
Mobile telephone			
E-mail address			
UK National Insurance number <small>(where held)</small>			

References

Please provide details of two people (not relatives or friends) who will each provide a work-related reference. One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc. Note: For teachers/ teacher assistants/ volunteers who already work in the school you only need to provide the details of one referee if it is the first time you are completing this application.


1st Reference

Name			
Position			
Address			



Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge
 tel. 0121366738, 0784202089
 website: www.grecksal.org.uk



Telephone number _____

E-mail address _____

Can we contact this referee before the interview? YES NO


2nd Reference

Name			
Position			
Address			
Telephone number			
E-mail address			

Can we contact this referee before the interview? YES NO

Notice Period

If you are currently employed, how long is your notice period?



Greek School of Ayia Triada Birmingham

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 tel. 0121366738, 0784202089
 website: www.grecksal.org.uk



Applicant Declaration & Data Consent

The information you have provided in Part 1 will be used to process your application. It will not be passed to third parties or used for other purposes, other than those stipulated in Parts 2 and 3. If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it twelve months after this vacancy closes. Security procedures are in place for protecting your data in accordance with the principles of the Data Protection Act 1998. Your details may be stored electronically in a password protected system and/or as paper copies in secure storage. Please read the statements below and then sign and date to confirm your acceptance of them.

- I have read the above, and I understand and accept how the Greek School of Ayia Triada will use and store my personal data.
- I confirm that the information I have given in this form, my CV and any other supporting documents are correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment.
- I understand that the Greek School of Ayia Triada may carry out a verification process and may check all or any of the information provided on the application form, given in references and presented as proof of identity.
- If I have been required to submit Part 2 as part of the application process, I understand that the Greek School of Ayia Triada will verify the information given in Part 2, which might include referral to an appropriate third party for purposes of security clearance.

Signature: _____

Print Name: _____ Date: _____

Documents Submitted With This Application

Along with this application you are required to send documents which will help us verify your address and conduct the necessary checks for the CRB. Please indicate (put v) which of the following you are submitting along with this application.

<input type="checkbox"/> Completed Application Form & DBS if any recent one	Copies of Qualifications stated in this application	
<input type="checkbox"/> CV	Copy of Qualified Teacher Status form (where held)	
<input type="checkbox"/> Copy of Passport	Recent Utility Bill – proof of address	



Appendix 3-DBS application form Sample

DBS CHECK FORM

Title		
Name		Nationality at Birth
Surname		
Date of Birth		Current Nationality
Place of Birth	town, district, country	
National Insurance Number		
Passport Number		
Issue Date		
Expiry Date		
Place of Issue		
Telephone number		
Email		
Current address		
Date moved in	Month, year	
Previous addresses (please include five years of addresses without gaps, add dates you moved in and dates you moved out in each address)		mm/yyyy
		mm/yyyy
		mm/yyyy


Appendix 4-Job Profile

Greek School of Aiyia Triada Birmingham

Ελληνική Σχολή Τριάδα Βιρμίνγκχαμ

Head Office: 149, Avenue Road, Edgbaston, Birmingham, B15 2TH, UK
 Branches: Edgbaston, Walsley, Tarnworth, Cornsall, Stourbridge, Solihull, West Bromwich

Tel: 0121 763 6333, 0121 763 6334
 Website: www.greek-school.org.uk



JOB DESCRIPTION – TEACHER

Starting September 2019

The duties and responsibilities of a Teacher shall include the following:

Overall Functions


- To teach and educate students according to guidelines provided by the Greek Cypriot National Curriculum Framework for Schools of Cyprus Educational Missions in the UK, under the overall guidance of the Headteacher of the School, the Educational Advisory Team of the Management Board.
- To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of School.

Responsible to:
Headteacher

Location:
Greek School of Aiyia Triada Birmingham and Branches (Edgbaston, Walsley, Cornsall, Tarnworth, Stourbridge, Solihull, West Bromwich)

Main Responsibilities:

- Planning, preparing and delivering lessons to all students in the class.
- Providing schemes of work punctually and according to direction given during training day. Ensuring that schemes and progress of work carried out in class are handed to the Headteacher in good time or that the necessary adaptations and resources are made for use with students with individual educational needs in class.
- Complying with, and delivering the school policies.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
- Adopting and working towards the implementation of the school development plan of the particular school/branch they are giving service in.
- Assigning work, correcting and marking work carried out by his/her students.
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students.
- Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students.
- Participating in arrangements within an agreed national framework for the appraisal of students' performance.
- Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students.
- Reviewing and evaluating one's own teaching and learning strategies, methodologies and programme/s in line with the Greek Cypriot National Curriculum Framework for Schools of Cyprus Educational Missions in the UK, guidelines.




Greek School of Aiyia Triada Birmingham

Ελληνική Σχολή Τριάδα Βιρμίνγκχαμ

Head Office: 149, Avenue Road, Edgbaston, Birmingham, B15 2TH, UK
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Tel: 0121 763 6333, 0121 763 6334
 Website: www.greek-school.org.uk




- Advising and co-operating with the Headteacher in the preparation and development of lesson materials, methods of teaching as well as school events organised as part of school's yearly activities.
- Ensuring high standards of professional practice and quality of teaching and learning of the subject/s. Through effective dialogue, participating in reciprocal peer review and observation of class teaching practice by the Headteacher and members of the Educational Advisory Team (subject/level) annually.
- Participating in In-Service education and training courses as well as in continuing professional development (CPD) opportunities, and taking part in others research exercises.
- Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times.
- Participating in staff, group or other meetings related to the school curriculum arrangements, for the better organization and administration of the school.
- Contributing to the professional development of new teachers and student teachers, according to arrangements agreed with the Head of School.
- Providing the necessary information and advice to the designated personnel in the school and to provide all the necessary information regarding requirements and arrangements in connection with the teaching of the subject or year group assigned to him/her.
- Ensuring the safe custody and optimum use of equipment normally used by oneself during lessons and sees to its regular servicing and maintenance.
- Participating in school assemblies.
- Participating in the developing of the school newsletters.
- Organizing everything necessary for the family parents' evenings including progress reports, attendance and performance of each child in class.
- Registering and monitoring the attendance of students under one's care. Sharing in any possible and reasonable way in the effective management, organization, order and discipline of the school.
- Nurture a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.
- Together with the Learning Support Assistants, to work for the best practice in class including marking, progress records, work displaying etc.
- Making use of audiovisual technological devices/aides (such as reader aide, projector) and other adaptations during the delivery of the lessons.
- Encouraging participation in EU projects and other projects in accordance with the SDP targets and as agreed with the Senior Management Team.

Compulsory Skills


- Primary Education training, or Greek Philology training
- Fluency in Greek Language (first language Greek)
- English Language fluency
- QTS
- DBS (from Greece, Cyprus and the UK) for candidates qualified in Cyprus or Greece and moved in the UK in the past 6 months.
- DBS issued by the:
- Music and Music Instruments (e.g. piano, guitar etc) in the case of applying as music teacher

Desirable Skills

- Music and Music Instruments (e.g. piano, guitar etc)
- Good knowledge of Information Technology.



Important: Greek School staff to ensure that all activities meet individual learning needs, progress, abilities and other individual differences, special provisions to arrangements with the Grouped Child Protection Requirements (GCRP). Please refer our website for the GCRP. Copyright 2019.



[INSERT DATE]

Appendix 5-Resignation Letter

Dear [INSERT MANAGER'S NAME],

Please accept this letter as notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY].

As per the terms of my employment contract, I will continue to work for the Greek School of Ayia Triada Birmingham for the next [INSERT NOTICE PERIOD LENGTH], completing my employment on [INSERT LAST DAY YOU INTEND TO WORK].

Yours sincerely

[INSERT NAME]