

Safer Recruitment for International Schools

As an international school you can face dangers that national schools may not face. Staff who have faced disciplinary or criminal proceedings in their own country, may seek employment worldwide to avoid the necessary checks being completed. The primary purpose of the course is to cover the steps that should be taken in the recruitment process to make it as difficult as possible for inappropriate staff to work in your organisation.



Course details

- Four modules with four multiple-choice questionnaires
- Four CPD credits*
- Optional narration of the course modules and questionnaires for accessibility
- Personalised downloadable certificate
- 70% pass mark
- Printable modules for future reference

*1 CPD credit equals up to 1 hour of learning

Course content

Module 1 Introduction

- The four key stages of the recruitment process.
- What you need to have in place before you have any contact with potential candidates, including promoting your commitment to safeguarding widely on all relevant aspects of your organisation's communications.
- Preparing the job description, job specification, application form and information pack.



Module 2 Pre-interview planning and interviews

- Scrutinising job applications consistently, including how to shortlist candidates for interview.
- How to prepare for an interview and what information is needed from the selected candidates to verify their application.



Continued Pre-interview planning and interviews

- The different selection techniques in addition to a face-to-face interview which you might use to inform your selection decision.
- What is expected from the selected candidates at interview, including their experience and attitudes towards the job role.
- The areas that may give rise for concern and the importance of not making someone an offer because they were the best of the people you interviewed.

Module 3 Pre-employment checks


- The types of checks involved in the safer recruitment process, including the Disclosure and Barring Service (DBS), prohibition checks etc.
- The procedures in place to carry out the required checks, including guidance on the different services who can be contacted to obtain the correct information from each check.
- Guidance on a single central record (SCR) which should be kept of all employees and volunteer staff.

Module 4 Observation and supervision

- The relevant training appropriate to the role and what should be included in your organisation's induction process.
- The measures your organisation can take to ensure that all new recruits are observed and supervised during their induction period and beyond.
- Your organisation's code of conduct and what it should include from safeguarding to staff behaviour.
- The importance of remaining vigilant to protect and promote the welfare of children and young people.
- The importance of dealing with allegations against staff and the procedures in place if an allegation arises in your organisation.

Mod 1 Application forms

Application forms should contain the following: Click the icons below to learn more.



- a full employment history (so that you can spot any gaps or anomalies and query them should you decide to interview the person), plus qualifications obtained with dates and awarding bodies

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Mod 2 Yes or no?



Read the interview and selection notes for the three candidates and think about whether you would recruit them, and if not, your reasoning. Click each of the letters above to see more.

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Home icon



This course is suitable for

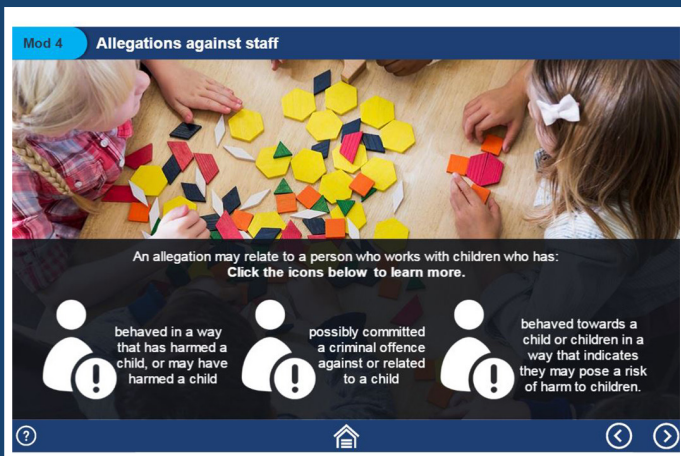
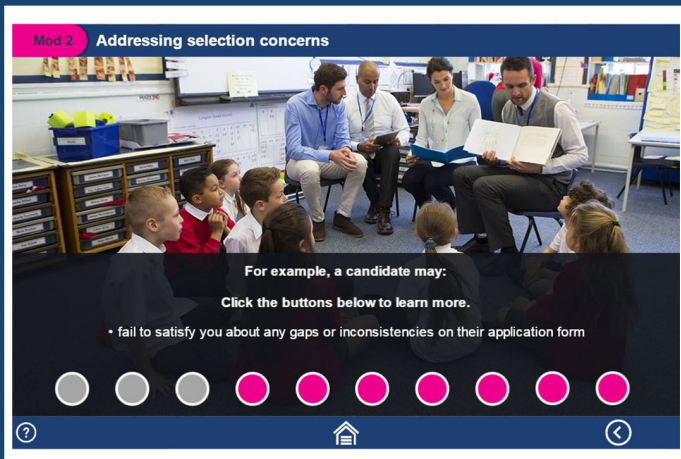
Anyone requiring safer recruitment training in schools or colleges.

Key features

- Visually engaging and interactive.
- Answer explanations for those who achieve the pass mark.
- Additional resources to expand learning including links to relevant sites on legislation, guidance, the relevant checks involved and the different laws on safeguarding.

Purchase options

1. Available as a standalone course on the EduCare website.
2. Buy as one of our EduCare multi-course licences. For further information, please call 01926 436212 to discuss purchase options and licences.



Why choose us?



“ EduCare provides a clear and simple mechanism to train staff in a variety of crucial and mandatory areas. Staff numbers continue to grow and time to deliver training face-to-face is becoming ever scarcer due to increased legislation. ”

Phil Wise
Reading Blue Coat School

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