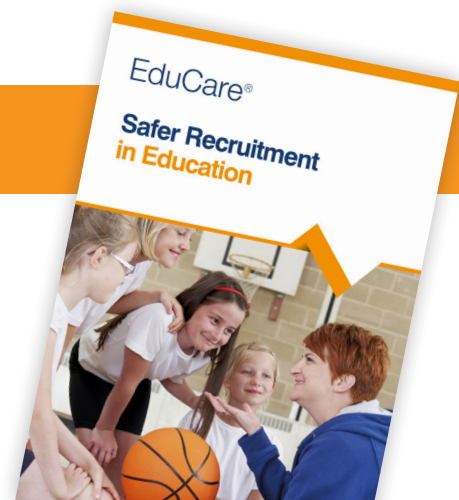


Safer Recruitment in Education

When a vacancy arises in your organisation, you naturally want to ensure you employ the very best person for the post and this course will certainly help you to achieve this.

The primary purpose of the course is to ensure that whilst making recruitment decisions, the children, young people and any adults at risk in your setting are safeguarded from harm.



Course details

- Level 2 course (as graded against the nationally accepted levels)
- 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

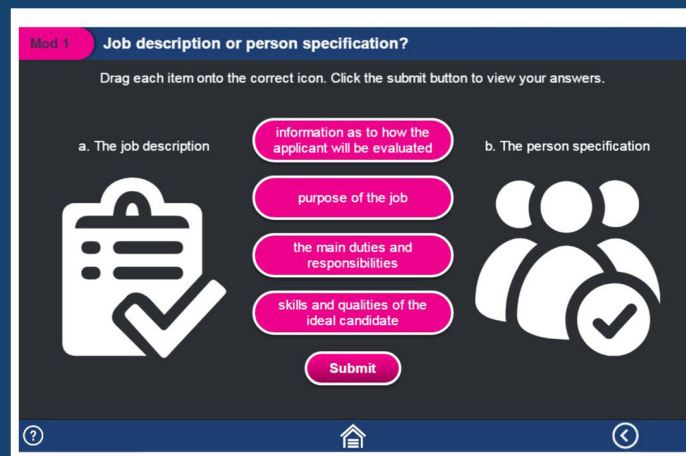
- The different selection techniques in addition to a face-to-face interview which you might use to inform your selection decision.
- What is expected from the selected candidates at interview, including their experience and attitudes towards the job role.
- The areas that may give rise for concern and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

Module 3 Pre-employment checks

- The Disclosure and Barring Service (DBS) or other bodies registered with the DBS and their role in the recruitment process.
- The levels of DBS certificates required depending on the roles and duties of the person involved.
- What you need to do if you are considering employing an overseas applicant.

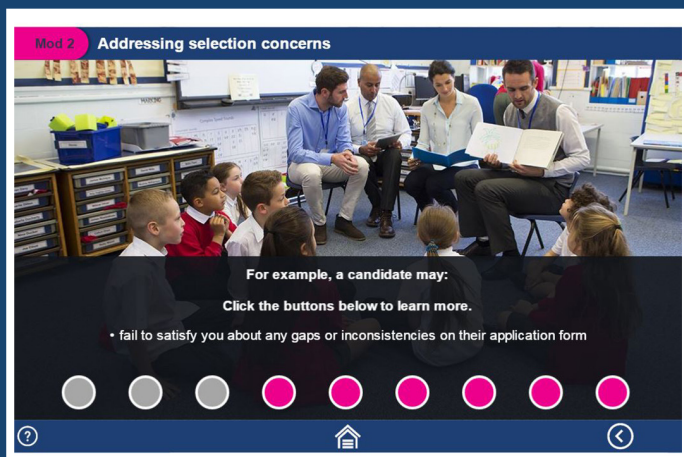
Module 4 Observation and supervision

- 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.



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 Disclosure and Barring Service 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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