



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ
ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ

ST. PANTELEIMON HELLENIC COLLEGE

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Safer Recruitment Policy



To be approved by the St. Panteleimon Community Committee

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1. Policy Statement

The application of rigorous safe recruitment (vetting and barring) procedures are essential to help deter, identify and reject people who are unsuitable to work with or pose a risk to children. These procedures affect anyone working with children with extended requirements for those working in *regulated activity*.

The legal definition of *regulated activity* is set out in Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012. *Regulated activity* includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being or driving a vehicle only for children;
- Work in *specified spaces*, which includes educational settings where there is opportunity for contact with children. (Note: this does not include work done by supervised volunteers).

Any position undertaken in the St Panteleimon Hellenic School will amount to the term "*regulated activity*":

- if the work is carried out frequently by the same person either online or in person.
- if the person undertakes the work for more than 3 days in any 30-day period.

1.1 Recruitment and Selection Procedure

1.1.1 Decision to Recruit

The decision to recruit is made by the St. Panteleimon Community Committee and with the suggestion of the Headteacher. The school's Headteacher suggests the number and

type of vacancies based on his responsibility to ensure quality in teaching and safety throughout the school procedures. The Headteacher raises the request for vacancies having taken into consideration best practice and the school's needs.

1.1.2 Vacancies

Vacancies are advertised on our School website. Two types of vacancies are usually advertised depending on purpose and staffing needs: external vacancies and internal vacancies. In the case of an internal vacancy that needs to be specified in the advert.

1.1.3 The Advert Content

The advert should include the following:

- post title / level of post (for teachers)
- type of contract and salary range
- location
- key duties & functions of the post (job description)
- skills/knowledge/experience/qualifications needed to undertake the post
- selection criteria
- closing date

Any advertisement should specify that St Panteleimon Hellenic College is a Voluntary-Aided school with religious character and as such may apply religious criteria when recruiting or dismissing any member of their teaching staff. (The Equality Act 2010 and schools)

Any advertisement will make clear the school'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.

1.1.4 Application Forms

St. Panteleimon Hellenic College 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 the names of two referees. A CV only is not going to be acceptable. The form is aimed to collect the same information from all applicants according to Safeguarding guidelines.

1.1.5 DBS

All prospective workers (paid and unpaid) should have a valid Disclosure and Barring Service Enhanced (DBS) disclosure before they start employment with you – anyone who refuses to do so should not be employed; for those members of staff who have recently arrived in the UK from Cyprus or Greece, they will be obliged to produce the equivalent checks. Staff may wish to join the DBS Update Service if they are likely to require another check in the future.

1.1.6 Interviews

All prospective workers (paid and unpaid) should be interviewed to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour. The interviews should be conducted by at least one member of the school SLT, members of the St. Panteleimon Community Committee and relevant specialised education professionals. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

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.

Online interviews will be offered to applicants who cannot physically attend the interview in order to provide an equal opportunity to all candidates.

Unsuccessful applicant documents will be destroyed a month after the recruitment programme.

Successful applicants will be given a job offer and a fixed-term contract. The post is considered officially filled once the successful applicant has signed the contract.

1.1.7 References

Nobody should start work before references have been received. At St Panteleimon Hellenic College a minimum of two references is required before a job offer is made.

1.2 Probation Period

All new employees employed at St Panteleimon Hellenic College will be placed on an six-month probation period (September start-ends in February, January start- ends in June). During this time their performance will be monitored and reviews will take place with the Headteacher and/or the Deputy Head.

1.3 Termination of Contract

All members of staff employed directly by the St Panteleimon Hellenic College and its overseeing body, the Greek Community of Harrow and Districts, can terminate their collaboration with the school by **giving a 30-day notice and a written notification to the Headteacher.**