

Hilldale School's Safer Recruitment Policy

We will do all we can to ensure that all those working with children in our regions and schools, and across our whole group, are suitable people. To do this, all employees who will work in an unsupervised capacity with children or young people will be recruited through safer recruitment procedures. (See ISP's safer recruitment policy and background checks policy). Safer Recruitment involves scrutinising applicants through the interview process and application forms, verifying identity and qualifications, obtaining appropriate references, undertaking criminal background checks in all countries where the applicant has lived or worked in the last 10 years, and conducting additional recruitment checks. At least one member of every interview panel at both the organisational and school levels who is interviewing for a post or posts that may involve unsupervised contact with children will have undertaken safe recruitment training. All schools will keep a central record of all the recruitment checks undertaken on all employees. This record will include details for each employee or volunteer of:

- Police background checks are carried out, ensuring the date completed, and the number of the check is recorded.
- The relevant references received with dates obtained and details of who has checked that they comply with the ISP Safer Recruitment policy.
- Details of the safeguarding training carried out, including the date of completion.

Where information is disclosed as part of the criminal records checking process, whether this is information about cautions, convictions, or soft information, any disclosure will lead to a risk assessment being completed prior to appointment. This risk assessment will be signed off by the Head of School, Group Health and Safety Director, Regional HR Manager, and Regional Director for Schools.