

Rawda College Safe Recruitment Policy

1. Introduction

Rawda College is committed to providing a safe and secure environment for all members of its community, especially students. This Safe Recruitment Policy outlines the procedures and principles to be followed during the recruitment process to safeguard the well-being of individuals within the College.

2. Scope

This policy applies to all personnel involved in the recruitment of staff at Rawda College, including but not limited to, academic staff, administrative staff, and support staff.

3. Compliance with Legal Requirements

Rawda College will adhere to all applicable laws and regulations concerning recruitment, particularly those related to child protection and equal opportunity employment.

4. Recruitment Procedures

4.1 Job Descriptions and Person Specifications:

- All job descriptions and person specifications will emphasize the College's commitment to safeguarding and promoting the welfare of students.
- Criteria for suitability will include an assessment of the applicant's ability to provide a safe and supportive environment.

4.2 Application Process:

- Application forms will include a section addressing the applicant's commitment to child protection and safeguarding.
- All candidates will be required to provide details of their employment history, including any gaps, with reasons for such gaps.

4.3 Interview Process:

- Interview panels will include at least one member trained in child protection and safeguarding.



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- Questions during interviews will explore the candidate's understanding of and commitment to ensuring the safety and well-being of students.

4.4 References and Background Checks:

- References will be obtained before confirming any appointment, and any discrepancies or concerns will be addressed promptly.
- A enhanced DBS check, including a criminal record check and relevant professional qualifications, will be conducted for all candidates.

5. Training and Awareness

All staff involved in the recruitment process will receive training on child protection, safeguarding policies, and the recruitment procedures outlined in this policy.

6. Reporting and Record-Keeping

Any concerns or issues identified during the recruitment process will be documented, reported, and addressed promptly. Records will be securely stored in compliance with data protection laws.

7. Review and Updates

This policy will be regularly reviewed to ensure its effectiveness and compliance with evolving legal requirements. Any necessary updates will be implemented promptly.

8. Communication

This policy will be communicated to all staff, and a copy will be made available on the College's website for easy access.

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25