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1. Introduction

The safe recruitment of staff is the first step in safeguarding and promoting the welfare of children in education. Byron College is committed to safeguarding and promoting the welfare of all students and expects all staff and volunteers to share this commitment. This policy sets out the principles the school follows to deter, identify, and reject candidates who are unsuitable to work with children. The detailed steps are set out in the school's internal Safer Recruitment Procedure.

2. Aims and Objectives

The purpose of this policy is to:

- Recruit the best possible staff based on merit, suitability, and experience
- Ensure a fair, transparent, and non-discriminatory recruitment process
- Recruit in line with Greek law, the Standards for British Schools Overseas, and UK safeguarding guidance as it applies to the school
- Carry out all necessary pre-employment checks to ensure candidates are suitable to work with children

This policy applies to the recruitment of all staff (including supply staff) and volunteers, to contractors working on site, to members of the Board, and to everyone involved in recruitment at the school.

3. Roles and Responsibilities

3.1 The Board

The Board is the proprietor of the school. The Board:

- Ensures the school has effective safer recruitment policies and procedures in place
- Monitors compliance with safer recruitment procedures, including through reports on the Single Central Record

Board members are themselves subject to suitability checks and are recorded on the Single Central Record.

3.2 Headteacher and Senior Leadership Team

- Ensure that all recruitment processes include appropriate safeguarding checks
- Ensure that contractors on site are appropriately supervised

- Promote the welfare of children and young people at every stage of the recruitment process

3.3 Staff Involved in Recruitment

- Are trained in safer recruitment
- Must declare any personal or family relationship with an applicant as soon as they become aware of the application

4. Our Approach to Safer Recruitment

- Job advertisements state the school's commitment to safeguarding and that safeguarding checks will be carried out, and that online searches may be carried out on shortlisted candidates.
- Applicants complete the school's application form, including a full employment history and a declaration about criminal convictions and safeguarding concerns. CVs alone are not accepted.
- At least two members of staff are involved in shortlisting, and any gaps in employment history are explored.
- References are obtained directly from referees and are normally requested before interview.
- At least one member of every interview panel is trained in safer recruitment, and candidates are asked questions about their suitability to work with children.
- All offers of employment are conditional on the satisfactory completion of pre-employment checks.

5. Pre-Employment Checks

Before employment begins, the school carries out checks that include:

- Identity
- Right to work in Greece
- Criminal record checks from Greece and, where relevant, from other countries in which the applicant has lived or worked
- References
- Medical fitness
- Professional qualifications
- Checks that the applicant is not prohibited or restricted from teaching or from management roles, where such checks are available

All teaching appointments are also subject to approval by the Greek Ministry of Education.

Employment will not begin until satisfactory checks have been completed. Where a check cannot be obtained, the school will assess the risk before deciding whether to proceed.

6. Single Central Record

Byron College maintains a Single Central Record (SCR) of the checks carried out on all staff, Board members, regular volunteers, and supply staff. One-off visitors and contractors are not added to the SCR but must not be left unsupervised.

7. Induction

All new staff receive a safeguarding induction, and all staff receive annual safeguarding training.

8. Contractors, Volunteers and Visitors

- Supply staff undergo the same checks as all other staff. Contractors work on site when students are not present wherever possible and are never left unsupervised with students.
- Volunteers working regularly with students are checked before they begin and are not left unsupervised with students until checks are complete.
- Visitors, including visiting speakers, sign in, wear a visitor badge, and are supervised while on site. The school will not invite speakers who promote extremism, radicalisation, or hate.

9. Allegations, Resignations and Referrals

Byron College will ensure that safeguarding concerns are fully investigated, even if the member of staff resigns before the investigation is concluded. Where required or appropriate, the school will make referrals to the relevant authorities.

10. Complaints

Complaints about the recruitment process should be directed to the Headteacher. If the complaint involves the Headteacher, it should be referred to the Board in line with the school's Complaints Policy.

11. Data Protection

Personal information collected during recruitment is handled in line with data protection law and the school's Privacy Notice, and is kept only for as long as necessary.

12. Monitoring and Review

The Headteacher and the Designated Safeguarding Lead monitor safer recruitment practice, including regular checks of the Single Central Record, and report to the Board. This policy is reviewed annually or in response to changes in safeguarding requirements.