



ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ  
**ΕΛΛΗΝΙΚΟ ΚΟΛΕΓΙΟ ΑΓΙΟΥ ΠΑΝΤΕΛΗΜΟΝΟΣ**

**ST. PANTELEIMON HELLENIC COLLEGE**

*Διευθυντής: Πρωτοπρ. Κωνσταντίνος Παπαγεωργίου*

660 Kenton Road, **Harrow**, MIDDX. HA3 9QN

Τηλ. 020 - 8732 2833 E-mail : headteacher@stphc.co.uk

# Safer Recruitment Policy



To be approved by the St. Panteleimon Community Committee

Reviewed by Ms Barbara Masourou on 20/12/2021

To be updated on 20/12/2022

## Contents Page

1. Policy Statement.....	3
1.1 Recruitment and Selection Procedure.....	3
1.1.1 Decision to Recruit.....	3
1.1.2 Vacancies.....	4
1.1.3 The Advert Content.....	4
1.1.4 Application Forms.....	5
1.1.5 DBS.....	5
1.1.6 Interviews.....	5
1.1.7 References.....	6
1.2 Probation Period.....	6
1.3 Termination of contract.....	

# 1. Policy Statement

The implementation of rigorous safe recruitment procedures (vetting and barring) is necessary to prevent, identify and reject people who are unfit to work with children or pose a risk to children. These processes affect anyone working with children with extended requirements for those working in a *regulated activity*.

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

- Teaching, training, mentoring, caring for or supervising children if the person is unattended, or advising or providing guidance on well-being or driving children only;
- Work in *designated areas*, which include educational environments where there is the possibility of contact with children. (Note: this does not include work done by supervised volunteers).

Any position taken in the St Panteleimon Hellenic School will be equivalent to the term "*regulated activity*" :

- if the work is often performed by the same person either online or in person.
- if the person undertakes the work for more than 3 days in any period of 30 days.

## 1.1 Recruitment and Selection Procedure

### 1.1.1 Decision to Recruit

The decision for recruitment is taken by the St. Panteleimon Community Committee and with the recommendation of the Head. The school's Head proposes the number and type of vacancies based on his responsibility to ensure the quality of teaching and

safety in all school processes. The Head raises the request for vacancies taken into account the best practices and needs of the school.

## **1.1.2 Vacancies**

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

## **1.1.3 The Advert Content**

The ad should include the following:

- title / position level (for teachers)
- type of contract and range of salaries
- location
- basic tasks and functions of the position (job description)
- skills / knowledge / experience / qualifications required to take up the position
- Selection Criteria
- end of deadline

Any ad should specify that the Hellenic College St. (The 2010 Equality Law and Schools) is a Voluntary School of a religious nature and as such may apply religious criteria in the recruitment or dismissal of any member of its teaching staff.

Any advertising will make clear the school's commitment to safeguarding and promoting children's well-being.

All documents related to applicants will be treated confidentially in accordance with the GDPR and all data protection regulations will apply in each case.

### **1.1.4 Application Forms**

The St. Panteleimon Hellenic College uses its own application form and all job applicants must complete an application that will include questions about their academic and full employment history and the names of two referees. Curriculum vitae only will not be accepted. The form aims to collect the same information from all applicants in accordance with the Assurance instructions.

### **1.1.5 DBS**

All prospective employees (paid or unpaid) should have a valid Enhanced Disclosure Service (DBS) disclosure before they start working with you - anyone who refuses to do so should not be employed. For staff members who have recently arrived in the UK from Cyprus or Greece, they will be required to provide equivalent checks. Staff may wish to subscribe to the DBS Update service if they may require another check in the future.

### **1.1.6 Interviews**

All prospective employees (paid or unpaid) should be interviewed to document previous work experience 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 SLT school, members of the St. Panteleimon Community Committee and relevant specialized education professionals. It is best practice for at least one person on the appointment panel to have received safer recruitment training.

All candidates who will be interviewed will have to provide proof of identity, address and qualifications. Only original documents will be accepted and photocopies will be received.

Online interviews will be offered to candidates who cannot physically attend the interview, in order to provide equal opportunities for all candidates.

Unsuccessful applicants' documents will be destroyed one month after the recruitment program.

The successful candidates will be offered a job and a fixed-term contract. The position is considered officially paid as soon as the successful candidate signs the contract.

### **1.1.7 References**

No one should start working before the references are received. At the St. Panteleimon Hellenic College at least two recommendations are required before a job offer can be made.

## **1.2 Probation Period**

All the new employees who will be employed at the St. Panteleimon Hellenic College will be put on a probationary period of six months (September start-ends in February, January start- ends in June). During this period, their performance will be monitored and revisions will be made with the Head and/or the Deputy Head.

## **1.3 Termination of Contract**

All staff members employed directly by the St Panteleimon Hellenic College and its supervisory body, the Greek Community of Harrow and Districts, may terminate their cooperation with the school by **giving 30-days' notice and a written notice to the Head.**