

# PORT·REGIS

POLICY NAME	Staff Recruitment - website	POLICY OWNER	Geraldine White HR
APPROVED BY	GRNS Committee/CoM	DATE APPROVED	Febraury 2021
DATE OF LAST REVIEW	November 2022	DATE OF NEXT REVIEW	September 2023

## STAFF RECRUITMENT – short version

For All Staff, including from Early Years upwards

Port Regis is committed to the ‘safer recruitment’ of all staff, i.e. to taking all possible measures to ensure that its staff are safe to work with children. This includes the selection and vetting of all staff – employees, contractors and volunteers. The school takes all possible steps to ensure that unsuitable people are prevented from working with children through its recruitment checks and procedures, criminal record and barred list (barred from working with children) checks and induction procedures. This is in compliance with legislation and government guidance. Safe recruitment practice also includes the requirement to check that all those employed as teachers are not subject to any prohibition order issued by the Secretary of State and all staff in management roles are not subject to any prohibition order from management. All staff who have contact with early years’ children and pupils up to the age of eight in before and after school care must complete a declaration confirming they are not disqualified from childcare.

Author GAW