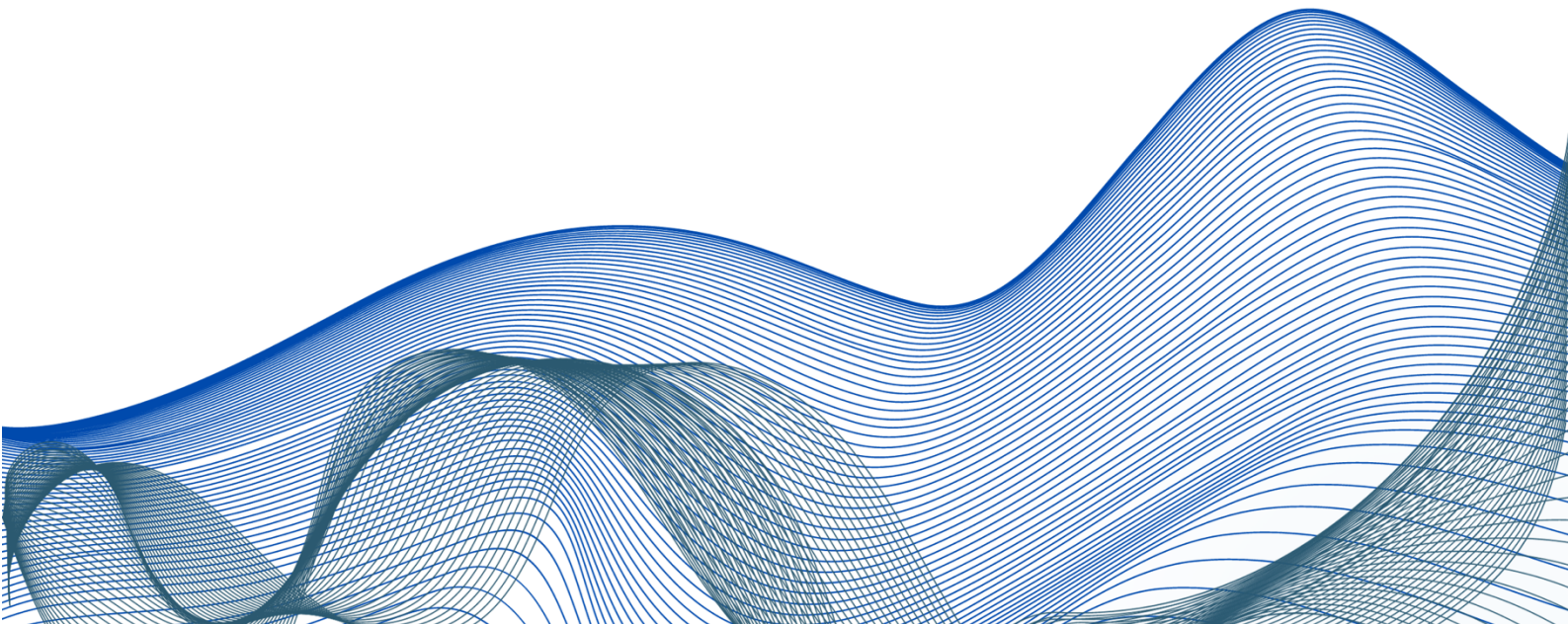




Safer Recruitment Policy

Updated December 2023

Muslim Education Centre



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1. Overview

Muslim Education Centre is strongly committed to safeguarding and promoting the well-being of all children, staff and visitors. In accordance with the Department for Education's 'Keeping Pupils Safe in Education' guidelines, our Safer Recruitment Policy is designed to guarantee thorough and impartial recruitment and selection procedures. This policy includes comprehensive measures for scrutinising potential staff and volunteers, ensuring that only those individuals who are genuinely committed to the welfare and development of young people are selected to join our Madrasah.

2. Aims

- To prioritise Pupil Safety and Well-being, ensuring a secure and safe environment.
- To implement thorough recruitment practices to vet potential staff and volunteers, ensuring their suitability and commitment to safeguarding.
- Adhere to legal and ethical standards in recruitment focusing on safeguarding pupils in educational environments.
- To ensure transparency and accountability in our recruitment processes, ensuring clarity and fairness, and reinforcing trust among our Madrasah community, including parents and guardians.

3. Recruitment and Selection Principles

In accordance with the principles outlined in the UK Equality Act 2010, our Madrasah is committed to ensuring that every applicant is treated equitably and fairly throughout the recruitment process. This commitment reflects our adherence to the legal requirements of non-discrimination and equal treatment. Refer to the Equalities policy for more detail.

3.1 Comprehensive Applicant Information

Consistent with the statutory guidance from the Department for Education (DfE), specifically 'Keeping Pupils Safe in Education', all application packs will include detailed job descriptions. These descriptions will clearly outline responsibilities related to safeguarding, ensuring prospective employees understand their role in upholding the safety and welfare of our pupils.

3.2 Criteria-Based Recruitment

Our recruitment process adheres to the principles set forth in the UK government's 'Safer Recruitment' guidance. Recruitment at our Madrasah is strictly based on the specific

knowledge, experience, and skills required for the job, ensuring the selection of the most suitable candidates.

3.3 Panel Selection Process

The selection of candidates will be conducted by a panel of at least the Headteacher and one member of SLT and the relevant Trustee. At least one member of this panel will have completed appropriate Safer Recruitment training, as stipulated in the DfE guidelines.

3.4 Comprehensive Selection Methods

The selection process includes a completed application form, shortlisting, and interviews and may include additional assessment methods to ensure a thorough evaluation of candidates.

3.5 Transparent Advertising

Vacancies will typically be advertised on our website, notice boards and via WhatsApp. All advertisements will explicitly state our dedication to safeguarding and promoting the welfare of pupils and young people.

3.6 Adherence to the Equality Act

Our recruitment process complies with the UK Equality Act 2010, ensuring that reasonable adjustments are made for applicants with disabilities. This commitment to inclusivity and accessibility applies to all stages of recruitment, from advertisement to appointment. Refer to the Madrasah's Equality policy for more detail.

4. Roles and Responsibilities

4.1 Trustees

Trustees do not have a direct involvement in the day-to-day operations of the Madrasah. Their primary role is to provide the necessary support to the Headteacher in order to ensure the diligent adherence to all policies. Trustees have the responsibility of conducting the interviews for prospective staff members in collaboration with the Headteacher. Once both the trustees and the Headteacher are content with the suitability of a candidate, it becomes the trustees' duty to officially appoint the new staff member.

4.2 Headteacher

The Headteacher holds the primary responsibility for the recruitment process, including vacancy advertising and candidate sourcing. They are also responsible for conducting

background checks and verifying the right to work in the UK. The Headteacher may delegate these duties to a designee as necessary. Additionally, the Headteacher is tasked with conducting interviews to assess candidates' suitability for Madrasah. Once the Headteacher is satisfied with a candidate's qualifications and compatibility, they will promptly inform the respective Trustee. Ultimately, the final decision rests with the Trustees.

4.3 Staff

Staff members may participate in the recruitment process at the discretion of the Headteacher. Those involved in the process are entrusted with the responsibility and ethical duty to assist new staff members in their integration into our Madrasah. This support encompasses various aspects, such as familiarizing the new staff member with our daily procedures and providing guidance on understanding community dynamics. The aim is to facilitate the new staff member's smooth adaptation and maximise their effectiveness within our Madrasah.

5. Recruitment Process

5.1 Job Description and Person Specification

Each role within our Madrasah will have a clear and detailed job description and person specification. The person specification will detail the necessary qualifications, experience, skills, and attributes required for the role, ensuring transparency and fairness in the recruitment process.

5.2 Application Form and Process

Our application process will utilise a standardised form to gather consistent information from all candidates. This form will be designed in accordance with the UK's safer recruitment practices, requiring details on employment history, qualifications, and references. It will also include a section for candidates to disclose any criminal record in line with the Rehabilitation of Offenders Act 1974. The process will ensure that all applications are treated confidentially and assessed fairly against the criteria set out in the job description and person specification.

5.3 Advertising Vacancies

Vacancy advertisements will be placed on our Madrasah's website and other appropriate platforms, ensuring a wide and diverse reach. In line with the UK's Equality Act 2010 (refer to our Equality Policy for more detail), all adverts will include a statement underscoring our commitment to safeguarding and promoting the welfare of pupils, along with an equal opportunities statement. Advertisements will clearly specify the role, responsibilities, qualifications required, and how to apply, ensuring transparency and accessibility for all potential applicants.

6. Selection Process

6.1 Shortlisting Candidates

In accordance with Department for Education (DFE) guidelines, we will conduct a fair and objective shortlisting process. Candidates will be evaluated based on their application forms against the criteria specified in the job description and person specification. This ensures that only those who meet the essential qualifications and experience proceed to the next stage of recruitment.

6.2 Interview Panel Composition

The interview panel will consist of at least two members, one of whom will have completed the Safer Recruitment training as recommended by the DFE. This composition is crucial to ensure a balanced and unbiased assessment of candidates, in line with the principles of safer recruitment.

6.3 Interview Process

Interviews will be structured and competency-based, focusing on the candidate's suitability to work with children. Questions will be prepared in advance, aligning with the safer recruitment objectives and the specific requirements of the role. The interview will also include a discussion on safeguarding, reflecting our commitment to child protection.

6.4 Reference Checks

Following DFE guidelines, reference checks will be conducted for all shortlisted candidates. These checks will be thorough, seeking factual and objective information to support appointment decisions. We will ensure that references are obtained directly from the referee, and any discrepancies or concerns will be followed up and resolved before any appointment is made.

7. Post-Appointment Process

7.1 Induction and Training

Following the appointment, all new staff members will undergo a comprehensive induction programme, ensuring new staff understand their role in safeguarding and promoting the welfare of children. The induction includes familiarisation with the Madrasah's child protection policies, health and safety protocols, and any specific responsibilities related to their role.

7.2 Monitoring and Evaluation

The Madrasah is committed to ongoing monitoring and evaluation of all staff members to ensure continuous adherence to safeguarding policies and professional standards. This process will include performance reviews, feedback sessions, and opportunities for professional development. The monitoring will be conducted in line with the principles set out in the UK's 'Keeping Pupils Safe in Education' guidance, ensuring that all staff maintain the high standards expected in their roles and contribute positively to the safe and supportive learning environment of the Madrasah.

8. Policy review

This policy will be reviewed yearly to ensure compliance with the latest guidelines and relevant legal standards. This review will occur annually or whenever significant changes in legislation or best practices are announced. The review process will involve assessing the effectiveness of current recruitment practices and identifying areas for improvement. This approach ensures that our Madrasah's Safer Recruitment Policy remains current, legally compliant, and effective in safeguarding the welfare of pupils and young people in our care.

9. Relevant Legislation and Guidance References

- <https://www.gov.uk/government/publications/keeping-pupils-safe-in-education--2>
- <https://www.gov.uk/government/organisations/department-for-education>

Closing Statement

Our Madrasah is committed to upholding the highest standards of safety and welfare for all our pupils. This Safer Recruitment Policy reflects our dedication to these principles and our adherence to national safeguarding guidelines. We will continuously review and enhance our practices to ensure a safe, secure and nurturing environment for all our pupils, staff and visitors.