

# Recruiting Safely Courses

**13 March 2018 at Dryden Centre**

## Recruiting Safely: 9am-12noon

### Who is it for?

Headteachers, Deputy Headteachers, School Business Managers, School Governors involved in recruitment.

### Aims:

- Give participants an awareness and understanding of offender behaviour.
- Identify key features of staff recruitment that helps deter or prevent the appointment of unsuitable people.
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- Review your own policies and practices.

**Content:** The workshop consists of 4 sessions:

**Session 1** looks at how safer recruitment fits within the wider context of safeguarding and promoting the welfare of children.

**Session 2** looks at the importance of planning a recruitment exercise; sending the right messages to potential applicants; shortlisting candidates for interview.

**Session 3** considers the importance of making the right decisions and using structured interviews; pre-employment checks on the candidates selected for appointment.

**Session 4** examines the need for ongoing awareness and vigilance.

**Cost:** £100 per delegate

## Recruiting Safely REFRESHER: 1-3pm

### Who is it for?

**Anyone who has previously undergone Safer Recruitment Accreditation.**

This session will revisit the aims of recruiting safely.

**Cost:** £70 per delegate



## Booking Form - Recruiting Safely Courses, 13 March 2018

Please book me \_\_\_ place(s) on: **Recruiting Safely** (9am-12.30pm)   
**Recruiting Safely REFRESHER** (1-3pm)

Name(s): \_\_\_\_\_

School: \_\_\_\_\_

School Status: LA Maintained  OR Academy

Invoice address (inc. post code): \_\_\_\_\_

Agresso Code to be debited or PO Number: \_\_\_\_\_

Contact name: \_\_\_\_\_ Tel: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Headteacher/Senior Leader): \_\_\_\_\_

**Please return to:** Angela Crossley, CPD Admin, Dryden Centre, Evistones Road, Gateshead. NE9 5UR  
Email: angelacrossley@gateshead.gov.uk Fax: 0191 433 8764

**If you have successfully secured a place, confirmation will be sent to your school or setting in due course.**