

SAFE RECRUITMENT POLICY



EL ENCINAR

SIXTH  FORM

May2025
Review June27
Colegios RC

SAFE RECRUITMENT POLICY

This policy sets out the procedures and controls governing the recruitment and appointment of all individuals working within the school environment. It is aligned with Spanish statutory guidance, safer recruitment practices in British Education and reflects best practice in safeguarding and child protection. The processes described below apply without alteration to all recruitment routes and categories of personnel.

1. Current Recruitment Scenarios in Schools

The organisation recognises two main recruitment scenarios, each of which is subject to the same safeguarding standards and pre-appointment checks:

Standard Recruitment

Standard recruitment follows a structured and sequential process designed to ensure consistency, due diligence and safeguarding assurance throughout the appointment process. The steps are as follows:

1. **Publication of Vacancy and Initial Screening**
The recruitment process begins with the publication of the vacancy and an initial review and filtering of submitted curricula vitae, undertaken to assess suitability against the role profile.
2. **Telephone Screening**
Shortlisted candidates undergo an initial telephone screening to further assess their suitability, availability and alignment with the requirements of the role.
3. **Review of Digital and Social Media Presence**
As part of due diligence, a review of the candidate's publicly available digital and social media presence is undertaken, in accordance with applicable data protection and safeguarding principles.
4. **Interview and Comprehensive HR Assessment Report**
Candidates participate in a formal interview conducted by Human Resources, following which a comprehensive HR assessment report is produced to inform subsequent stages of the recruitment process.
5. **TPT Profiling Assessment**
Candidates complete the TPT assessment as part of the evaluation process, supporting a holistic assessment of suitability for the role.
6. **English Language Assessment**
Where applicable, candidates undertake an English language assessment to verify the level of competence required for the position.
7. **School-Based Interviews and Assessments**
Shortlisted candidates participate in interviews
Additional assessments conducted at school level where appropriate
8. **Confirmation of Selected Candidate by the School to HR**
9. The school formally confirms the selected candidate to Human Resources following completion of school-based interviews and assessments.
10. **HR Management of Onboarding via SSFF**
Human Resources manages the onboarding and appointment process through SSFF, ensuring safeguarding arrangements are completed prior to commencement.
11. Head of Sixth form will confirm candidate's references with HR and follow them up

Urgent Recruitment

Urgent recruitment is implemented where operational needs require an accelerated appointment process. Notwithstanding the reduced timescales, the organisation maintains due diligence and safeguarding standards throughout the process. The steps are as follows:

1. **Publication of Vacancy and Initial CV Screening**
The urgent recruitment process begins with the publication of the vacancy and an initial screening of curricula vitae to identify candidates who meet essential requirements of the role.
2. **Telephone Screening and Brief HR Report**
Shortlisted candidates undergo a telephone screening, following which a brief Human Resources report is prepared to support decision-making at subsequent stages.
3. **Review of Social Media Presence**
A review of the candidate's publicly available online presence is undertaken as part of safeguarding-related due diligence, in accordance with data protection principles.
4. **TPT Profiling Assessment: Candidates complete the TPT assessment as part of the process.**
5. **English Language Assessment**
Candidates undertake an English language assessment to verify the level of competence required for the position.
6. **School-Based Interview**
Shortlisted candidates participate in an interview conducted at school level.
7. **Confirmation of Selected Candidate by the School to HR**
The school formally confirms the selected candidate to Human Resources following completion of the interview process.
8. **HR Management of Onboarding via SSFF**
Human Resources manages the onboarding and appointment process through SSFF, ensuring that all required administrative and safeguarding arrangements are completed.
9. **Head of Sixth form to follow up candidate's references**

2. Scope of Application

This policy applies to all adults who may have contact with pupils, whether on a paid or unpaid basis, including but not limited to:

- Employed Staff
- Religious Personnel
- Students on Placement / Trainees
- Volunteers
- RC Collaborators
- Extracurricular Activity Staff
- Playground and Dining Hall Supervisors
- Subcontracted Service Providers

3. Appointment of Religious Personnel

The appointment of Religious Personnel follows a centralised process coordinated through SSFF Recruitment. All appointments are subject to safeguarding oversight and mandatory training requirements.

- SSFF Recruitment
- SSFF Central Employee oversight
- Formal communication via institutional email
- Mandatory safeguarding training via the LMS Training Portal

4. Centralisation

Both planned and urgent recruitment processes are managed centrally to ensure consistency, compliance and safeguarding assurance.

Human resources RC Schools, Calle Praderas 1, Majadahonda 28221:

- SSFF Recruitment
- SSFF Central Employee oversight
- Mandatory training through the LMS Training Portal

Safeguarding Commitment

The organisation is committed to safeguarding and promoting the welfare of children and young people. All recruitment decisions are underpinned by the principle that safeguarding is paramount and that no appointment may be confirmed until all required checks and training obligations have been satisfactorily completed