

The LC Academy

Safer Recruitment Policy

1. Policy Statement

The LC Academy is committed to safeguarding and promoting the welfare of all learners. We recognise that safer recruitment is essential in ensuring that our staff and volunteers are suitable to work with children and vulnerable adults. This policy provides a framework for our recruitment practices to ensure the highest standards of safeguarding.

2. Purpose

The purpose of this policy is to outline the procedures and practices that The LC Academy will follow to ensure that all staff and volunteers are recruited safely, in compliance with Bahraini law and best practices in safeguarding.

3. Scope

This policy applies to all recruitment processes for employees, volunteers, and contractors who may have direct contact with learners. It encompasses roles across the academy, including teaching and non-teaching staff.

4. Recruitment Procedures

4.1 Job Descriptions and Person Specifications

- All job descriptions will clearly outline the responsibilities of the role and the skills, experience, and qualifications required.
- Person specifications will include an emphasis on safeguarding and the ability to work with children and vulnerable adults.

4.2 Advertising Positions

- Vacancies will be advertised widely to attract a diverse range of applicants.
- All advertisements will include a statement about The LC Academy's commitment to safeguarding and promoting the welfare of children.

4.3 Application Process

- All candidates must complete an application form that includes personal details, employment history, and relevant qualifications.
- Candidates will be required to provide the names of at least two referees, one of whom must be their current or most recent employer.

4.4 Shortlisting and Interviews

- Shortlisting will be conducted by a panel trained in safer recruitment practices.
- Interview questions will include scenarios related to safeguarding and how candidates would handle situations involving the welfare of children.

4.5 Background Checks

- All successful candidates will be subject to background checks, including:
 - A Criminal Record Check (CRC) in accordance with Bahraini law.
 - Verification of identity and qualifications.
 - A check of professional references.

4.6 Offer of Employment

- Offers of employment will be conditional upon the satisfactory completion of all background checks and references.
- Successful candidates will be provided with clear information about their responsibilities regarding safeguarding.

5. Induction and Training

All new employees and volunteers will undergo an induction process that includes safeguarding training. This will ensure they understand their responsibilities in protecting the welfare of learners.

6. Monitoring and Review

The LC Academy will regularly review its Safer Recruitment Policy to ensure its effectiveness and compliance with Bahraini law. Any incidents or concerns regarding recruitment practices will be documented and addressed promptly.

7. Responsibilities

- Management: Ensure compliance with this policy and provide necessary resources for safer recruitment practices.
- Recruitment Panel: Conduct interviews and assessments in line with this policy, ensuring a focus on safeguarding.
- HR Department: Maintain all records related to recruitment and background checks, ensuring confidentiality.

8. Commitment to Continuous Improvement

The LC Academy is committed to continuously improving its recruitment practices in safeguarding. We will engage with stakeholders and incorporate feedback to enhance our policies and procedures.

9. Policy Adoption

This Safer Recruitment Policy is effective as of [Insert Date] and will be reviewed annually.

Conclusion

This policy reflects The LC Academy's commitment to safeguarding and promoting the welfare of all learners. We are dedicated to ensuring that our recruitment processes maintain the highest standards of safety and integrity.

For further information, please contact:
[HR Department Contact Information]