

## SAFER RECRUITMENT - ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
<b>Safeguarding Manager</b>	<ul style="list-style-type: none"> <li>• Establish this policy</li> <li>• Monitor and review the effectiveness of this policy</li> <li>• Be familiar with DofE and CWDC guidance on Safer Recruitment</li> </ul>
<b>Head of Education Registered Manager</b>	<ul style="list-style-type: none"> <li>• Ensure structures are in place to support the effective implementation of this policy</li> <li>• Consult on this policy</li> <li>• Complete Safer Recruitment training</li> </ul>
<b>Interview Panels</b>	<ul style="list-style-type: none"> <li>• Interview only candidates who have been shortlisted via Safer Recruitment Policy and Procedures</li> <li>• Ensure child protection is central to the interview process</li> <li>• Ensure any decision to offer employment is made via Safer Recruitment Policy and Procedures</li> </ul>
<b>Personnel Manager</b>	<ul style="list-style-type: none"> <li>• Ensure vetting and checking processes are in place and followed</li> <li>• Ensure all personnel information is maintained on the Central Record</li> </ul>
<b>All staff</b>	<ul style="list-style-type: none"> <li>• Following Safeguarding Policies and Procedures, including Whistleblowing, Grievance and Staff Conduct Policies</li> </ul>