



Lüderitz Blue School Safer Recruitment Policy

1. SCHOOL STATEMENT

At Lüderitz Blue School, the welfare of our students is paramount. We are dedicated to creating a safe environment and expect all staff and volunteers to uphold this commitment. Our approach to recruitment is foundational in ensuring the safety and well-being of the children within our educational setting.

2. OBJECTIVES OF THE RECRUITMENT PROCESS

- **Recruitment Integrity:** Our recruitment procedures aim to prevent the hiring of individuals who may pose a risk to students. This involves implementing robust hiring practices to evaluate candidates thoroughly.
- **Fair and Equal Opportunities:** We strive to recruit the most qualified individuals based on their skills and suitability, ensuring that all applicants are treated fairly without discrimination based on race, gender, religion, nationality, disability, or age.
- **Compliance and Best Practices:** The school adheres to all applicable Namibian laws and guidelines, ensuring a rigorous pre-employment verification process to protect our students.
- **Professionalism in Recruitment:** Recruitment and selection are conducted promptly and with the highest professionalism, focusing on matching applicants' skills and experiences with our school's needs.
- **Transparency in Relationships:** Staff involved in the recruitment process must disclose any close personal relationships with applicants to maintain integrity and impartiality in decision-making.

3. ROLES AND RESPONSIBILITIES

- **School Board Accountability:** The School Board is responsible for establishing effective recruitment policies that align with legal standards and monitoring adherence to these policies.
- **Leadership Oversight:** The Head/s of School and Senior Management are tasked with ensuring the implementation of safe recruitment practices and compliance checks for all personnel, including volunteers.
- **Staff Recruitment Management:** Recruitment processes are overseen by the Chief of Staff in collaboration with the Head/s of School and the Chair of the School Board.

4. REGULATED ACTIVITY DEFINITION

A position is categorised as a "regulated activity" if it involves:

- Frequent engagement, defined as weekly interactions,
- Overnight responsibilities occurring between 2:00 a.m. and 6:00 a.m.,
- Frequent contact with children, meeting the threshold of four times within a 30-day period.

Voluntary roles are classified as regulated activities if they involve unsupervised contact with children.

5. ADVERTISING AND APPLICATION PROCEDURES

- **Job Advertising:** To promote inclusivity, all vacant positions are advertised externally, highlighting our commitment to safeguarding children. Confidentiality regarding applicant information is strictly maintained.
- **Application Forms:** Applicants must complete the school's specific application form, detailing their educational background, employment history, and suitability for the role. Incomplete forms will not be considered, and resumes will not substitute the application form. Applicants must disclose any criminal history, and providing false information may lead to disqualification or termination.

6. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

- **Key Documentation:** Job descriptions are created before any recruitment steps are taken, clearly outlining the role's responsibilities.
- **Selection Criteria:** The person specification highlights necessary skills, experience, and qualifications, emphasising suitability for working with children.

- **Teaching Qualifications:** For teaching roles, candidates must possess a current qualified teacher status or equivalent, with prior experience in British National Curriculum or Cambridge International Schools preferred.

7. REFERENCE CHECKS

- **Reference Requests:** References for shortlisted candidates are solicited promptly after selection, unless the candidate requests otherwise.
- **Reference Requirements:** A minimum of two satisfactory references is mandatory, one being from the most recent employer. References must be obtained directly from referees and should not come from relatives.
- **Verification:** All discrepancies will be investigated through direct communication with referees to ensure accuracy and integrity in the hiring process.

8. INTERVIEW PROCESS

- **Interview Panel:** At least two staff members will participate in the interview, assessing the candidate's alignment with the job description and safeguarding requirements.
- **Interview Formats:** Local candidates may interview in person, while those from further away may utilise online platforms for their interviews. Teaching demonstrations may also be part of the evaluation process.
- **Discussion of Background:** Candidates are required to discuss any past disciplinary actions or allegations if not previously disclosed.

9. EMPLOYMENT OFFERS AND INDUCTION

- **Conditional Offers:** Employment offers are contingent on various checks, including identity verification, satisfactory references, and compliance with all legal requirements concerning working with children.
- **Health and Medical Checks:** Medical fitness may be assessed to ensure the candidate meets the role's requirements. A medical questionnaire is mandatory.
- **Induction Program:** New employees will undergo an induction program detailing school policies and expectations related to their roles.

10. RECORDS MANAGEMENT

- **Single Central Record:** A comprehensive record of all recruitment and vetting checks will be maintained in line with best practices. This record will include information on all staff, volunteers, and contractors working with children.

- **Confidentiality and Security:** All applicant information and employee records will be securely stored, ensuring confidentiality and accessibility only to authorised personnel.

11. ALLEGATIONS AND MISCONDUCT

- **Reporting Obligations:** The school has a duty to report any serious allegations of misconduct or abuse to the relevant authorities, including police or safeguarding boards, in cases where a candidate poses a risk to children.

12. VOLUNTEER AND VISITOR POLICIES

- **Volunteers:** All volunteers engaging with students must present a valid police check. Unchecked volunteers will not have unsupervised contact with students, and those inactive for over three months must renew their checks.
- **Visitor Protocol:** Visiting speakers must be appropriately vetted and supervised while on school premises. All visitors are required to adhere to our signing-in procedures for security and accountability.

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