



Safe Recruitment Policy

Current Review Date: November, 2023

Next Review Date: November, 2024

Start-Rite Schools Abuja Safe Recruitment Policy

Policy Statement

Start-Rite Schools Abuja is committed to ensuring the safety and well-being of all its students. This Safe Recruitment Policy outlines the procedures and guidelines to be followed during the recruitment and selection process to ensure that individuals with the highest standards of integrity, professionalism, and suitability are employed.

Policy Guidelines

Advertising and Job Descriptions

- a. All job advertisements will accurately reflect the requirements and expectations of the position.
- b. Job descriptions will clearly outline the duties, responsibilities, and qualifications necessary for the role.

Application and Screening

- a. Applicants will be required to complete an application form that captures relevant personal and professional information.
- b. Screening procedures will be in place to verify the qualifications, work history, and references of applicants.
- c. Applicants will be required to provide consent for background checks, including criminal record checks, where legally permissible.

Selection Process

- a. Selection committees will be established for each recruitment process, consisting of at least three members of the Senior Leadership Team.
- b. Interviews will be conducted following a structured and consistent approach, focusing on the candidate's suitability for the role and alignment with the core values of Start-Rite Schools Abuja.
- c. Reference checks will be conducted with previous employers or other relevant sources to verify the candidate's professional background and suitability.

Safeguarding Checks

- a. All potential employees will be required to undergo safeguarding checks, including obtaining a valid police clearance certificate.
- b. Additional checks, such as child protection training, identity verification, and qualification verification, may be conducted as deemed necessary.

Confidentiality and Data Protection

- a. All applicant information will be treated confidentially and handled in accordance with applicable data protection laws.
- b. Personal information will only be shared with individuals involved in the recruitment process on a need-to-know basis.

Continuous Monitoring and Review

- a. The effectiveness of the safe recruitment procedures will be regularly monitored and reviewed to ensure ongoing compliance with best practices and legal requirements.
- b. Feedback from staff and stakeholders will be sought to identify areas for improvement and make necessary adjustments to the policy and procedures.

Conclusion

Start-Rite Schools Abuja is committed to maintaining a safe and secure environment for its students. By implementing this Safe Recruitment Policy, we strive to ensure that our employees are carefully selected, qualified, and suitable to work with children. This policy will be regularly reviewed and updated to reflect evolving best practices and legal obligations.

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Senator Victor Ndoma-Egba *OFR, CON, SAN*
Chairman, Advisory Board



Femi Akinlade
Principal