



Safer Recruitment Policy

Safe Recruitment of Staff

At Alexandra House School, where applicable, we will ensure that an enhanced Disclosure and Barring Service (DBS) background check is made on all staff, prior to them being employed in the school. All background checks will be made and kept by Mrs. Martina Beejadhur/Mr. Kian Beejadhur (Directors). Decisions regarding the suitability of staff will be made using evidence from references: full employment history, qualifications, interviews, identity checks, character certificates (issued by Dept. of Public Prosecutor, Mauritius) and any others checks deemed necessary e.g. medical checks. Prospective employees will be informed that we expect them to declare all previous convictions/cautions as well as court orders which may disqualify them from working with children or affect their suitability to do so.

Accessible individual records will be kept on the premises containing the name and address of staff members and any volunteers and also information about recruitment, training and qualifications.

Staff training/Conduct

All staff within the school must have appropriate qualifications, training, skills and knowledge relevant to the job for which they have been employed. All staff will be fully informed about their roles and responsibilities which will be explained verbally and provided for them in written form. Guidance will be given to ensure that their behaviour and actions do not place pupils or themselves at risk of harm (for example in one-to-one tuition, sports coaching, conveying a pupil by car, engaging in inappropriate electronic communication).

No member of staff will be permitted to work in the school under the influence of alcohol or whilst taking medication that is likely to impair their ability to care for the children appropriately.

All staff will be required to follow the courses offered by Educare regarding Child Protection and to attend courses to update their knowledge every year. All staff will be regularly informed about any changes to the procedures to follow regarding Safeguarding Children and current legislation. All staff will have a copy of the 'Safeguarding Children Policy' and be expected to follow the policy in their day-to-day roles and responsibilities.