

Recruitment Policy and Procedure

1. Purpose

Marymount International School is committed to providing a supportive and flexible working environment for all its members of staff. The School recognizes that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, including their support of the Catholic Mission of the School;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, color, nationality, ethnic or national origin, sex or sexual orientation, marital or civil partner status, disability, age or, with due regard to the Catholic identity of the School, religion or religious belief;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of School's accrediting bodies;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarizing themselves with and complying with the provisions of this policy. At least one person on every recruitment panel will have completed Safeguarding training.

2. Scope

This Policy is applied to all employees in the School.

3. Process

All applicants whose applications have not been received through an accredited recruiting agency will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description for the role applied for.

The applicant may then be invited to attend a formal interview either in person or via Skype at which his/her relevant skills and experience will be discussed in more detail. If attending the interview in person the applicant will be required to carry out a demonstration lesson. If unable to attend in person a video recorded lesson will be requested.

If it is decided to make an offer of employment following the formal interview(s), any such offer will be conditional on the following:

- The agreement of the signing of a contract incorporating the School's standard terms and conditions of employment and a mutually acceptable start date;
- The receipt of two references (one of which must be from the applicant's current/most recent employer) which the School considers to be satisfactory;
- The receipt of satisfactory police checks;
- The eligibility of the candidate to obtain a working visa from Italian authorities in the necessary timeframe;
- Verification of the applicant's medical fitness.

Anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to satisfy itself that employees of the School have the appropriate level of physical and mental fitness before an appointment is confirmed.

The School is aware of its duties provided by the Law and employees are protected against direct and indirect discrimination on grounds of sex, race, colour, religion, political opinion, sexual orientation, ethnic origin, membership of a trade union, marital status, pregnancy, disability, age and personal beliefs.

Pre-employment checks

The School carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following;

- Valid identity document;
- Original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

References

References will normally be taken up on short listed candidates prior to the second interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the applicant has ever worked with children but the current/most recent employment does/did not involve work with children, then the second reference should be obtained from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant principally as a friend. Applicants will permit the School to approach any previous employer for a reference.

All referees will be asked whether they believe the applicant is suitable for the job for which the applicant has applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behavior towards children or young people.

The School will only accept references obtained directly from the referee or provided through an accredited recruitment agency and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will make direct contact with each referee to verify the reference.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Police check

Due to the nature of the work, the School applies for police checks (*certificato penale del casellario giudiziale*) in respect of all prospective staff members, regents, peripatetic tutors and volunteers in regular contact with students.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a police check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behavior or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behavior or other relevant matters; and;
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy not to employ anyone who has been convicted at any time of any the following offences or dishonesty and breach of honesty or trust:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- Serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy not to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy not to employ anyone who has been convicted of dangerous driving or driving under the influence of alcohol or narcotic substances.

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment

form must be signed by the Director of Finance and Operations and the Headmistress before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the police directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Ongoing monitoring

Ongoing Monitoring of Criminal Convictions

Effective February 4, 2019, all employees will be required to provide to the School an updated police check from the Italian State once every three years.

Employees who have taken a leave of absence from the School in a three-year period, during which they lived in another country for a minimum of six months, will also be required to furnish to the School a police certificate from this country.

This requirement applies retrospectively to all employees who were first hired by the School before February 2016.

Ongoing monitoring of Fitness to Work

Effective February 4, 2019, all employees will be required to undergo a medical examination with the School's doctor (*medico competente*) once every three years.

This requirement applies retrospectively to all employees who were first hired by the School before February 2016.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the School's accrediting body and the law of the land on the use of disclosure information.

In particular, the School will:

- Store disclosure information and other confidential documents securely;

- Not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, and the recruitment decision taken;
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- Prohibit the photocopying or scanning of any disclosure information.

Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the Director of Finance and Operations or the Headmistress.

4. Further Information

Any questions regarding the content of this Policy should be directed to the Director of Finance and Operations.

5. Record of Approval

This Policy was reviewed and approved by the Board of Regents in October 2019.
This Policy will next be reviewed in October 2022.