

Safer Recruitment Workflow | Rationale

Safer recruitment is a priority for all BSME schools mirroring global best practice. Building on the work of the International Task Force on Child Protection (ITFCP), BSME has taken the lead in creating these guidelines in response to requests for guidance on safer recruitment practices and because of the wealth of knowledge, experience and expertise we are able to offer as a collective network. The purpose of this document is therefore to provide some key prompts and supporting documentation to complement and strengthen your school's safer recruitment procedures, ensuring that all schools fully adhere to best practice and the BSO standards regarding safer recruitment and recording of recruitment procedures.

This document also supports the BSME Code of Conduct.

It is incumbent upon us all to ensure that the children in our organisations are safe from harm, although we must also recognise that due diligence in recruitment and management of staff on a daily basis cannot fully guarantee the children's safety from potential harm. Robust monitoring needs to be a part of the daily operating procedures in all organisations with appropriate policies and courses of action in place to minimise potential risk to pupils. It is impossible to eradicate all risks, but we must continue to do all that we can.

It is also crucial that everyone working in a school:

- is aware of safeguarding issues and the need to adopt ways of working and appropriate practice to help reduce allegations;
- safely raises concerns about what seems to be poor or unsafe practice by colleagues and that those concerns and concerns expressed by children, parents or others are listened to and taken seriously.

BSME would, therefore, like to propose a new document, BSME Safer Recruitment Workflow Proforma, which ensures that all members of staff in school involved in recruitment are clear on a recruitment process which keeps students safe. This document can be adapted to suit the needs of your school. However, processes for recruitment, employment, induction and ongoing monitoring of staff need to be rigorous and should be amended to reflect any changes in global trends or those dictated by regulatory bodies.

The following may also be of use and should be used in conjunction with the document below.

1. The International Task Force on Child Protection's [Safer Recruitment Checklist](#)
2. ICMEC's [Beyond Background Checks document](#)
3. Template for [Single Central Register of Appointments \(SCR\)](#)

It is vital that schools adopt recruitment and selection procedures, and other human resources management processes, that help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment is the perfect window to deter unsafe adults, i.e. on role descriptions, person specifications, offer letters and induction monitoring documentation. You may wish to ensure that these individuals are also deterred through a variety of channels, including on your school website and all promotional materials (with thanks to Educare for guidance).

**BSME thanks The English School Kuwait for their contribution to this document and all addendums.*

Safer Recruitment Workflow

This document may be adapted as a 'best fit' for each individual school's recruitment procedures.

For reference:

MIS - Management Information System

[SCR - Single Central Record](#)/Register of Appointments

Person X - Insert the role title of the staff member who deals with each element of the recruitment process in your school

Stage 1 | Applications

All applicants must include in their application a scanned copy of their passport and, if working away from their own country, any residency document/further proof of identification.

Applications to be reviewed by [Person X]. The initial filter must include:

- a. If unsuitable, move to disqualified, then email candidate to say that they have been unsuccessful on this occasion.
- b. If suitable, move to CV Review, then email candidate to say that their application is under review and contact the [CV review team made up of at least 2 staff members, or the Principal and a Recruiter], sharing details as necessary.

***If at this stage, any queries regarding the identity or the suitability of the candidate to work with children or young people arise, proceed with caution and due diligence.**

Stage 2 | CV Review

1. The CV must be checked for gaps in the candidate's employment history. If queries arise, email the candidate to seek clarification or ensure that the query is raised during interview/s.
2. Note the countries and names of schools where candidates have resided and worked. Consider whether to contact relevant authorities and/or schools for further verification, in addition to named referees. Schools should request at least 3 professional referees. You may wish to use the [ITFCP Recommended Screening and Assessment Practices for International School Recruitment](#) document to support this process (see page 2: Reference Checks and Referee Verification).
3. The recruitment team should share and discuss any notes they have made about the candidate. You may wish to use the [ITFCP Recommended Screening and Assessment Practices for International School Recruitment](#) document to support this process.
4. Once all feedback and input has been reviewed, [Person X] will advise [Person X] to move the candidate into the following categories:
 - a. Rejected after CV review; email candidate to confirm that they have been unsuccessful in making the long/shortlist on this occasion.
 - b. Longlisted/shortlisted candidates - email candidate confirming that they have been longlisted/shortlisted/moved to video screening (see immediately below a note regarding video screening).

Video Screening

Some recruitment software packages include video screening, i.e. an opportunity to ask a few set questions which the candidate can respond to for review.

1. Candidates receive an email informing them that they have been shortlisted/longlisted. The email also requests that they complete the initial video interview questions. Provide link.
2. The recruiting team will be notified when the candidate submits their response.
3. The recruitment team reviews videos and adds notes/observations into a shared document.
4. [Person X] must email the candidate's referees (at least 3) to request professional references.
5. Once all feedback has been reviewed, [Person X] will advise [Person X] to move the candidate into the following categories:
 - a. Rejected (post Video Screening); email candidate to confirm that they have not been shortlisted on this occasion.
 - b. Interview stage; email candidate to confirm that they have been shortlisted and that the school will be in touch shortly to arrange an interview.

Stage 3 | Interview to be scheduled

1. [Person X] should confirm that all references have been received in advance of the interview and that each has been verified by telephone. **If appointed, the date of the verification must be recorded in the SCR.**
2. Interview date and time must be arranged and confirmed with the candidate and panel members. Where circumstances allow, and particularly when interviewing via Skype or similar, a balanced panel, in terms of experience and gender, is essential.

You may wish to use the [ITFCP Recommended Screening and Assessment Practices for International School Recruitment](#) document to support this process (see page 4: School's Interview and Advertising Practices).

Stage 4 | Interview

1. Once all candidate feedback has been reviewed, [Person X] will advise [Person X] to contact the candidates:
 - a. Offer Made; [Person X] contacts the successful candidate directly to verbally offer the post and seek a verbal acceptance. If the candidate declines, ensure that a second choice has been selected.
 - b. Rejected (post-interview); after verbal acceptance by successful candidate, email unsuccessful candidates thanking them for their interest and time; confirm that they have not been successful in securing the post and wish them well for the future.

Stage 5 | Offer Made

1. [Person X] forwards the job offer, a contract, job description and relevant questionnaires, i.e. [Staff Disqualification Declaration](#), [Disqualification under the Childcare Act](#) and [Pre Employment Health Declaration](#) to the candidate - including further verification of identity and/or gaps in CV, etc. as necessary.
2. Once the signed contract (scanned in the first instance - original to be vetted on arrival) and questionnaires have been received, the candidate moves to the 'Hired' stage.

***Clearly stipulate that any offer made is subject to completion of appropriate checks and references.**

Stage 6 | Hired stage

1. [Person X] loads the candidate's details on the school's MIS and SCR, including relevant dates from above.
2. [Person X] should create a personnel file placed in the relevant filing cabinet/digital filing cabinet, with scanned and verified originals.
3. [Person X] compiles the necessary information and liaises with [Person X] regarding the following safeguarding checks:
 - a. EEA Sanctions list
 - b. Prohibition from teaching list
 - c. Section 128 Check (see [paragraph 128 of KCSIE 2019](#))
 - d. GTCE Sanction Check
 - e. Failed Induction or Probation Check

*Update SCR details

4. Once the initial information questionnaire has been completed, [Person X] will:
 - a. Book flights (if applicable)
 - b. Book meet and greet (if applicable)
 - c. Prepare the following:
 - i. "Work Visa Processing" template if the candidate requires a work visa
 - ii. "Residency Transfer" template if the candidate is transferring residency
 - iii. "Police Clearance (UK)" questionnaire if the candidate is British or has resided/worked in the UK
 - iv. "Police Clearance (Non-UK)" questionnaire if the candidate is currently working overseas

***All British nationals and other nationalities who have worked or lived in the UK must also provide an ICPC certificate - <https://www.acro.police.uk/icpc/>**

*Update SCR details

Stage 7 | Upon Arrival in the country, or before if appointed locally

1. [Person X] will collect the original signed Job Description and Job Offer from the new member of staff.
2. [Person X] will verify the following:
 - a. Passport - original
 - b. Police clearances - originals
 - c. Qualifications - originals

*Update SCR details

Stage 8 | Induction, Observation and Supervision

1. Rigorous induction procedures must include:
 - o Safeguarding training, Child Protection, including policies/procedures, DSL, etc.
 - o Staff Behaviour Policy or code of conduct;
 - o Health & Safety and all that this entails within the school;
 - o Any other key policies and procedures, and professional and organisational expectations related to both their wider and individual roles in the organisation.
 - o Observation and Supervision

All staff should have a direct line manager. As a leadership team, design a process to monitor the settling in period and appropriate professional practice. Reassure yourself that new staff are fit for purpose and are safe to work with the students in your school.