

ICS Ltd SAFER RECRUITMENT POLICY

Policy area: 8 – Safeguarding

Date established October 2014

Date last revised: 6th November 2018

Date of next revision: November 2019

This policy will be reviewed in full by the Advisory Board and the Head of School, on an annual basis, or more frequently if there are changes in policy or circumstance. This policy was last reviewed and agreed in November 2018. It is due for review in November 2019.

Signed

Daniel Jones

Chair of Advisory Board

Date: 6/11/18

Rose Threlfall

Head of School

Date: 6/11/18

Overview

Policy statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. International Community School Ltd (ICS) is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, ICS expects all staff and volunteers to share this commitment.

In line with recent legislation and guidance, ICS takes very seriously its duty of care for all students. In order to help safeguard and promote the welfare of all its students, ICS is committed to a thorough and consistent Safer Recruitment Policy.

Purpose

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

ICS has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at ICS based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

ICS views 'suitable' candidates as those who pose no risk to students and are aligned to its mission and vision.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

Applicability

This policy is applicable to all ICS staff involved in recruiting, and members of the public wishing to apply for a position at ICS.

Statutory guidance

The Education Act, 2011

The Children Act 2004

Disqualification under the Childcare Act 2006, as updated in August 2018

Keeping Children Safe in Education, September 2018

Working Together to Safeguard Children, July 2018

Links to other ICS policies and procedures: Whole School Safeguarding (including child protection), Safeguarding Handbook, Professional Code of Conduct, Teaching policy.

Access

This policy is available on the ICS website and is available upon request from its offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our website.

The policy is provided to members of the public wishing to apply for a position at ICS and to staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to comply

Failure to comply with this policy and its associated procedure when recruiting for roles at ICS will result in intervention from the Advisory Board and Head of School.

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Safer recruitment policy

1 Roles and responsibilities

1.1 It is the responsibility of the Advisory Board of the School to:

- a) Ensure ICS has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- b) Monitor and review the effectiveness of this policy and its compliance with current legislation

1.2 It is the responsibility of the Head of School and the Advisory Board or any person involved in a recruitment campaign to:

- a) Ensure that structures are in place to operate safe recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at ICS;
- b) Monitor contractors' and agencies' compliance with this policy – where applicable.
- c) Promote welfare of children and young people at every stage of the recruitment procedure

Safer recruitment procedure

1 Overview

1.1 Any staff member recruiting someone after written authorisation from the Head of School must be involved in:

- a) Approving the job description(s);
- b) Approving the advertisement;

- c) Interviews
- d) Reviewing references with HR Department
- e) Final selection

2 Advertising

- 2.1 To ensure equality of opportunity, ICS will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.
- 2.2 Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.
- 2.3 The lead recruiter must get written authorisation from ICS Head of School and/or the Advisory Board for launching a recruitment of any vacancy and prior to advertising.
- 2.4 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 1998.

3 Application forms

- 3.1 ICS uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history – these gaps must be recorded).
- 3.2 The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 3.3 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

4 Job descriptions

4.1 A job description is a key document in the recruitment process, and must be approved at minimum by the head of School prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

4.2 All job descriptions and person specifications state that safeguarding and promoting the welfare of children is the main priority of the role.

The person specification informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

5 References

5.1 References for short listed applicants will be requested after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made.

5.2 At least two professional references must be provided. In the case of direct appointments, references will always be sought and obtained directly from the referee.

5.3 In the case of appointments made through recruitment agencies, applicants' references will be provided directly by the agency.

5.4 The purpose of references is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies within a reference will be followed up. In the case of all appointments, the references will be followed up with phone or face-to-face contact with one referee to verify the reference.

6 Interviews

6.1 ICS always conducts a face-to-face interview wherever possible*, and the same panel will see all the applicants for the vacant position.

6.2 The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

6.3 Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

6.4 At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

- 6.5 All applicants who are invited to an interview will be required to bring evidence of their identity (photo), address and qualifications. Only original documents will be accepted and photocopies will be taken, signed and dated. Documentation from unsuccessful applicants will be destroyed in accordance with the School's Data Protection Policy.

*ICS will always attempt to arrange a face-to-face interview. This may not be possible for some international candidates, and some form of video link will be used.

7 Offer of appointment and new employee process

- 7.1 The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Check with Barred List information (if applicable), references, medical checks, copies of qualifications and proof of identity and eligibility to live and work in the UK.

7.2

- 7.3 A staff record checklist will be used to track and audit paperwork. The checklist will be retained on personnel files. The Human Resources Department will contact the Head of School when all paperwork has been received. The Head of School will review the file, sign it off when complete and a start date will be agreed. This will be communicated to the lead recruiter.

8 The Rehabilitation of Offenders Act 1974

- 8.1 The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to students. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at ICS.

9 DBS (Disclosure and Barring Service) Certificate (formerly known as a CRB Disclosure)

- 9.1 All staff at ICS require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

- 9.2 It is ICS policy to re-check employee's DBS Certificates every five years. In addition, any employee that takes leave for more than three months (e.g. career break etc.) must be re-checked before they return back to work.

- 9.3 Members of staff at ICS are made aware by their line manager of their obligation to inform the HR Department of any cautions or convictions that arise between these checks taking place.

10 Portability of DBS Certificate checks

- 10.1 The DBS Code of Practice does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity, portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. ICS is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless the individual is registered with the DBS Update Service.
- 10.2 ICS will also accept a certificate carried out by another organisation if, in the three months prior to beginning work in their new appointment, the applicant has worked:
- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
 - in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.
- 10.3 In these cases, ICS ensures that employment has been continuous via reference checks. In addition, ICS will carry out a new enhanced DBS check within 3 months of an employee's start date.
- 10.4 For temporary supply staff, ICS accepts an Enhanced DBS certificate completed by a recruitment agency, if the individual is recruited through the agency and there are no gaps in employment after the DBS was issued. ICS obtains written confirmation from agencies that DBS checks are carried out on all supply staff.
- 10.5 When using the DBS update service ICS will:
- Check that the employee's DBS certificate is for the same type of workforce (child/adult) and level (standard/enhanced) that is required for the post at ICS
 - Check the identity of the person against the DBS certificate
 - Get the applicant's consent to carry out the status check.

11 Dealing with convictions

- 11.1 Custodial sentences of over 4 years, or a public protection sentence, including crimes against children are never spent.
- 11.2 ICS operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:
- the nature, seriousness and relevance of the offence

- how long ago the offence occurred
- one-off or history of offences
- changes in circumstances
- decriminalisation and remorse.

11.3 A formal meeting will take place face-to-face to establish the facts with the Head of Human Resources or Head of School or Advisory Board. A decision will be made following this meeting.

12 Proof of identity, right to work in the UK and verification of qualifications and/or professional status

12.1 All applicants invited to attend an interview at ICS will be required to bring their proof of identity (preferably photo ID and proof of address), proof of eligibility to work in UK, most recent DBS certificate in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

12.2 In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

13 Medical fitness

13.1 Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.

13.2 Following an offer of employment (s. 60 Equality Act 2010, refers) applicants are then requested to complete a Health Self Declaration form and where appropriate a doctor's medical report may be required.

13.3 In addition, applicants are asked on the application form and at interview if there are special arrangements that they might need in order to be able to carry out the work.

14 Overseas checks

14.1 As of October 2014, it is ICS's policy to require a check from the country most recently worked in. This is made clear to candidates during interview and in the offer of employment letter. In addition, the recruitment panel will make a judgement on whether or not further checks will be required. ICS will take advice on checks

from <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

- 14.2 The School will undertake a check in addition to the prohibition from teaching checks, whether a teacher who has trained or worked in the European Economic Area (EEA) has received any restrictions on their teaching (The EEA includes the countries of the European Union, plus Iceland, Liechtenstein and Norway) as per guidance [Disqualification under the Childcare Act 2006, as updated in August 2018](#).
- 14.3 Effective from 6 April 2017, the Home Office has extended the requirement to provide a criminal record certificate to Tier 2 (General) applicants coming to work in the education sector (amongst other sectors) and to their adult dependents. A certificate will be required for applicants sponsored in the [Standard Occupation Classification codes](#). Certificates will also be required from partners applying from overseas, on or after 6 April 2017, who want to join an existing Tier 2 (General) visa holder working at ICS.

15 Induction programme

- 15.1 All new employees will be given an induction programme which will clearly identify ICS policies and procedures, including the Safeguarding (incorporating Child Protection) Policy and the Professional Code of Conduct which makes clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.
- 15.2 All staff are expected to complete an induction checklist during the first week of induction.

16 Single Central Record (SCR)

- 16.1 In addition to the various staff records kept at ICS and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up to date and retained by the Human Resources Department. The Single Central Record (SCR) will contain details of the following:
- All employees who are employed to work at ICS;
 - All employees who are employed as supply staff to ICS whether employed directly or through an agency;
 - All others who have been chosen by ICS to work in regular contact with children. This will cover volunteers, Advisory Board members, and people brought into ICS to provide additional teaching or instruction for pupils but who are not staff members e.g. language tutors etc.

Specific data includes:

- An identity check;
- A barred list check;
- An enhanced DBS check/certificate;
- A prohibition from teaching and management check;

- Further checks on people living or working outside the UK;
- A check on professional qualifications; and
- A check to establish the person's right to work in the UK.

17 Record retention/Data Protection

- 17.1 ICS will retain all interview notes on all applicants for a period of 6 months, after which time the notes of the unsuccessful applicants will be securely destroyed (i.e. shredded). The retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.
- 17.2 All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

18 On-going employment

- 18.1 ICS recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. ICS will, therefore, provide on-going training and support for all staff.

19 Leaving ICS's employment

- 19.1 Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised.
- 19.2 In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual and emotional and neglect) ICS Disciplinary Policy will apply.
- 19.3 In cases where a teacher has been dismissed (or would have been dismissed had he/she not resigned), ICS will inform the DfE, DBS, and the LADO of the circumstances under which the employee has left ICS's employment and consider making a referral to the Teaching Regulation Agency (TRA formally NCTL) where a prohibition may be appropriate.

20 Monitoring and evaluation

- 20.1 The Head of School, and managers will be responsible for ensuring that this policy is monitored and evaluated within ICS. This will be undertaken through formal audits of job vacancies and a yearly review of this policy.

Appendix A

Employees with Safer Recruitment (NSPCC) certificates, as at 21/08/2018

Elizabeth Burns

Yuki Fuji

Gary George

Liz McLaughlin

Alexandra Moreno-Henning

Jessica Rego

Evi Takopoulou

Rose Threlfall

Katherine Tyler

Muz Chohan

Zac Sehly

References

[Keeping Children Safe in Education \(September 2018\)](#)

[Working Together to Safeguard Children \(July 2018\)](#)

[Disqualification under the Childcare Act 2006, as updated 31st August 2018](#)

Application processes for obtaining overseas criminality information to provide to employers in the United Kingdom or to meet the requirements of the United Kingdom Immigration Rules to provide an overseas criminal record certificate in support of a visa application Frequently Asked Questions December 2016

[Home Office](#)