

RISS Recruitment Policy

ROTTERDAM INTERNATIONAL SECONDARY SCHOOL

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Mission, Vision and Core Values

This policy is born from the need to respond further to our vision for “Educating for self-awareness, curiosity and integrity in a changing world” and contribute to embedding our mission “for every student to enjoy their youth” within our central business: learning. It also seeks to align our recruitment practices with our accrediting bodies, International Baccalaureate (IB), Council of International Schools (CIS) and The New England Association of Schools and colleges (NEASC). The school governance, leadership, teachers, students, and parents support, embody and promote this document as a way of consolidating our day-to-day practice and reinforce further our commitment to child protection and safeguarding.

The document is also inspired by our core values of respect, responsibility, relationships, and courage. They are our key principles and guiding ideals when working for and with our students. We aim to establish a culture in line with our identity as a provider of international education united by a common belief in the importance of an inclusive, culturally diverse, child-centred, enquiry-driven education that not only prepares young people for university and life beyond but that ensures young people also enjoy their youth.

The above also serves to help set a desired level of performance within our recruitment practice as indicated in our key strategic drivers: curriculum, community, wellbeing, professional development, and organisation. Ultimately the school seeks to become an exceptional example of an international school.

Purpose

This recruitment and selection policy has been produced in line with the international child protection and safeguarding task force guidelines as well as the laws applicable in the kingdom of the Netherlands in the selection of personnel within the secondary international education sector. The school will apply its regulations to all sections of the school.

The purpose is to:

- ensure the practice of safe recruitment of staff,
- conduct the process fairly, in an
- effective and economic manner and
- ensure those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently, and fairly with all internal and external applicants.

The school is committed to attracting, selecting, and retaining the best possible employees who will successfully and positively contribute to providing a valuable service in line with our vision, mission, and values. A motivated and committed workforce with appropriate knowledge, skills, experience, and ability to do the job is critical to the school’s performance and fundamental to the delivery of high-quality teaching and learning.

The recruitment and selection process will identify the person best suited to the job based on the applicant’s abilities, qualifications, experience, and merit, measured against the job description and person specification.

Equal opportunities

The school is committed to providing the quality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic, religion or belief, age, pregnancy or maternity leave, or trade union membership.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Roles and responsibilities

It is the responsibility of the governing body, MR, Leadership Team and Pedagogical Leadership Team to ensure the school has effective policies and procedures in place for recruitment of all staff, contractors, volunteers, and agency workers in accordance with legal requirements and guidance and monitor compliance.

It is the responsibility of the Leadership Team and others involved in recruitment to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff, contractors who work at the school, agency workers and volunteers before the work or volunteering commences. Responsibilities also include monitoring contractors' and agencies' compliance with this document and promoting the welfare of children and young people at every stage of the procedure.

All line managers should be aware that satisfactory VOG (police checks) must be received for all new staff and every two years every member of staff needs to provide a new VOG. The principal may authorise a new member of staff to start work prior to receipt of a satisfactory VOG providing that:

- the enhanced VOG has been applied for before the start date
- all other checks (including references) have been completed
- and a written risk assessment has been conducted, with satisfactory measures put in place to supervise the new member of staff. This risk assessment must be reviewed fortnightly until the VOG is received.

Advertising and the initial process of recruiting

Advertising

The following procedures and practices are in place to ensure the safe recruitment of staff and to ensure equality of opportunity.

The school will generally advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails internal and external advertisement in relevant publications or websites, including the school's own website. Any advertisement will include a clear statement of the school's commitment to safeguarding and promoting the welfare of children.

Job description

The job description outlines the general nature of the post including the main duties and responsibilities and it will identify the line manager for the post. It also incorporates the person specification (qualifications, attributes and skills required) and it is these criteria that are used as short-listing criteria by those scrutinising the applications. Other information included is a description of the school and/or department, background information to the post, and/or further details such as closing date.

Applications

Prospective applicants are requested to provide:

- A full up to date CV
- A purposely written Letter of Application (2 sides of A4 maximum) that describes how the candidate's skills, experience and expertise match the requirements of the position. The letter of application should also outline the applicant's suitability to work within our vision, mission and values.
- All applicants are required to account for any gaps or discrepancies in employment history and provide reasons for moving between posts.
- CVs without a letter of application will not be accepted.
- The application must include the applicant's declaration regarding any convictions, especially if they relate to children.
- 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.

- Due to data protection requirements (AVG/GDPR), we are unable to accept speculative applications.

Received applications and short-listing

Handling applications

- Applications submitted online will receive an automated acknowledgement email from the school team.
- All applications should be initially scrutinised by a member of staff who has completed safer recruitment training.
- Incomplete applications will not be processed.
- It is not the school's usual policy to allow individual visits from prospective applicants prior to short-listing or interview. In some instances, all candidates may be offered the opportunity to visit as part of the short-listing process.
- The school recruitment team will be responsible for collating a list of all applications as they arrive.
- The school recruitment team will have specific responsibility for ensuring that a thorough scrutiny of the application has taken place, as per safer recruitment guidelines, prior to the interview. This should include a month-by-month record of employment since leaving school to the present date. Any gaps should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.
- Unsuccessful application documents will be safely stored for future possibilities with the permission of the applicant.

Shortlisting

Following the closing date, a panel will independently scrutinise applications further using a selection matrix when necessary (a simple format, cross-referencing candidates against the criteria in the job description and the person qualifications).

In addition to judging the application letter and CV against the criteria for the post, anyone noticing an anomaly in the information provided will make a written note to that effect to be followed up at interview if applicable.

The final shortlist will be drawn up by the panel at a short-listing meeting. In the case of a teaching vacancy this meeting will normally be chaired by the principal or the line manager of the relevant team. In the case of support staff, it will be the relevant team leader (or head of section) and the HR Assistant.

The short-listing meeting takes place within approximately five working days of the closing deadline. All those involved in the interview process should attend this meeting. Those unable to do so should send written recommendations to the RISS Principal.

All those involved in the short-listing process have a responsibility to scrutinise CVs and letters of application carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect.

References

References of applicants who meet the short-listing criteria will be taken up, where possible, before interview. Referees are sent the following:

- standard letter via email
- name of the candidate, acknowledgement that the applicant has given permission for the school to contact them, and indication of the position for which the candidate is applying
- school standard reference template (e.g., Google Form), which should be completed in addition to any written reference provided.

Referees must include the most recent employer as well as the most recent employer who has known the candidate working with children if relevant. Open references or references that are solely character references

from close family members or friends are not acceptable.

Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made by a designated member of staff by telephone, to probe further.

this meeting on the selection matrix or final listing.

Interview process

All short-listed candidates are contacted by email to invite them to attend an interview and to ensure their availability. This will be completed by the school recruitment team.

Interview pack

The interview pack should contain:

- The interview programme, which will indicate if it is face to face or virtual
- A copy of our Child Protection and Safeguarding Policy
- If the interview is virtual, the process will be explained to the candidates at the beginning of the process.
- If the interview is in the school, a detailed programme will be provided including tour guides with senior students and potential class visits or teaching. In the case of the latter, this will be communicated to candidates with plenty of time with an indication of subject, students group and topic.

Further information or requests may be required from candidates such as teaching a lesson (virtual or in situ) or to provide a lesson plan or a second interview when there is a need for further information, especially when making a final decision.

Candidates are given the opportunity to ask any questions they may have about this aspect of the interview process.

For senior positions such as curriculum Leaders, team leaders or principals, the school will include parents and students within the interview panel.

The school does not generally offer telephone interviews.

Interview programme

The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

Interviews will be conducted by a minimum of three members of staff including leadership team and curriculum leader.

A virtual interview may include:

- questions related to child protection and safeguarding
- questions about the candidate's physical status to exercise the role
- case studies
- general questions
- subject specific questions
- on rare occasions, we will record interviews. Permission from all participants needs to be obtained to proceed. Free consent is essential.

A face-to-face interview may include:

- questions related to child protection and safeguarding
- questions about the candidate's physical status to exercise the role
- case studies

- general questions
- subject specific questions
- tour of the department or area that the individual is going to work within
- teaching a lesson (for teaching posts, usually observed by a head of department or team leader)
- possibly a test relevant to the post or the preparation of a lesson plan within a time limit
- coffee and/or lunch with staff members of the department/associated departments.

Each interview process must include at least one person who has successfully undergone Safer Recruitment training.

Core questions to be asked of all candidates will be agreed by all interviewers prior to interview, as well as any specific questions relating to an individual's application.

During the interview

Candidates will always be required to:

- explain satisfactorily any gaps in employment or significant periods of time working or living abroad
- explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- declare any information that is likely to appear on an enhanced disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people.
- questions (see section interview programme, page 6)

Notes are taken of responses and of any questions asked by the interviewee.

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

Interview expenses

Where relevant, reasonable travel expenses for travel by car or by second class train are paid to applicants. Candidates provided with expense claim forms to complete should return them (with receipts) to the finance team for payment. All candidates are asked to detail the position that they had applied for accounting purposes.

Candidate selection

Final selection meeting

This is held as soon as possible after the interview candidates have been interviewed. This meeting involves all those involved in the selection/interview process. A record of decision making to appoint an individual ahead of others must be noted, to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate/s if required.

Interviewers bring any notes they have made with them (including lesson observations if applicable); these are collected and put with the application file at the end of the process. All notes are stored for a minimum of six months.

Contacting referees by telephone

If there are any queries around information provided on a reference, a verbal contact must be gained from the referee, ensuring that we are speaking directly with the referee, questioning the areas on the reference that require further clarification and evaluating the response.

Accurate notes of the telephone call should be made (the written references should be annotated, dated and initialled).

Communicating the outcome

A member of the leadership team sends an email to the successful candidate as soon as possible.

If a written acceptance is received, the letter of appointment together with the contract of employment is drafted by the HR department. The principal approves and signs the letter.

The verbal and written (email) offers must state that the offer is provisional, and subject to:

- the receipt of three satisfactory references (if both references not received prior to interview)
- checks including:
 - VOG
 - verification of identity (passport, ID)
 - proof of right to work in the Netherlands (if applicable)
 - confirmation of medical fitness for the post
 - receiving copies of any qualifications (these will be scrutinised and checked by the recruitment team lead against originals.)

When the written acceptance letter is received, regrets to non-shortlisted applicants will be sent by the recruitment team.

If the successful candidate declines the offer of the post, the selection committee reconvenes.

Unsuccessful shortlisted candidates are generally not contacted, and this is stated at the time of application.

New employee administration and induction

A personal HR file checklist will be used to track and audit paperwork obtained in accordance with the information collected so far. This checklist will be retained on personal files.

Pre-employment vetting checks and commencing employment

A new appointee should not commence employment until all criteria have been met. The process of checking qualifications, verifying identity and prohibitions, and suitability of a newly appointed member of staff must be logged carefully on their new staff file.

All teachers and managers will be checked for the following:

- those that have been prohibited from teaching
- those that have failed to successfully complete their induction or probation period
- those that may be the subject of a suspension or conditional order imposed by the law of a country that is still current.

The single central record

In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks is kept within AFAS. This is kept up to date by the HR team.

The single central record contains details of the following:

- all employees who are employed to work at the school
- all employees who are employed as supply staff to the school whether employed directly or through an agency
- all others who have been chosen by the school to have regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for students but who are not staff members e.g. sports coaches etc.

Vetting checks

Identity checks and right to work

All applicants invited to attend an interview process at the school will be required to provide their identification documentation such as: ID, passport; birth certificate, driving licence etc. with them as proof of identity and eligibility to work in the Netherlands where appropriate (e.g. European passport holders). Copies of these

original documents should be taken, dated, and signed to verify that the originals have been seen and these should be retained on personnel files.

All employees of the school are in regulated activity and therefore the VOG, including barred list check will be required.

If the candidate does not have a VOG/police check in place at their current employment that can be used (three-month rule), the recruitment team should write directly to the successful candidate regarding arrangements for a VOG/police check application. This is before any start date, and as soon as practicable after an appointment, but no earlier than three months before employment commences.

It is the school's policy to re-check employee's VOG for any employee that takes leave for more than six months (e.g., career breaks etc.) and must be re-checked before they return to work.

It is the school's policy to re-check employee's VOG for any employee every two years.

Members of staff at the school should be made aware of their obligation to inform the principal of the school of any cautions or convictions that arise between these checks taking place.

Barred list

It is illegal for schools to employ anyone who is on the barred list.

Medical fitness

There are certain questions the school may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job.

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. All successful applicants are requested to confirm their physical and mental fitness to commence work.

Qualifications

New employees will be asked to bring in original documents or certificates of relevant registration, training, or qualifications so that they can be checked and copies can be lodged on their personnel file.

Please note, it is the staff member's responsibility to initiate the process of qualification recognition with DUO (Ministry of Education). Failing to do this may result in not being able to offer a permanent contract. Members of staff are advised to work with the principal to ensure that they meet all requirements promptly.

Disqualification

Under the current Dutch Laws, staff can be disqualified, including by association, from working in or being concerned in the management of childcare. Any employee likely to fall into this category must inform the principal of the school via email. Employees must keep the school informed of any changes in their personal circumstances. Annual written reminders of this requirement are sent by the principal.

Additional checks on those who have lived abroad

The application for VOG may be submitted whilst an applicant is overseas so long as identity documents have been checked from a reliable source. If the applicant has lived abroad for more than three months in the last five years, they will be required to provide the school with evidence, such as an official certificate of good conduct, or police or criminal record check from their country of origin. Extra references may also be required.

Rehabilitation of Offenders - disclosure

The school is exempt from the Rehabilitation of Offenders and therefore all convictions, cautions and bind-overs,

including those considered as 'spent', must be declared. If an applicant has a criminal record this will not automatically debar them from employment. Each case will be assessed fairly by reference to the school's objective assessment procedure.

Any employee who is convicted of, or cautioned for, any offence during their employment with the school must immediately notify in writing the principal of the offence and penalty.

Induction

All new staff will be required to undertake induction training. This will include:

- induction meeting and briefing with their line manager and/or HR team
- safeguarding training
- provision of key safeguarding policies: the safeguarding policy and the staff code of conduct
- health and safety training

Record retention/data protection

All interview notes on all applicants will be retained for a period of six months after which time the notes will be destroyed (i.e., shredded). The six-month 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.

Data protection

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. Data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.

Once an individual is recruited, information about his/her/their criminal record gathered during the vetting process will not be transferred to his/her/ their personnel file.

The organisation is also committed to going through the proper VOG channels to establish whether an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

Ongoing employment

It is recognised 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. The school will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure.

Monitoring

The Leadership Team and HR Assistant are responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly safer recruitment evaluation audit which will be presented to the principal to report to the governing body. The school leadership team has the responsibility for monitoring this policy and the single central register.

Leaving employment

All staff leaving employment will be invited to attend an exit interview at which time an exit reflection will be completed via staff appraisal/PRD forms. This will be forwarded to the HR Assistant for retention monitoring purposes and be included in the individual's personnel file.

Use of contractors

Contractors that are used within the schools should comply with the schools safeguarding and safer recruitment regulations. The identity of contractors will be checked on arrival by the head of department or pertinent member of staff to assess safety. Employees of contractors who work at school on a long-term basis will be subject to the same checks by Wolfert.

Supply staff/agency workers

Written confirmation is requested from supply agencies that it has satisfactorily completed all relevant checks for that post, including VOG, and confirming whether the VOG discloses any information and that it is not more than three months old (or three years old if they have been in continuous employment with that same agency).

The agency and worker must provide to the school the following documents ahead of commencement:

- supply agency letter confirming that all relevant recruitment paperwork is in place
- copy of the VOG certificate
- photographic identification.

A record of the checks for supply staff will be included in the single central register. Access to the check is only required where there is information contained in the VOG. Any such information would be treated as confidential, and a risk assessment should be conducted by the leadership team.

Identity checks will be carried out to confirm that an individual arriving at the school is the individual whom the agency has referred to and that any notes provided on the VOG of previous cautions or convictions noted are acceptable for the individual to be working within the school. This decision will be taken by the principal.

Volunteers

Volunteers who are working within the school must gain the authorisation of the principal. Volunteers are supervised and assessed to see whether they will be in regulated activity; if they are, they will be asked to complete identity checks, a reduced application form, and VOG will be applied for. They will also be asked for references and will require an informal interview. Where checks are carried out these will be recorded on a single central register.

One off volunteers for day outings, school concerts, etc. do not require vetting checks but must never be left unsupervised or undertake personal care and must be risk assessed.

Regular volunteers receive a letter of agreement confirming that they will not be asked to take sole responsibility for any individual pupils or groups and that they should always expect to have the support of a member of staff and work under their supervision, support, and guidance. This member of staff is identified in this letter.

All volunteers are asked to read the staff code of conduct and the safeguarding policy to acknowledge in writing that they have understood these and have no further questions.

Visiting speakers

As visiting speakers are not left alone with students, they are not subject to safe recruitment vetting checks. However, it is the school's responsibility to ensure that visiting speakers are suitable and that they are appropriately supervised. Invitations to guest speakers must be agreed with a member of LT before the invitation is confirmed.

Visiting professionals

The identity of visiting professionals should be checked on arrival. These include healthcare professionals, sports instructors, referees, consultants, trainee teachers etc. Appropriate checks should have been carried out by their

employing organisation and confirmed to the school in writing via email.

Governors - (Wolfert Executive Director & MR)

Will be subject to the following checks by Stichting BOOR and/or Wolfert van Borselen: a VOG, barred list, ID checks, overseas checks (if applicable) and right to work. Disqualification checks would also be undertaken if they volunteer to work in relevant childcare on a regular basis or if they were to be directly involved in the day-to-day management of such provision.

Interns

The care and training of interns is managed and led by the Internship Coordinator. All interns are allocated an overall coach and specific teacher/mentor. All interns will comply with VOG requirements, and an appropriate folder is created with their credentials. Where the school has identified a particularly gifted intern and if the staffing budget permits it, the school will proceed to offer the intern the possibility to continue his induction period as a fully qualified teacher within the school.

Key Documents

This is a list of key documents that informed this policy:

- Attendance Regulations
- CAO VO 2023
- Child Protection and Safeguarding Policy
- Data Protection Policy
- PTA Regulations
- RISS Handbook
- Staff Code of Conduct
- Staff Wellbeing Partnership
- Strategic Plan 2022-2026
- Student Charter
- CIS / NEASC Preparatory Report Evaluation outcome