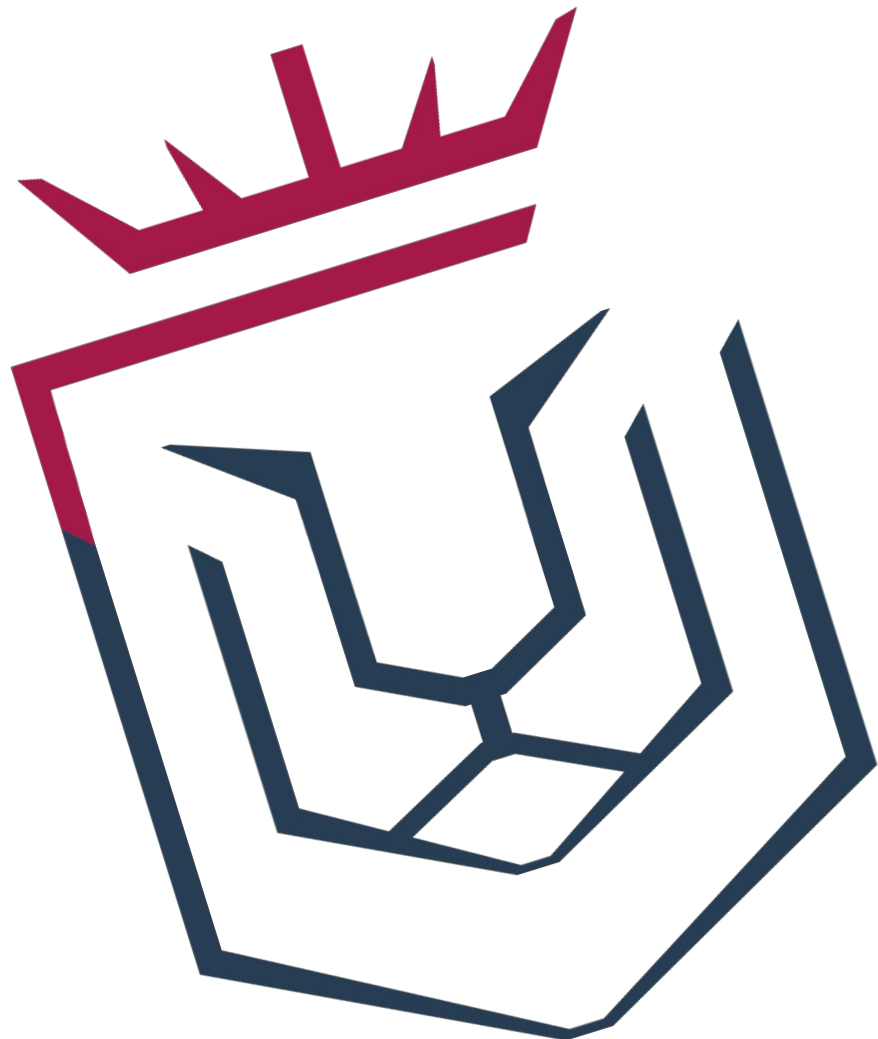




IPS Cascais
BRITISH INTERNATIONAL SCHOOL
PORTUGAL

Safeguarding: Safer Recruitment

Approved Policies for Adoption by Schools





This policy should be read in conjunction with the school's current Child Protection and Safeguarding policy

Introduction

All Globeducate schools are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The selection of employees is therefore conducted in a manner that is legal, systematic, efficient and effective and which promotes equality of opportunity.

Statutory Requirements

The school's Safer Recruitment Policy is based upon best practices, guidance or requirements outlined in statutory documentation.

Aims and Objectives

- To prevent unsuitable people working with children and young people by having appropriate procedures for appointing staff and vetting visiting 'speakers' and contractors.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from, and about, applicants.
- To secure a safe environment for children and young people by ensuring all staff are suitably trained in recognising and responding to signs of abuse or at risk of harm

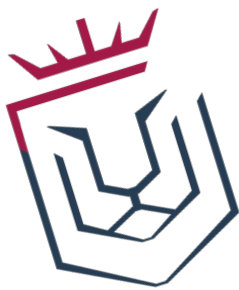
Roles and Responsibilities

It is the responsibility of every Globeducate Senior Leadership Team to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with statutory guidance and legal requirements.
- Monitor the school's compliance

It is the responsibility of the Head of School and Senior Leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures as outlined in the Safer Recruitment Checklist (*see Appendix 1*).
- Make sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- Monitor contractors (please refer to the Health and Safety Policy) and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.
- Ensure that visiting 'speakers' and extra-curricular events are only permitted with the





authorisation of the Head of School.

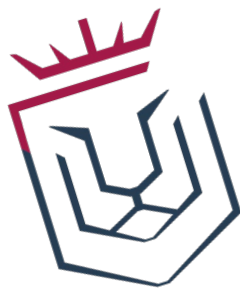
- Ensure that at least one person on the interview panel has had appropriate Safer Recruitment training.

Short Listing and References

- Short listing of candidates will be against the person specification for the post.
- References for short listed applicants will normally be requested immediately after shortlisting, unless an applicant has indicated that they do not wish their current employer to be contacted. In such cases, references may be requested immediately after interview.
- The Globeducate Reference Request form should be used for all teaching positions
- Any offer of employment must be conditional pending reference and background checks.
- A minimum of two professional references must be provided, including a reference from the current employer. If there is no current employer, a reference will be obtained from the most recent employer, including reasons for leaving.
- Referees should hold a senior position with appropriate authority to provide the reference.
- Open references or testimonials must not be accepted.
- References from friends or relatives must not be accepted and the school will verify that any references received electronically originate from a legitimate source.
- Referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where appropriate, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies, with the agreement of the applicant. A detailed written record will be kept of such exchanges.
- Referees must provide a written reply to the specific questions about:
 - The candidate's suitability for working with children and young people.
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.

Candidates will always be required:

- to provide proof of identity.
- to complete relevant disclosures, as appropriate to the country.
- to explain satisfactorily any anomalies or discrepancies in the information provided
- to declare any information that is likely to appear on a background check which





includes a digital footprint/social media check

- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

Before the start of their employment all successful applicants are required to:

- provide proof of identity.
- Provide background vetting checks
- provide original certificates of qualifications.
- complete a confidential health questionnaire, as appropriate

- provide proof of eligibility to live and work in the country.

A personnel file will be used by the HR team to keep all paperwork obtained, and a checklist will be retained on personnel files.

In exceptional cases, it is possible for an employee to start work before all procedures are completed as long as:

- background checks have been carried out.
- a risk assessment made,
- appropriate supervision is in place and the employee is aware of restrictions.

Members of staff are aware of their obligation to inform the Designated Safeguarding Lead of any cautions or convictions that arise between these checks taking place.

Dealing with convictions

The school operates a formal procedure if a Disclosure Certificate is returned with details of convictions. Consideration will be given to:

- 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

A formal meeting will take place to establish the facts with the Designated Safeguarding Lead, a risk assessment will be undertaken, and decision will be made, in conjunction with the Head of School and the DSL following this meeting.

Proof of identity, Right to Work and Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at the school will be required to bring their





identification documentation such as passport, birth certificate, driving licence, with them as proof of identity/eligibility to work in the country in accordance with statutory legislation.

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

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment is confirmed. A medical questionnaire and where appropriate a doctor's medical report may be required.

Overseas checks

At the Head of School's discretion, satisfactory police check in the relevant country will be required if it is felt that a background checks have limited relevance due to the time spent abroad.

Induction

All new employees will be given an induction programme which will clearly identify the School policies and procedures. All staff will be required to undertake Safeguarding training.

Single Central Record (SCR) of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of employment checks should be kept up to date and retained by the Human Resources Team.

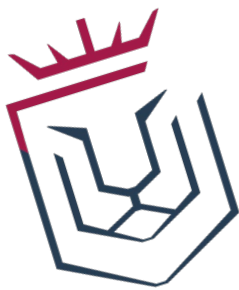
The Single Central Record will contain details of the following:

- All employees who are employed to work at the school
- All employees who are employed as supply staff to the school whether directly employed or through an agency. When employed through an agency, confirmation that the relevant checks have been carried out by the business supplying the staff.
- All others who have been chosen by the school to work in regular contact with children.

Record Retention/Data Protection

The school will retain all interview notes on all unsuccessful applicants for a period of time that complies with local legislation, after which time they will be destroyed. This 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.

All information retained on employees should be kept centrally in the Human Resources office. With the exception of the Single Central Record, records on former employees are retained after the employee's last day of employment, according to local legislation, after which time they will be destroyed.





Use of Agencies or Third-parties

The school will obtain written notification from any agency or third-party organisation that they have carried out the checks on the individual as required by this policy. Identity checks will be carried out by the school on arrival.

Ongoing Employment

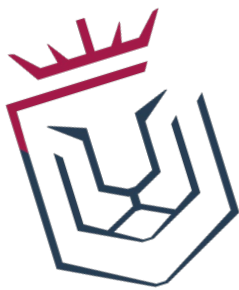
The school recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff, as identified through the appraisal procedure. Renewed or additional employment checks will be carried out on existing staff if there are any concerns about their suitability.

Leaving Employment at the school

Despite the best efforts to recruit safely, there will be occasions when allegations of abuse against children and young children are raised. In cases relating to the behaviour of an employee, the school's Disciplinary Policy will apply.

Oversight

The Head of School and Human Resources Manager will be responsible for ensuring that this policy is monitored and adhered to throughout the school.





APPENDIX 1: SAFER RECRUITMENT CHECKLIST

Actions	Notes	Date Recorded	Signed by:
1. Planning	Define Timescales for recruitment		
	Create Application Info Pack with Person Specification, Job Description and statement regarding safeguarding procedures during recruitment. Add statement that DBS/police & suitability checks will be carried out		
	Insist that shortlisted candidates have completed the school or Globeducate Application Form		
2. Application review & shortlisting	Scrutiny of dates, gaps, discrepancies on Application Form and review of suitability using Person Spec/JD, judged against criteria. Shortlist of strongest candidates created.		
3. References requested	Send Globeducate Reference Request Form to at least two appropriate referees (one must be the head of current school where applicable). Safeguarding questions must be completed		
4. References review	Compare information with that of Application Form. Note any issues of concern that must be followed up with candidate or referee		
5 Invitation to interview	Candidate told he/she must provide proof(s) of identity, evidence of qualifications and right to work in the country.		
6. Digital Footprint/Social Media Check	Internet Search check of all main Social Media Channels		
7. Interviews	Panel must include at least one person who has completed Safer Recruitment training. Panel must include people who are authorised to appoint staff (normally SLT). The same panel interviews all candidates Check any discrepancies in application form/ references/ identity/qualification evidence, suitability to work with children Explore safeguarding / child protection understanding Records made of questions/answers		
8. Conditional offer of employment	Make clear to successful applicant that the offer of employment is conditional on successful vetting and other employment checks (eg medical) Unsuccessful candidates: keep data for <u>6 months*</u> from date of appointment of successful candidate (include name of interviewers with safer recruitment training) Successful candidate: placed in personnel file and kept until termination of employment <u>plus 6 years*</u> (include name of interviewers with safer recruitment training) <i>*timings may vary according to country legislation</i>		

