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1. INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy reinforces the school's Whistleblowing Policy that all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be fully aware of these policies and expected to uphold them.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers. It aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

2. INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line, application forms and all BSF school websites will include the statement:

“The British Schools Foundation (BSF) and all BSF schools are committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS, ICPC or equivalent is required. We are an equal opportunities employer.”

Prospective applicants will be supplied with or made aware of the following:

- A statement of the school's commitment to ensuring the safety and well being of the pupils;
- Job description and person specification;

- A school application form;
- The selection procedure for the post;
- School's Safeguarding, Safer Recruitment and Non -Discrimination policies

All candidates are required to complete the BSF application form online. Individual CVs are not accepted. The application form is signed by the candidate at the earliest possible opportunity.

3. IDENTIFICATION OF THE RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel will have successfully completed recognised training in safer recruitment and child protection. Wherever possible, two members of the leadership team are involved in every step of the selection process.

4. SHORT-LISTING AND REFERENCES

Candidates will be shortlisted against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

All references must be obtained from a senior person with appropriate authority. Electronic references must be verified as genuine, signed and from a reliable/ professional source.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Sickness record
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS/ICPC and police clearance.

5. THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Where possible, interviews will be face-to-face.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS, ICPC or police disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6. INVITATION TO INTERVIEW

Candidates called to interview will receive:

- Written confirmation of the interview and any other selection techniques.
- Details of the interview day including details of the panel members.
- Details of any tasks to be undertaken as part of the interview process.
- The opportunity to discuss the process prior to the interview.

All members of the interview panel will make notes during the interview that are referred to and recorded on file. Before making an offer of appointment it is good practice to call references directly as a final check to ensure there is no reason not to make the appointment. A record of the call should be made directly on the copy of the reference.

7. EMPLOYMENT CHECKS

All successful applicants are required to provide the following documents (please note, originals and/or certified/legalised/apostilled copies may be required):

- Show proof of identity through a passport and/or birth certificate
- Provide proof of professional status
- Provide actual certificates of qualifications in order to verify documents
- Obtain a disclosure and Barring Service (DBS) check enhanced with barred list (List 99) and/or the International Child Protection Certificate (ICPC) and evidence of checks provided by another country for an applicant who has worked abroad.
- Provide an equivalent background check from the country where they are currently employed (Non-UK employees).
- All UK and equivalent non-UK background checks must be dated the year the employee joins the school.
- Provide at least two references, one being from current Headteacher (academic) or supervisor (admin)
- Declaration of medical fitness (included in the application form and in employment contract)
- Evidence of permission to work in the host country (candidates must fulfill set immigration criteria in order to be granted permission to work in the host country, see appendix).
- Any further documents or checks as may be deemed appropriate including medical checks
- A prohibition order check is made to ensure suitability for all UK teachers

Equivalent checks in other UK countries

Equivalent prohibition checks are collected if a teacher has registered in Scotland, Northern Ireland and Wales via these links.

[General Teaching Council Scotland](#).

[General Teaching Council Northern Ireland](#)

[Education Workforce Council \(Wales\)](#)

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8. INDUCTION

All new school staff will receive induction training that will include the school's safeguarding policies and guidance on safe working practices and updated guidance from the UK. All staff are required to read and sign the Staff Code of Conduct during the induction process.

All successful candidates undergo a period of monitoring as part of their probation period to ensure that the staff code of conduct is adhered to. During this time they:

- Meet regularly with their line manager
- Attend any appropriate training

9. VOLUNTEERS

Volunteers or contractors/outside service providers are sometimes engaged by the school. If unsupervised by a regular member of staff, then an ICPC or appropriate criminal records check in that country must be obtained.

If supervised at all times, no such check is required. A risk assessment is completed for all volunteers or contractors.

10. BOARD

All Governing Board and Management Team members are required to provide proof of identity, police checks, safeguarding training certifications to each school as part of their safe recruitment and safeguarding procedures. These are kept on hard copy files in each school rather than centrally so that schools can monitor and track accordingly.

The [Barred List](#) is reviewed annually to ensure that all proprietors and managers are suitable to govern our schools.

The School's Administrative staff will check for updated relevant information for staff every 3 Years.

The Board of BSF shall be consulted on any issues of potential concern which arise from any stage of the recruitment process.