THE BRITISH SCHOOL OF MILAN
LEARNING TO EXCEL SINCE 1969

RECRUITMENT POLICY

This policy should be read in conjunction with the following:
Equal Opportunities Policy
Safeguarding Policy
Employee References Policy

GENERAL

The recruitment and selection process is important in order to recruit staff with the necessary skills and attributes to enable the School to fulfil its mission. The Recruitment Policy and Procedures provide guidance to managers in relation to both the selection and appointment of staff.

This policy and the procedures that follow aim to achieve the following objectives:

- To recruit the best possible staff with the appropriate skills in order that pupils learn and make progress and the school runs efficiently
- To ensure that staff appointed to posts involving teaching responsibilities as identified by the 'UK Teaching Standards' are qualified to carry out such duties or are working towards an appropriate qualification
- To establish a fair, equitable, diverse and effective recruitment procedure, which is consistent with employment legislation and the School's policies and values
- To ensure that the process safeguards the pupils in our care
- To develop and enhance the reputation of the School, both as an employer and as a quality provider of education

Internal candidates or others personally known to the interview team must be treated in exactly the same way as all other candidates. External candidates are to declare if they know a member of staff.

It is important that the relevant SLT undergo regular safer recruitment training.

KEY CONSIDERATIONS

1. Justification for Recruitment

Before recruitment begins, the following will be given consideration:

- Is it necessary to fill the vacancy?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- What terms and conditions are being offered for the post? Are they appropriate and consistent with the rest of the School?
- Is the position full/part time?
- Is the position a permanent (*indeterminato*), fixed-term (*determinato*), project or occasional position?
- Are the costs in line with the budget?

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2. Filling the Vacancy

In order for the recruitment process to commence, the Principal will confirm the Job Description and Person Specification. This will normally involve:

- Identifying essential and desirable criteria, including:
  - **Qualifications**
  - **Experience**
  - **Skills**
  - **Special requirements** (eg ability to work with specific age groups)

- Confirming the details of the advertisement

3. Advertising

It is normal practice that all vacancies are advertised, both internally through Briefings within the School as well as externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.

Most academic positions are advertised via the TES and COBIS websites. Non-teaching positions are advertised more locally. Both teaching and non-teaching positions are posted on the School's website and LinkedIn. All applicants must complete a school application form. Subsequent application for internal positions may be completed by a letter/email expressing interest. Staff are encouraged to refer anyone they know who they consider would be suitable for the post.

The timing of the advertisement and the closing date should be carefully considered. When possible, all positions should be posted for at least two weeks.

All enquirers will have access to recruitment information detailing the job description and requirements of the post.

4. Shortlisting

All candidates must complete an application. This may be accompanied by a curriculum vitae, supporting letter of application and photo if appropriate. A CV will not be accepted in place of the completed application form.

The Application Form includes questions about any criminal convictions.

Candidates will only be shortlisted for interview if they meet the essential criteria defined in the person specification.

Shortlisting for teaching jobs must be undertaken by at least two individuals. For the Senior School this should normally include the Principal, the SS Head and Deputy and the relevant Head of Department/Faculty; for the Primary School this should include the Principal and the Head of PS and Assistant Head Curriculum.

The relevant SLT member will contact candidates that are shortlisted with information regarding the interview time and location. Candidates will also be asked to provide the names of at least two referees that can be contacted at this point in the process. Reference requests are conducted by the Principal, via the CFO.

Shortlisting for non-teaching jobs will be conducted by HR Department, with the Principal involved for more senior administrative positions. Phone reference checks will be conducted.

5. Interviewing

The interviews for teaching jobs are conducted by a team including the Principal, the CFO, and as relevant the Head(s), Deputy and Assistant Head(s), and Heads of Department/Faculty. The process may involve a preliminary online interview, but ultimately face-to-face interviews at the school. All teaching posts should, where practically possible, involve an observed lesson.

When recruiting for a senior leadership position, a member of the board may be invited to be present at the final interview and participate in the decision to make the appointment (see point 6)

The interviews for non-teaching jobs will involve at least the CFO and HR, with the Principal and SLT involved for more senior administrative positions.

All candidates will be subject to the same format of interviews and the same core questions. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Care must be taken to avoid questions which are discriminatory and there must be a question which addresses the candidate's understanding of issues regarding safeguarding.

6. Appointment, Employment Checks and References

Following the interview process the Principal will consult colleagues to determine the successful candidate. The choice of candidate will hopefully be established by consensus. Where a consensus cannot be achieved, the Principal will have the final decision.

If the candidate selected does not take up the appointment, any decision to offer the appointment to the second choice applicant will be confirmed by the Principal after consultation with the interview team.

An offer of employment on behalf of the School is made first by phone call by the Principal, Head of Primary/Senior or CFO as appropriate. It must be made clear, however, that the offer is conditional upon the satisfactory completion of references, satisfactory evidence of eligibility to work in Italy and other appropriate employment checks including checking on gaps in employment history.

Employment checks include

- pre-employment checks of identity, employment history checks (gaps), and references
- post-offer checks such as EEA checks (conducted by COBIS) and an ICPC
- Social Media check

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A verbal offer of employment must be followed up in writing to include any other benefits agreed with the candidate. The Principal, in conjunction with the CFO, will put together an offer letter for the Principal's signature and then send it to the candidate for acceptance.

Only when all of the above checks have been obtained and cleared will the School regard the offer of employment as legally binding.

- Teaching staff should be supervised until the relevant criminal records checks and the right to work in Italy documents are available
- Checks for prohibition from management are required for governors, SLT (including non-teaching staff) and Heads of Department/Faculty

Unsuccessful candidates must be notified as early as possible of the outcome of their interview.

Employment references should be obtained from at least the last or current employer in writing. References must be requested directly and not be 'open'.

References must make specific reference to suitability to work with children.

See Appendix for policy on the recruitment of ex-offenders.

7. Confidentiality

All application details are treated confidentially. It is the responsibility of the Principal to ensure that suitable arrangements for confidentiality are maintained.

It is important to ensure that personal data (such as application forms, CVs) is shared only with those directly involved in the recruitment process.

8. Documentation and Retention of Records

The Principal will keep notes detailing the reasons for selection or rejection of candidates. Otherwise, any information provided by candidates will be subject to the school's data disposal protocols, which in turn follow legislation related to privacy and data protection.

If an applicant is appointed, the school retains any relevant information provided on their application form (together with any attachments) on their personnel file. A written record of the recruitment process is retained.

9. Feedback

All unsuccessful interviewed candidates to be advised by the School .

Where requested and practical, the Principal or relevant member of SLT will provide feedback to unsuccessful candidates. Candidates often wish to gain feedback, in relation to either initial selection and/or interview, for their own development.

This feedback should be judged against the selection criteria. It should be honest, but constructive. It is important to realise that a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence.

10. Unsolicited Applications

It is acknowledged that the School may receive from time to time unsolicited applications, typically by way of receipt of a speculative letter or email.

In such circumstances, the communication should be acknowledged and the author referred to the School's website for reference to current and future vacancies. The unsolicited applications may also be kept on file and potential applicants contacted if there is a relevant vacancy which they can be invited to apply for.

Appendix 1

Policy on Recruitment of Ex-Offenders

The school does not unlawfully discriminate against any applicant for employment on the basis of conviction or other such details. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this does not bar him or her from employment within the school. Instead, each case is considered on its merits.

All applicants for employment must declare all previous convictions (including those which would normally be considered 'spent'). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

The school will not employ anyone *prohibited from the profession* and considered unsuitable to work with children. In addition, it is unlawful for the school to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. The school will not employ someone with convictions related to class A drug offences, robbery, burglary, theft, deception or fraud.

In the event that an unrelated conviction is disclosed by an applicant during the recruitment process or obtained through a disclosure check, the school considers the following factors before reaching a decision:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or matter revealed
- the length of time since the offence or other matter revealed

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Appendix 2

ICPC and Inaccurate Information

Submitting a ICPC application form with incorrect information runs the risk of generating an inaccurate disclosure result as the ICPC may match incorrect criminal information against an applicant.

Examples of inaccurate information flagged by COBIS are:

- Date of birth being different to that on a previous ICPC application
- Middle name not provided
- Previous surname not provided
- Surname spelt incorrectly
- Whole previous identity not provided

To help ensure the application is accurate:

- Check and validate the information provided by the applicant on the application form
- Establish the true identity of the applicant through the examination of a range of documents
- Make sure the applicant provides details of all names by which they have formerly been known
- Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph
- A routine search on social media is carried out to ensure the candidate has not posted anything compromising or inappropriate

Appendix 3

Who Should be on the Staff Central Register (SCR)?

Anyone who is engaged in **regular work** for schools with **opportunity for contact with children** – *regulated activity*.

This usually will **not** include external contractors (identity to be checked on arrival to the site), but it **does include:**

- All staff (including non-teaching staff)
- Interns
- Regular volunteers*
- Supply staff
- Peripatetic staff
- Co-curriculum staff

- Governors
- Catering and Cleaning staff
- Drivers

**one-off volunteers need not be on the SCR; however, they must not be unsupervised or undertake any kind of personal care*

The checks on the SCR must be validated with a date in each case.

Identity Check

- Date will either be the date an original passport is seen (and copy taken)
- The same date that identity and nationality are checked can be the date that 'right to work in the host country' is confirmed if eligible to work straightaway in Italy. However, dDifferent rules applies between EU Nationals and Extra- EU citizens. ID/Passport is checked by HR at the second stage interview and "certified copy of the original" is made same day. For Extra EU - Citizen RTW are confirmed once CF is issued before the start date; while for EU citizen RTW are confirmed once the ID/Passport is checked on the second stage interview.
- Otherwise the date establishing the right to work in Italy will be the date the Codice Fiscale is issued

Qualifications Check

- Candidates should bring original copies of degree/PGCE certificates to interview and certified copies made by HR
- Alternatively, where no original certificate is supplied, the qualifications check is the same date as the Prohibition check as far as possible

The International Child Protection Certificate (ICPC)

- This can be obtained through ACRO Criminal Records Office - ICPC This replaces the DBS which is unavailable for schools operating outside the UK

Prohibition Checks

For those teachers not from the UK and therefore do not fall under the UK Prohibition from Teaching Check, we must enter 'non-UK'

Employment History Check

- This is formally the date the Application Form is received and read
- Checks for gaps in employment history should be investigated during the interview process and any relevant information added as a 'note'

Medical

- In Italy, it is not legal to require a medical before employment
- ISI recommends we have a clause in the application form as follows: 'I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post'

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Music Staff

- Music staff have annual contracts that start in September and end each June; as long as the gap between employment at the school is no longer than 3 months, there is no need to repeat the criminal record checks with the exception of the regular three year review applied to all staff

Cover or Supply

'Cover' to be used if hiring through an agency, otherwise use the word 'supply'.

Checklist

- **Advertisement** to contain reference to child protection and diversity
- **Application Form** to elicit employment history; medical information; qualifications, and disclosures of criminal record
- **References**
  - ideally take up before interview, and certainly in advance of confirmation of the signing of the contract
  - must contain request for knowledge of any child protection issues
- **Interview**
  - Passport/identity check
  - Qualifications – original certificates seen and copies made
  - Right to work in host country established
- **Appointment** subject to
  - ICPC check
  - 2 completed references, one being former employer
  - Criminal records check
  - Teaching Prohibition checks for teaching staff, including EEA checks
  - Management Prohibition checks for HoDs, HoFs and SLT
  - Social media screening