International School of London

Recruitment Policy

2025-2026

Date reviewed
August 2025

To be reviewed
August 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.

We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world

At the International School of London, we believe in:

Empowering students to maximise their learning opportunities and to fulfil their potential.

Actively integrating cultural diversity in the curriculum.

Creating inclusive, vibrant and innovative learning communities.

Offering a diverse and extensive international programme that supports personal, social and professional growth.

Introduction

The International School of London is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The Principals will ensure this policy is communicated to all staff and that it is included in the information given to new staff on appointment as part of their induction programme.

We will comply with all legal obligations. To the extent that this policy document sets out standards that exceed those obligations, those standards will be a non-contractual statement of best practice.

The aims of the School's recruitment policy are:

- ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures;
- follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service (DBS);
- to ensure compliance with all relevant legislation and statutory guidance recommendations including Keeping Children Safe in Education (KCSiE) September 2020 (Updated January 2021), Working Together to Safeguard Children July 2018 (Updated December 2020), The Equality Act 2010 and The Prevent Duty;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for their position measured against the job description and person specification;

- to ensure that all job applicants are considered equitably and consistently, in line with the School's Equal Opportunities Policy;
- help deter and identify and reject prospective applicants who are unsuitable for work with children

Responsibilities

The Head of School ensures that procedures and policies are in place for the safe recruitment of all staff and volunteers in accordance with best practice within the sector. Additionally, the Head of School ensures appropriate staff have received up to date safer recruitment training. It is the responsibility of the Head and any other staff member nominated by the Head to:

- implement the school's safer recruitment procedures correctly;
- ensure all staff and volunteers working at the school undergo appropriate checks;
- monitor agency and contractor compliance with safe recruitment;
- promote the welfare of pupils at all stages of the process.

The School will ensure that training is provided for all staff involved in the recruitment and selection of staff and that it is appropriate to their role. The interview panel will include at least one person trained in Safer Recruitment.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

All decisions on the appointment of staff will be made by the Principals and Head of School. The appointment of Senior Leadership or above will normally include the involvement of the Managing Director.

Recruitment & Selection Procedure

1. Advertising

Prior to any recruitment advertisement, the manager responsible for the appointment will review the needs of the post before seeking approval of the Principal to commence recruitment. To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicant as possible. Vacancies will be advertised internally and externally via our website, as well as other recruitment agencies and platforms, and on some occasions, we may advertise internally only. All documentation relating to applicants will be treated confidentially in accordance with data protection legislation.

Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children.

2. Application Forms

All applicants will be required to complete an application form, specific to ISL, 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). Incomplete application forms will not be put forward for consideration.

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. A curriculum vitae will not be accepted in place of the completed application form, but may be submitted as an additional document. 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.

3. Job Descriptions and Person Specifications

A job description will be drawn up for the role and finalised 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. The person specification informs the selection decision and will set out the skills, experience, abilities and expertise that are required to do the job.

4. Shortlisting

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the person specification. The School will structure and implement their recruitment and selection procedures to ensure that all legal requirements are met when seeking staff to work with children. At the same time, care will be taken not to unlawfully discriminate against candidates on grounds of race, sex, disability, religion or belief, sexual orientation or age, and to comply with data protection law.

5. References

References will only be sought for short listed applicants and will be sent for immediately after short listing to enable investigation as needed during interview. 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. All offers of appointment will be subject to the receipt of a minimum of two professional references that the school considers satisfactory. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from an employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. In some situations, direct contact by phone or face-to-face will be undertaken with each referee to verify the reference.

All referees will be asked whether they believe the applicant is suitable for the job that they have applied for and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, absence and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
- information about health-related absence (as opposed to generic information about total periods of absence) is only to be sought in reference requests sent out after the offer of employment is made

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

6. Interviews

Assessment will be by face-to-face interview, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination. Notes will be taken on each candidate attending the interview.

It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Procedures).

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. All applicants who are invited to an interview will be required to bring evidence of their identity, address, right to work in the UK and qualifications. Original documents only will be accepted, and photocopies will be taken.

Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme unless the applicant has given specific consent for data to be retained for the purpose of later re-consideration.

7. Appointments

The appointment of all new employees is subject to the successful completion of all checks required for the Single Central Record (SCR) – see Single Central Record section below. These include a medical fitness declaration. Anyone appointed to a post involving regular contact with children must possesses the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn for reasons relating to any disability before considering and taking appropriate steps, such as consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

No employee will be permitted to start work until all statutory checks have been completed. The only exception to this rule is where there may be delayed receipt of a DBS certificate or delayed completion of overseas police checks. In such instances a barred list check will be completed and a risk assessment will be signed off weekly to ensure the candidate is engaging in an appropriate level of activities with appropriate supervision pending final approval. The appropriate levels will vary depending on the risk factors and nature of the role

At the end of the selection programme, the respective merits of each and every candidate will be carefully considered and the position will be offered to the person best meeting the skills and qualities set out in the person specification. In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next best candidate, whether to re-advertise the vacancy or whether to cover the duties in another way.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract (where appropriate) incorporating the School's standard terms and conditions of employment
- the receipt of two professional references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- if the candidate has worked overseas, the receipt of overseas security checks for each country they have worked in
- confirmation that the applicant is not named on either the Children's Barred List or the Adult's Barred List administered by the DBS
- confirmation that the applicant is not subject to a prohibition order, section 128 direction or any other relevant sanction or restriction
- verification of the applicant's eligibility to work in the UK
- verification of the applicant's medical fitness for the role
- the School being satisfied that the applicant is not otherwise an inappropriate person to be appointed

Where it transpires that a successful applicant provided incorrect or incomplete information during the recruitment process with a view to improving their chances of being appointed, the likely consequence is dismissal without notice, regardless of whether or not that information would have affected a recruitment decision.

8. **Pre-Appointment Checks**

In accordance with the recommendations set out in statutory guidance, KCSiE and the requirements of the Education (Independent School Standards) (England) Regulations January 2015, the School carries out a number of pre-appointment checks in respect of all prospective employees.

All applicants who are invited to interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications, in the form of:

- Passport and/or driving licence
- At least one valid proof of address (i.e. utility bill or financial statement) showing their name and home address; original documents confirming any educational and professional qualifications referred to in their application form
- Where an applicant has changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration), they will be required to provide documentary evidence of the change.
- The School asks for the date of birth from all applicants (and proof of this) in accordance with KCSiE Requirements. Proof of date of birth is necessary so that the School may verify an applicant's identity and check for any unexplained discrepancies in their employment or educational history.

The School does not unlawfully discriminate on the grounds of age.

Disclosure and Barring Service (DBS)

The School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, self-employed contractors and volunteers and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee (though see note below).

The employee must bring their certificate to the school before commencing any form of regulated activity. The certificate will be recorded in the Single Central Record (SCR) though copies will not be retained for longer than six months in line with data protection legislation.

Any employee that takes leave for more than three months (i.e. maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at the School must inform the Head of any cautions or convictions that arise between these checks taking place as well as their obligation to disclose if they are disqualified from providing relevant childcare provision (as defined in the Department for Education's statutory guidance on Disqualification under the Childcare Act 2006 (as amended from time to time)).

As from 1 January 2021, the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions and professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA) via the IMI (Internal Market Information) system. Therefore, we will ask teachers to provide a letter of professional standing. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. We will consider such evidence alongside other information obtained through other pre-appointment checks to help assess their suitability.

For applicants that have lived or worked outside of the UK, we will continue to follow safer recruitment requirements and make any further checks we think appropriate so that relevant events that occurred outside the UK can be considered, this will include obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Policy on Recruitment of Ex-offenders

Background

The School will not unlawfully discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit, ability and suitability. If an applicant has a criminal record, it will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in the Assessment Criteria paragraph below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore disclose all previous convictions even those that would normally be considered 'spent', when applying for a position at a school. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct, whether or not it would have materially affected the decision to appoint. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will report to the Police and/or the DBS if:

- an application is received from a disqualified person;
- false information is provided in, or in support of an applicant's application; or
- there are serious concerns about an applicant's suitability to work with children.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of a serious offence.

- If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of a crime related to dishonesty, including robbery, burglary, theft, deception or fraud.
- If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been disqualified from driving or convicted of driving under the influence of alcohol/drugs within the last ten years.

Assessment

Procedure In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, a formal meeting will take place face-to-face to establish the facts with the Head. A decision will be made following this meeting. The School will also carry out a risk assessment by reference to the criteria set out above. The Risk Assessment form (Appendix 1) must be signed by The Head of School before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and Security of Disclosure Information

The School policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior leadership team
- not retain disclosure information or any associated correspondence for longer than is necessary, usually for a maximum of six months. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- ensure that any disclosure information is destroyed by suitably secure means such as shredding at the date logged in the Personnel file.
- prohibit the photocopying or scanning of any disclosure information

Retention of Records

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied. These files will be stored in a locked and secure cabinet. DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability, or to assist with any other workplace issue.

It is normal practice for the school to retain personnel files for seven years after the member of staff has left, though any information relating to potential safeguarding concerns may be permanently retained. The School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6-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. If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records.

Contractors and Agency Staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before the Contractor or their staff can commence work at the School.

Agencies (employment businesses) who supply staff to the School must also complete the preemployment checks that the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

Induction and Training

All new employees will be given an induction programme which will clearly identify the School's policies and procedures and make clear the expectation and Code of Conduct which will govern how staff carry out their roles and responsibilities.

In particular the programme seeks to:

- ensure candidates understand The International School of London's Child Protection Policy & Safeguarding Young people training (including The Prevent Duty)
- check the candidate has read Part 1 and Annexe A of KSCIE, in addition to key School policies and procedures e.g. The International School of London Staff Code of Conduct (Employment Handbook), The International School of London Whistleblowing Policy (Employment Handbook) and the Behaviour and Attendance Policies
- support individuals in a way that is appropriate for the role to which they have been appointed;
- provide opportunities for the candidate to discuss any issues or concerns about their role or responsibilities

All members of staff will undertake appropriate safeguarding training, which will be updated regularly in accordance with the guidance.

Single Central Record (SCR)

A Single Central Record (SCR) of recruitment and vetting checks, in line with legal requirements, is maintained by the School. All individuals who work in regular contact with children, including volunteers and those employed by third parties (supply agencies), are included.

The SCR is kept up to date and checked by the Head of School regularly. The SCR contains details of the following;

- Proof of identity and address;
- Confirmation of reference checks;
- Disqualification from childcare disclosure if appropriate;
- Enhanced DBS check for all those in regulated activity;
- Professional qualifications if appropriate;
- Overseas police checks where applicable;
- Right to work in the UK;
- Prohibition from teaching orders check where applicable;
- Prohibition from Management check where applicable.

With regard to supply staff the register will record notification from the supply agency that all necessary checks have been made. Peripatetic staff such as music teachers and sports coaches will be subject to the checks as listed above before commencing employment.

Leaving Employment at the School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. These allegations will be handled in accordance with the Child Protection and Safeguarding Policy.

In cases of dismissal (or resignation), the School will inform the Department of Education and Children's Services of the circumstances. A referral may also be made to the Teaching Regulation Agency (TRA) in respect of teaching staff.

EYFS and Childcare for Children Under 8 - disqualification requirements

The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009, and 'Disqualification under the Childcare Act 2006' place separate and additional requirements on schools. Staff are covered by this legislation if they are involved in;

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities).
- The management of early or later years provision. This includes the Head and, on occasion, other members of the school's management team and any manager,

supervisor, leader or volunteer responsible for the day-to-day management of the provision. The key requirement of the Act upon schools is that they must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they are 'disqualified' unless they have received a valid waiver from Ofsted.

This school fulfils the duty to have regard to the Disqualification guidance by:

- Requiring all new staff to complete a self-disclosure form
- Ensuring all those connected with EYFS and childcare in the school have access to this policy and understand the requirements of the legislation, including that they may be disqualified by association
- Taking all required steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified

In addition to inclusion on the DBS Children's Barred List, the grounds for disqualification include:

- being found to have been cautioned about or having committed certain violent and sexual criminal offences against children and adults at home or abroad which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- being the subject of certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations

Exit Questionnaires

Exit questionnaires can provide a valuable source of information regarding working practices. A member of SLT or HR will carry out an Exit Interview. This questionnaire helps identify any areas where improvements or change are required. The data obtained from this can be used to develop a retention strategy that focuses on particular causes of turnover in the school. Exit questionnaires are treated in the strictest confidence. Where there are particular concerns/issues/improvements highlighted, the Principal or Head of School will be notified directly.

Appendix A

Risk Assessment – DBS Disclosure (To be completed if a disclosure of warnings, cautions or prosecutions is made and/or the DBS Certificate contains Information)

Name of employee / Name on DBS Certificate:

_____

Certificate No: _____

Date of issue: _____

Position: _____

	Yes	No	Comments/Actions/Explanation
Date of the offence (s)			
Was the applicant a juvenile at the time of the offence(s)?			
Does the disclosure show a pattern of offending?			
Does the disclosure show a recent offence and/or a recent change in behaviour?			
Does the offence(s) have any relevance to the position they will be appointed to?			
Does the offence relate to Safeguarding?			
Does the nature of the position present any opportunities for the post holder to reoffend in the workplace?			
Has the applicant disclosed their offence(s) on the School Application Form or at interview?			
Is there any potential reputational risk to the School in appointing the candidate, in particular if there were to be a future similar offence?			
What was the outcome of the discussion with the applicant about their criminal background?			
Has the candidate satisfactorily explained the circumstances of the offence?			
Comments			

Outcome Assessment

I am satisfied that, based on the above, the criminal background of this person should not prevent them taking up the position	
I am not satisfied that, based on the above, the criminal background of this person can be disregarded when assessing whether they are suitable to take up the position	

Head of School Name: _____

Head of School Signature: _____ Date: _____

Designated Safeguarding Lead Name: _____

Designated Safeguarding Lead Signature: _____ Date: _____

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.