



**British International School**  
of Ljubljana  
an Orbital Education School



# **SAFER STAFF**

# **RECRUITMENT POLICY**

# **2024**



The purpose of this policy is to set out the requirements of a recruitment process that 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.

### **BISL Recruiters**

The recruitment of academic staff is the responsibility of the Principal in the first instance, aided by the Director of Teaching and Learning and Human Resources (HR) at BISL, all of whom have undergone TES Develop Safer Recruitment for International Schools - Level 2 training.

This policy adheres to the following:

ITFC [Expectations for School Communities – Statement of Commitment to Child Protection \(Dec. 2021\)](https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf) <https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf> and KCSIE 2023.

The BISL recruitment expectations are based on the following ITFC principles and the United Nations Convention on the Rights of the Child (UNCRC):

- All children have equal rights to be protected from harm and abuse.
- Everyone has a responsibility to support the protection of children.
- All schools have a responsibility to build a community that values diversity, equity, and inclusion for each child.
- All schools have a duty of care to children enrolled in the school and those who are affected by the operations of the school.
- All actions on child protection are taken with the best interests of the child, which are paramount.

## Inviting Applications

It is a requirement that **all** BISL job advertisements include the following statement:

*“BISL is committed to safeguarding children and young people. Rigorous checks are carried out during the recruitment process on all shortlisted candidates. All international staffing appointments are subject to an enhanced DBS and International Child Protection Certificate (ICPC) (for people who have ever lived or worked in the UK) and/or Criminal Records (Police Check/Certificate of Good Conduct) disclosure from their most recent country of residence. All locally hired staff must provide a police check. All documentation must be provided on request by the candidate.”*

A copy of international recruitment advertisements should be sent to the Group HR [recruitment@orbitaled.com](mailto:recruitment@orbitaled.com) who will arrange for publication on the Orbital website.



Prospective applicants will be acknowledged and supplied, whenever practicable, with the following:

- Job description.
- Information about living and working in the country.
- Candidates must be informed that for any candidate shortlisted, it will be a requirement of that a fully completed **school application form** must be returned to the school prior to any offer of employment being made.
- They will be required to provide an enhanced DBS and International Child Protection Certificate <https://www.acro.police.uk/s/>
- They will be expected to produce a Police Report / Certificate of Good Conduct from the last country of employment **and for at least the previous five years of employment.**

Candidates **must complete a school application form before a contract is issued.** Applicants may provide a CV which lists their career history. Any gaps in employment must be explored with the candidate before a contract is offered. Any CV which contains a series of short-term employment positions should only be considered with the greatest of care and ideally should be discarded. We should avoid candidates with irregular work patterns and several short-term employment periods.



### **Using agencies**

BISL will occasionally use an agency to source potential candidates. Any candidate offered by an agency **MUST** still go through the Orbital Education Group checks prior to any offer being made. It is not sufficient to rely on agency checks.

Agencies should only be used in limited circumstances, as expressly agreed and approved in advance by the Principal, Regional Head of Schools and Group Head of HR, where ordinary recruitment processes are not able to yield a sufficient quality or quantity of applicants. See the 'Orbital Recruitment - Practice Guidance for Schools Document' for a list of preferred agencies which can be used.

### **Short Listing and Referencing**

The School should:

- consider any inconsistencies and look for gaps in employment and reasons given for them, and explore all potential concerns. The short-listing of candidates will be against the job description for the post.

Once a provisional offer of employment is made, the candidate should be directed to complete an Application Form prior to interview/appointment along with

- Scans of academic qualifications
- Scan of any available Police Report from previous countries of employment
- Copy of Passport – main information page
- Copy of Birth Certificate
- Proof of address in current country of employment and in home country
- Begin ICPC application/enhanced DBS process if the candidate has ever lived or worked in the UK.

The following documents are required to be apostilled/notarized by the Slovene authorities

- Notarized ID page of passport,
- Apostilled copy of police check from the country of origin,
- Apostilled copy of PGCE or other accepted education certificate.



Candidates should be informed:

- A search may be made prior to interview in social media and that they be invited to declare anything which might be found which might be relevant to employment in the school
- If they have ever lived or worked in the UK, an enhanced DBS and ICPC check will be conducted prior to any contract being issued.
- Whilst copies of documents are sufficient for the time being, **originals are required** and will need to be seen soon as they arrive at the school.
- At least two references (one from the current employer) will be sought prior to interview wherever possible unless the candidate indicates a problem with this. The school will also contact referees to confirm the accuracy, validity and provenance of the reference provided.
- Open Testimonials must not be accepted by the school in place of references.
- All information submitted by unsuccessful candidates should be retained in accordance with local regulations.

**Where possible**, references should be taken up before the interview stage, so that any discrepancies can be probed during the selection stage.

**Referees must be contacted by telephone** by HR. This personal contact with the referee is vital to clarify any anomalies or



discrepancies and offer an opportunity for further detail. **A detailed written note will be kept of such exchanges and attached to the application form.** For senior positions and in exceptional cases, the Principal and/or Director of Teaching and Learning should do this and not admin since some referees might not wish to discuss references with admin staff.

References will generally only be accepted using the BISL Reference form. Other written references can be accepted, but only if they contain the following information:

- the candidate's suitability for working with children and young people.
- any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of children.
- the candidate's suitability for this post.
- reasons for leaving previous posts.
- would the referee re-hire the candidate

Any concerns about information obtained from referees must be discussed with the Principal and if necessary, the RHOS/Group Head of HR.

A Social Media search may also be conducted prior to interview so that any relevant issues can be discussed with the candidate.

### **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.

Interviews should always be face-to-face (which includes using Teams, Zoom or other video call systems). Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview (which may be via video call).

Prior to the interview, the recruiters should thoroughly examine the applicants CV and/or Application Form and agree what, if any, anomalies need to be explored.

Candidates should 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 an ICPC and/or police check.
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- explain any employment undertaken with previous surnames.
- Lastly, for an overseas position there may be personal issues which need to be explored e.g. are there any relationship issues which need to be clarified since there may be regulatory issues to be addressed if in an unmarried relationship; there may be visa issues for a non-teaching partner; will children be accompanying (if so, are places available in the school?).
- Notes made by the interviewer during the interview should be kept in a secure environment (e.g., a locked drawer/cabinet/office). If the candidate is successful, both the notes made at interview and a copy of the candidate's CV should be passed to HR who will keep both in the candidate's HR file. If the candidate is not successful, the notes and paper copy of the candidate's CV should be shredded. An electronic copy of the candidate's CV can be kept on the school's One Drive for future reference.

## Employment Checks

Prior to issuing a contract, all successful applicants are required to:

- to provide proof of identity – passport is ideal here since the expiry date should be checked to ensure there is sufficient time left to apply for a work visa
- to provide their Birth Certificate
- to provide a satisfactory police certificate from their last country of residence and **for at least the previous five years of employment** – Enhanced DBS/ICPC or whatever is available in their last country of employment (a new ICPC/DBS should be applied for where relevant)
- apostilled academic qualifications confirming approval to teach. Originals must be presented on arrival
- proof of address in current and home country
- to complete a confidential health questionnaire/fit for work declaration





- UK-trained and -qualified teachers should be able to provide a DFE/DES/ GTC number. This should confirm the veracity of the qualifications i.e., confirming when and where they say they attended.

**(NOTE:** Any difficulty in providing a Police Report/ certificate must be discussed with the Principal, and/or the RHOS, Group Head of HR or Head Office Lead on Safeguarding).

**It is the responsibility of the candidate to obtain and submit to the prospective employer such declarations.**

**NOTE:** When teachers have indicated they will be leaving our schools they should be advised to obtain an up-to-date Police Report/certificate they can present to any future employer prior to leaving the country.

Any offer of a job must be made clearly conditional on all the above being satisfied along with satisfactory references.

#### **Prohibition check via ACRO**

Since the suspension of Enhanced DBS checks through COBIS, all \*overseas applicants are required to obtain an ICPC, International Child Protection Certificate <https://www.acro.police.uk/icpc/>. Costs for the certificate are met by the candidate, not the school.



\* The International Child Protection Certificate (ICPC) is a criminal record check for UK nationals, or non-UK nationals who have previously lived in the UK, looking to work with children overseas. Where this does not apply the applicant must present an equivalent from the country of origin and the last country where the applicant is resident.

When an offer is being made to

- any teacher coming directly from the UK
- any candidate who has ever lived or worked in the UK, no matter what nationality

the ICPC check should be started in accordance with the guidelines ACRO [www.acro.police.uk](http://www.acro.police.uk)

If any information is disclosed on the ICPC certificate or DBS Check, this **MUST** be discussed with the Principal, the RHOS, Group Head of HR or Head Office Safeguarding Lead prior to confirmation of appointment. A risk assessment will be made regarding how relevant or not any disclosure might be. Any correspondence and/ or risk assessment will be recorded/ maintained by both the Principal and RHoS.

### **iSAMS record and the Single Central Register**

On appointment, or as soon after as is possible, all relevant information, including the Safeguarding evidence checks must be entered into the HR system used in school.

The SCR should contain details of all staff (teaching/non-teaching currently employed by the school) and School Board members and should adhere to BSO requirements.

The school should retain the information in staff files for at least three years after employment has ended in case the school needs to provide information to another employer, or in the event of a safeguarding investigation



The SCR is constantly updated. All entries are dated and initialled by the HR lead and regularly checked and verified by the Regional Head of Schools, (at least once per term; as part of their regular termly visit).

The **Single Central Record (SCR)**, as a minimum, contains the following information:

- an identity check (passport and birth certificate)
- an enhanced DBS/ICPC check/certificate
- a professional qualification check
- a check to establish the person's rights to work in the country
- further checks on people who have lived or worked outside of the UK.

Other columns on the register are:

- medical checks
- reference checks
- Start of employment
- All staff must read and sign that they have understood Keeping Children Safe in Education 2023 (part one)The SCR is monitored by Head Office for Safeguarding purposes.

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**No new member of staff begins employment until all checks have been conducted and recorded.**

Once a provisional offer of employment has been accepted, full details are given to the successful candidate regarding any issues specific to the school e.g., how to obtain relevant visa; arrangements for finding suitable housing; how to set up a mobile phone; date expected to be in location for Induction prior to regular INSET days. BISL also operates a "Buddy System" to provide answers to questions particularly relating to life in Ljubljana.



On arrival, the new starter will be met at the airport and taken to either a hotel for a temporary period whilst finding an apartment or to their actual apartment.

Prior to any regular organised INSET, staff who are new to the school will receive induction training which will include a variety of issues relating to school operations and domestic issues such as opening a bank account etc.

There are certain documents which new starter must receive as a minimum. These include

- Copy of Staff Handbook including Code of Conduct, Disciplinary and Grievance procedures
- Copy of Child Protection procedure and any other Safeguarding policies
- Copy of Keeping Children Safe in Education September 2023
- Copy of Health and Safety policy including Evacuation and Lockdown procedures

All new staff must complete courses on Child Protection, Anti-Bullying, Online Safety and Mental Wellbeing in children and young people course as soon as possible – currently we are using TES Develop (formerly EduCare).

Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

### **Local Hire Staff, Volunteers, Board Members**

All new local hire staff are required to provide a police check before beginning their employment. All Board Members should have an up to date ICPC.



All Board members based in the UK undergo suitable checks and records are retained by the Group Head of HR and the Head Office Designated Lead on Safeguarding and Child Protection.

### **Policy Review**

This policy is to be reviewed annually, though any deficiencies or weaknesses in safer recruitment, safeguarding and child protection arrangements will be remedied without delay. The Head Office Designated Lead on SCP, Group Head of HR, Principal and Regional Head of School (on behalf of the Board) undertake an annual review of the school's Safer Recruitment, Safeguarding and Child Protection policies and procedures and of the efficiency with which the related duties have been discharged.

This policy was written by: M Hitchcocks, Principal  
and Katja Dinic, Head of HR.  
January 2024.

Next review date: January 2025



## Appendix A

**Reference request for:**

**Position:**

**Location:**

I would be most grateful if you would give a frank, professional opinion on the suitability of this candidate for the above post. Please fill in the box which most accurately reflects the candidate's ability.

		<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
1	Planning, preparation and marking of lessons				
2	Classroom organisation				
3	Knowledge of National Curriculum				
4	Ability to plan and deliver differentiated work				
5	Relationship with students				
6	Relationship with parents				
7	Relationship with colleagues				
8	Enthusiasm and commitment				
9	Sense of humour				
10	Attendance and time keeping				
11	Dress appearance				



12	Adaptability to international environments				
13	Attitude to professional development				
14	Participation in activities outside of normal school hours				
15	Flexibility				

16. Are there any live /current warnings on file regarding performance, attendance, or conduct? Yes No (Please delete Yes or No as appropriate)

If "Yes," please give further detail.

17. Are you aware of any reason this person should not work with children? Yes No

If "Yes," please give further detail.

18. Would you re-employ this person? Yes No

If "No," please give further detail.

19. (If relevant) Please give the reason for leaving your employ.

20. What is your relationship to the candidate?

Line manager? Colleague? Friend?

Please feel free to give any further information you may consider relevant.

Your name

Date

For Safeguarding purposes, we may need to confirm this reference by telephone/ email. Please supply a convenient contact number/ email - \_\_\_\_\_

Many thanks for your time spent in completing this reference. It is very much appreciated.

Yours faithfully,XXXXXXXXXXXXXXXXXXXXPrincipal