



British School Quito

an Orbital Education School

<u>Safer Recruitment Policy</u>
Approved: October 2018
To be reviewed: March 2019
Next Review: March 2021
Next Review: June 2022

1 Introduction

This document needs to be read in conjunction with the following:

ITFCP Outcomes and Recommendations 2016

ITFCP Recommended Recruitment Practices and Screening

ITFCP School Evaluation 24 Essential Questions

Keeping Children Safe in Education September 2016 and 2018”

The safety of children in our schools is paramount. This Safer Recruitment policy must be rigorously adhered to and form the basis for each school’s Safer Recruitment Policy, practice and procedures. Any questions re the content or process, please contact either your RHOS, Group HR Manager or Head Office Designated Lead on Safeguarding and Child Protection: Michael Clack michael@orbital.education +44 161 485 7091

As part of a process of continual review and development and especially in the light of the suspension of Enhanced DBS checks by COBIS and the review of KCSIE September 2018 this document was further updated in June 2018.

The purpose of this policy is to set out **the minimum 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.

Experience has shown that most problems with staff appointments occur because they have been made in haste, late in the school year, as a desperate measure to ensure there is a body in front of a class. This MUST be avoided. The risks to children and the school are too great in such circumstances. It is essential adequate time be allowed for a rigorous selection process to be completed.

The appointment of internationally based teachers brings extra challenges and risks to our schools in the appointment process which must be fastidious, robust and rigorous in the selection of teachers. We must always make strenuous efforts to ensure that Safeguarding practices are followed by all recruiters and the process kept under constant review.

2 Recruiters

Usually recruitment of academic staff is the responsibility of the Principals. Orbital Head Office staff are always willing to assist. Head Office representatives must be involved in the appointments for senior positions (see Delegation of Authority Manual).

All involved in recruitment need to have successfully received accredited training in safer recruitment procedures such as through Educare. Successful completion should be recorded in the ISAMS HR database. Other staff who may be involved in recruitment of administrative or non-academic staff should also complete an appropriate accredited course with completion also being logged in ISAMS

All recruiters must have read document ITFC Update September 2018 and Keeping Children Safe in Education September 2018.

3 Inviting Applications

It is vital, as well as providing the appropriate “hooks” to attract candidates, that any advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The British School Quito is committed to safeguarding children and young people. Rigorous checks are carried out during the recruitment process on all shortlisted candidates. All appointments are subject to Enhanced DBS and Prohibition Checks (for people who have ever lived or worked in the UK) or Criminal Records (Police Check / Certificate of Good Conduct) disclosure from their most recent country of residence which must be provided on request by the candidate.”

Copy of the advertisement should be sent to Head Office who will arrange for publication on the Orbital website and also employment page of our other schools’ websites.

Wherever an advert is placed, it is essential that the same advertisement appears on the school’s own website

What has also proved to be of enormous benefit in attracting candidates is to have a video available on the school's website relating to living and working in the location. Head Office can advise on this.

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

- Job description and person specification;
- Safeguarding and Child Protection Policy;
- 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 application form must be returned to the school prior to any interview taking place.
- They will be required to secure the ICPC, International Child Protection Certificate <https://www.acro.police.uk/icpc/>
- They will be expected to produce a Police Report / Certificate of Good Conduct from the last country of employment
- Candidates should be informed that "... if they have not heard from the school by (date to be inserted), then they will have been unsuccessful on this occasion

Applicants are likely to provide a CV which lists their career history. **It must be remembered that the cv only provides the prospective employer the information the candidate wishes to offer.** Any gaps in employment must be explored at interview with the applicant in addition to any series of short term position and any employment under previous surnames. 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.

It must be stressed that the safeguarding of students and staff is paramount and must come before any last-minute measure to fill any gaps in staffing. We must take all measures possible to appoint staff who have the appropriate experience and, as far as we can tell, are fit and mentally stable enough to perform in a suitable manner.

A recent photograph should be attached to their CV.

Using agencies

Great care must be taken when using agencies. Some are more efficient and robust in their checking procedures than others. 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

4 Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Shortlisted candidates 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
- Proof of address in current country of employment
- Proof of address in home country

They should be informed that

- A search will 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 check and Prohibition Check will be carried out prior to any appointment being made
- Whilst copies of documents are sufficient for the time being, originals are required will need to be seen at interview or prior to appointment (where necessary e.g. visas requirements documents may need to be Apostilled.
- *References will be sought prior to interview unless the candidate indicates a problem with this.*
- *Open Testimonials are not 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.

A minimum of two and ideally three references will be sought directly from the referees. One of these references must be from the candidate's most recent employer (or college if NQT). References or testimonials provided by the candidate must never be accepted as an alternative to direct contact with a referee / previous Line Manager.

Schools may well have their own format for references but attached as Appendix A is a proforma which details the minimum requirements required to be asked.

Referees must be contacted by telephone/ mail by the Principal / Headteacher or his/ her authorised representative. This personal contact with the referee is absolutely vital to clarify any anomalies or discrepancies and also offer an opportunity for further detail. A detailed written note will be kept of such exchanges and attached to the cv. For senior positions and In exceptional cases the Principal and/ or deputy should do this and not admin since some referees might not wish to discuss references with admin staff.

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Referees should always be asked 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;
- 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 school's RHOS / Group HR Manager

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

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.

Interviews should always be face-to-face (which includes using Skype, FaceTime and 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 visual electronic link).

Prior to the interview, the recruiters should thoroughly examine the 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 a DBS disclosure/ 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, whilst in UK the following would not be discussed, 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?); might there be a visa issue regarding someone's age etc

6 Employment Checks

All successful applicants are required at interview or prior to appointment:

- 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 a satisfactory police certificate from their last country of residence – DBS or whatever is available in their last country of employment. (a new DBS will be applied for where relevant upon an offer being made)
- Apostilled academic qualifications confirming approval to teach. Originals must be presented prior to appointment/ on arrival.
- (Proof of address in current and home country should have been checked prior to interview)
- to complete a confidential health questionnaire if requested
- confirm that to the best of their knowledge, they are able to apply successfully for a work visa if needed in the country of employment.
- UK trained, and qualified teachers should be able to provide a DFEE/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 must be discussed with the school's RHOS, Group HR Manager or Head Office Lead on Safeguarding).

A national rather than regional report which relates directly to working with children should be obtained wherever possible.

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 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 COBIS and ACRO

All schools are now registered with COBIS in order to use their services to obtain the Prohibition check.

Post recent update and suspension of Enhanced DBS checks with COBIS, all *overseas applicants are required to obtain an ICPC, International Child Protection Certificate <https://www.acro.police.uk/icpc/>

* 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

*In addition, for the above category of employee, a **Prohibition Check** must also be carried out through COBIS tbc*

If any information is disclosed on the ICPC certificate or through the Prohibition Check, this **MUST** be discussed with the school's RHOS, Group HR Manager or Head Office Safeguarding Lead. A risk assessment will be made regarding how relevant or not any disclosure might be

ISAMs records

On appointment, or as soon after as is possible, all relevant information, including the Safeguarding evidence checks must be entered into the ISAMs HR fields. The importance of logging such information cannot be stressed too highly. Apart from being a crucial record for the school, the information is used by Head Office for a variety of purposes and should be an accurate record of people employed by the school.

This will be monitored by Head Office for Safeguarding purposes.

8 Induction

No new member of staff should begin employment until all checks have been carried out, recorded (or be in the process of being completed) and verified by a second recruiter.

Once the offer has been accepted, full details need to be 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; guidance on how costs of flights are to be reimbursed etc. It is also useful to set up a "Buddy System" so that questions which might be important to the new member of staff but they might feel embarrassed asking the Principal, can be addressed.

On arrival, the new starter should be met at the airport and taken to either a hotel for a temporary period whilst finding an apartment or to their actual apartment where there should be a "Welcome Pack" of basic necessities waiting.

Prior to any regular organised INSET, staff who are new to the school should receive induction training which will include a variety of issues relating to school operations, 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 Disciplinary and Grievance procedures
- Copy of Child Protection procedure and any other Safeguarding policies
- Copy of Keeping Children Safe in Education September 2018
- 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 after starting – currently we are using Educare. Completion certificates should be entered into ISAMS HR data base.

Regular meetings should be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Even though references have been obtained and confirmed and Police Reports provided, schools still need to be vigilant and behaviour should still be monitored carefully especially during the early days of employment. The quality of Police Reports can vary from country to country. It should be remembered that any Police Report is unlikely to contain information about offences committed outside of that country and also is not likely to contain information about arrests made which did not lead to conviction.

9 Local hire staff, VOLUNTEERS AND BOARD MEMBERS/ GOVERNORS

Schools should arrange for all local employees, volunteers and Board members/ Governors to provide a local Police Report according to local practice. These take on different forms depending on the country. Sometimes the employee applies for this, sometimes the employer.

Whatever the procedure, Police Reports should be obtained on all local members of staff, volunteers, (including outside people used for as part of the school's Co-Curricular programme), Board members/ Governors and placed in the individual's file. Any issues arising from these reports should be discussed with the school's RHOS / Group HR Manager.

All Board members based in the UK undergo suitable checks and records are retained by the Group HR Manager 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, Principals and Regional Heads of School (on behalf of the Board) will 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.

