



# SAFER RECRUITMENT POLICY

<u>Approved by:</u>	Rosa María Tortosa	
Last reviewed on:	July 2024	
Next review due by:	[July 2026]	

## Contents:

2. Recruiters .....	4
3. Inviting applications.....	4
4. Using agencies .....	5
5. Short-listing and References .....	6
6. The selection process .....	7
7. Employment checks.....	8
8. ISAMS and the Single Central Record.....	10
9. Induction.....	11
10. Local hire staff, Volunteers and Board members/ Governors .....	12
11. Policy Review .....	12

# 1. Introduction

This document needs to be read in conjunction with 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>
- ITFCP Recommended Recruitment Practices and Screening <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- ITFCP School Evaluation 24 Essential Questions <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- Working Together to Safeguard Children 2023 [https://assets.publishing.service.gov.uk/media/65cb4349a7ded000c79e4e1/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cb4349a7ded000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)
- Orbital Recruitment Practice Guidance for Schools 2022

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 Head of HR or Head Office Designated Lead on Safeguarding and Child Protection: Michael Clack [michael@orbital.education](mailto: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 2024 this document was further updated in July 2024.

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 or relevant member of SLT / Department Head (as assigned by the Principal). 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 (SLT, teaching, admin, HR and Finance) must have successfully received accredited training in safer recruitment procedures such as through TES Develop Safer Recruitment for International Schools - Level 2 or provided by the RHoS. Successful completion should be recorded in the 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 recorded.

All recruiters must have read the documents 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 2024.

## 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:

*“MAGNO International School 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 or International Child Protection Certificate 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.”*

The advertisement should also include the safeguarding responsibilities of the post as per the job description and personal specification.

Copy of the advertisement should be sent to the Group HR [recruitment@orbitaled.com](mailto:recruitment@orbitaled.com) who will arrange for publication on the Orbital website and employment page of our other schools' websites.

Wherever an advertisement is placed, it is essential that the same advertisement appears on the school's own website. For Teaching vacancies, it must also be placed on TES, via the school's TES portal. TES adverts should be placed locally by your local HR department in conjunction with sending a copy to Group HR for the websites. Additional guidance on placing adverts is included in the 'Orbital Recruitment - Practice Guidance for Schools' document.

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.
- Child Protection and Safeguarding 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 **school application form** must be returned to the school prior to any interview taking place.
- They will be required to provide either an Enhanced DBS or an 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 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

Candidates **must complete a school application form**. Applicants may 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.

It is preferable if a recent photograph should be attached to their application form.

## 4. 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.

Agencies should only be used in limited circumstances, as expressly agreed and approved in advance by your 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.

## 5. Short-listing and References

The School should:

- ensure that **at least two people** conduct the shortlisting exercise (it is recommended that those who shortlist conduct the interview for a consistent approach).
- consider any inconsistencies and look for gaps in employment and reasons given for them and explore all potential concerns.

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
- Copy of Birth Certificate
- Proof of address in current country of employment
- Proof of address in home country

They should be informed that -

- 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
- To complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants should be asked to sign a declaration confirming the information they have provided is true.
- If they have ever lived or worked in the UK, an Enhanced DBS check or ICPC check will be conducted prior to any appointment being made
- Whilst copies of documents are sufficient for the time being, **originals are required** and will need to be seen at interview or prior to appointment (where necessary e.g., visa requirement documents may need to be apostilled).
- *At least two references (one from the current employer i.e., the Principal) 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.

**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, i.e., the Principal/ Headteacher (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/e-mail** by the Principal or his/her authorised representative. 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 deputy should do this and not admin since some referees might not wish to discuss references with admin staff.

A written note will be kept of such exchanges and attached to the application form.

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, 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 school's RHOS/Group Head of HR.

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

## 6. 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 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/ICPC/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.
- Further guidance around Interview structure, questions and the interview process can be found within the 'Orbital Recruitment - Practice Guidance for Schools' document.

## 7. 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 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** – DBS/ICPC or whatever is available in



their last country of employment (a new DBS/ ICPC 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/fit for work declaration if requested
- confirm that to the best of their knowledge, they can apply successfully for a work visa if needed in the country of employment
- 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 school's RHOS, Group Head of HR 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/ 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 COBIS and ACRO**

All schools are now registered with COBIS to use their services to obtain Prohibition Order check <https://www.cobis.org.uk/services/safeguarding-in-schools/safer-recruitment/prohibition-order-checks>

At the very least, schools should check the Teacher Regulation Agency/ Teacher misconduct website <https://www.gov.uk/government/collections/teacher-misconduct> (or equivalent in other countries e.g., <https://crimecheckaustralia.com.au/the-importance-of-background-screening-for-teachers/>) for any UK trained or teachers that have worked in the UK that have been subject to a prohibition order.

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)

*In addition, for the above category of employee, a **Prohibition Check** should also be conducted through COBIS*

If any information is disclosed on the ICPC certificate or through the Prohibition Check, this **MUST** be discussed with the school's 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.

## 8. ISAMS and the Single Central Record

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.

### Single Central Record

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

We would expect the school to 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.

This document requires constant upkeep. **All entries should be dated and initialled by an approved HR representative (who has undertaken safer recruitment training) and regularly checked by the DSL and verified by the Regional Head of Schools/Group Lead for Safeguarding. We recommend at least once per term; as part of their regular termly meeting.**

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

- an identity check (passport **and** birth certificate)
- a barred list check
- an enhanced DBS/ICPC check/certificate
- *a prohibition from teaching check – see notes/ guidance above*
- a professional qualification check

- a check to establish the person's rights to work in the United Kingdom/host country
- further checks on people who have lived or worked outside of the UK.

Other columns should include:

- medical checks
- reference checks
- training
- read and understood Keeping Children Safe in Education 2024 (part one)

This will be monitored by Head Office for Safeguarding purposes.

## 9. Induction

**No new member of staff should begin employment until all checks have been conducted, recorded (or be in the process of being completed) and verified by a second recruiter.** In extraordinary circumstances, where all documents have not been received, the Principal must consult the RHoS and agree on monitoring and supervision arrangements. Until all checks have been received, at no time must a new member of staff be unsupervised in regulated activity.

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 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 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 2024
- 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) and for most schools, The National College. Completion certificates should be entered into HR data base.**

Regular meetings should be held during the first three 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 period 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 is not likely to contain information about arrests made which did not lead to conviction.

## **10. 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), and Board members/Governors placed in the individual's file. Any issues arising from these reports should be discussed with the school's RHOS /Group Head of HR.

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.

## **11. 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.