



# **TBS Safer Recruitment Policy & Procedure**

## **Aims**

This policy has been developed to embed safer recruitment practices and procedures throughout **The British School Kathmandu** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in *'Safeguarding Children and Safer Recruitment in Education-January 2007'* and *Dealing with allegations of abuse against teachers and other staff – DfE 2012* and will be reviewed in June 2015 (and on an annual basis thereafter). It also reinforces practices outlined in the school Safeguarding policy.

## **Safe recruitment at TBS**

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

## **TBS Safer Recruitment Procedure**

### **A) INVITING APPLICATIONS**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement; "The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check".

All applicants will receive a pack containing the following when applying for a post:

- Details about the school ethos and general information about the school
- Job description and person specification
- The school's Safeguarding Policy and Safer Recruitment Policy
- The selection procedure for the post
- An application form

Prospective applicants must complete, in full, & return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

A curriculum vitae will not be accepted in place of a completed application form.

### **B) SAFER RECRUITMENT TRAINING FOR THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. Ideally, all members will have completed safer recruitment training.

### **C) SHORT LISTING AND REFERENCES**

- Candidates will be short-listed against the person specification for the post.
- Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.
- References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- A follow up telephone call to verify the current employers' reference will also be undertaken.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people

- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Applicants' current post and salary
- Sickness record
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

#### **D) INVITATION TO INTERVIEW**

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

#### **E) THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face (occasionally this may be via skype).

#### **F) EMPLOYMENT CHECKS**

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance (in cases of teachers employed from other countries a police clearance check will still be required).
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record (held electronically on the database)
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

#### **G) INDUCTION**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with the induction teacher
- Meet regularly with their line manager
- Attend any appropriate training

Child protection training will be part of the annual programme of INSET for all staff and there will be ongoing reminders during the academic year.

#### **H) PERIPATETIC STAFF, LOCAL STAFF and COACHES**

**The British School Kathmandu** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. In the case of Nepali citizens a police check will be required and references taken as fully as possible.

Similarly we will undertake full police checks for all 3rd party employees who are on the school site. This will include lunch providers and bus company employees. They will also be part of the annual training register.

**This policy will be reviewed in June 2018 (and on an annual basis thereafter)**

**Reviewed June 2017**

# The Safe Network checklist for safer recruitment

Write a clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).

Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.

Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack. See how our notes on policies and procedures [How to write a child protection policy statement](#)

Have a face-to-face interview with pre-planned and clear questions.

Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

Check the candidate's identity by asking them to bring photographic ID.

Check the candidate actually holds any relevant qualifications they say they have.

Apply for a Disclosure and Barring Service (DBS) check.

Take up references. Ask specifically about an individual's suitability to work with children.

Provide a copy of your organisation's safeguarding procedures and employee/volunteer code of behaviour (i.e. what is and is not acceptable behaviour in relation to children).

<http://www.safenetwork.org.uk>