**ONE INTERNATIONAL SCHOOL SAFER RECRUITEMENT POLICY**

**INTRODUCTION**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. One International School is committed to safeguarding and promoting the welfare of all pupils in its care. As your employer, the school expects all staff and volunteers to share this commitment.

**AIMS & OBJECTIVES**

When recruiting new staff to take on positions within the ONE I.S. team, we believe that adopting the following policy and procedure ensures that we offer employment to those who we feel will best suit our setting and also meet the needs of the children. This recruitment policy and procedure will help deter, reject or identify people who might cause harm to the children and also those who have been recorded as prohibited from teaching. Any applicant who is unable to produce a Criminal Records check or equivalent will not be considered for any post.

ONE I.S. recruitment staff will ensure that the following steps will be taken during the pre-employment stage.

* When advertising, all ONE I.S. adverts will include the appropriate safeguarding statements.
* All applicants will have an equal opportunity to apply.
* All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Policy.
* All applicants are required to fill out the ONE I.S. application form.
	+ ONE International School uses its own application form and all applicants for employment will be required to complete an application form 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 shortlisted.
	+ 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.
	+ 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 apply for a position at the school. All applicants will be made aware that providing false information is an offence and will result in theapplication being rejected or immediate discharge, regardless of the time elapsed before discovery.
* Job Descriptions and Person Specifications **-** A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately outline the duties and responsibilities of the job role.

The person specification as outlined in the job advert is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children, this can be found on our application form.

* During application the school will verify the candidate’s identity using photographic ID and proof of address.
* References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.
* All offers of employment will be subject to the receipt of a minimum of two references, which are considered satisfactory by the school.
	+ 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 reference should be from the employer with whom the applicant most recently worked with children.
	+ The referee should not be a relative.
	+ References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
	+ All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
	+ Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" on the reference request form.
	+ In exceptional circumstances 2 character references will be accepted.
	+ Referees will be contacted by telephone following submission of their references in order to confirm they personally submitted the reference.
* There will be a face-to-face interview, wherever possible, or alternatively via video messaging service (Skype, WhatsApp, Messenger etc.), with a minimum of two interviewers. The interview process will explore the applicant’s ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified, in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
	+ 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, if it has been disclosed on the application form or brought to the schools attention, via references.
	+ Both members of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.
* Following the interview stage, the school will obtain an enhanced DBS check or equivalent with barred list information included, should this be available and appropriate. (Nationality dependent)
* Recruitment staff will ensure that the job applicant is mentally and physically fit to carry out their work responsibilities by asking the candidate to complete the form about disability and health in order to establish they have the mental and physical capacity for the specific role.
* A check of professional qualifications shall be carried out through notarisation by staff’s respective embassies.
* If the school is satisfied that all of the above are complete an ‘Offer of Employment’ letter shall be sent, in written form, to the applicant. Following acknowledgement of the employment letter, a contract stating the school’s terms and conditions of employment shall be provided. The applicant is then expected to return the signed, upon agreement, contract in order to confirm and finalise their employment.
* Induction Program - all new employees will be given an induction program which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, and named staff members, it will also make clear the expectations which govern how staff carry out their roles and responsibilities.

A school central tracking record is used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

**SINGLE CENTRALISED REGISTER OF STAFF**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is retained and kept up-to-date by the Administration Office. The Single Centralised Register will contain details of the following:-

* All employees who are employed to work at the school
* All employees who are employed as supply staff to the school whether employed directly or through an agency
* All others who have been chosen by the school and work in regular contact with children. This covers: volunteers, managers, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches etc.

A designated member of Administration Staff will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Management Team during the Summer Term meeting.

**RECORD RETENTION/DATA PROTECTION**

The school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain their personnel file and any relevant information provided as part of the application process. This will include copies of documents used to verify identity, application forms, 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. The school will retain this documentation for the duration of the successful applicant's employment at ONE I.S. All information retained on employees is kept centrally in a locked HR cabinet.

The same policy applies to any suitability information obtained about volunteers involved with school activities.

ONE I.S. will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). The 6-month retention period is in accordance with the Philippines Data Protection Act 2012.

**VISITING SPEAKERS (AND PREVENT DUTY)**

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The school is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school. All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments. The school will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Visitors Policy and the Prevent Duty Guidance.

Guidance and the definition of *"Extremism is - vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.*"

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

**TRAINEE/STUDENT TEACHERS:**

As trainee teachers can undertake regulated activity, sometimes unsupervised, all of the above steps will be taken to ensure the enrolled children’s safety.

Where an allegation is made against a member of staff employed by ONE I.S. the procedure that will be undertaken is outlined within our Child Protection Policy.

**MONITORING & EVALUATION:**

The Head Teacher and the school’s Head Administrator will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit, which will be presented and reported to the school Management Team. (See appendix one)