



## BSKL SAFE RECRUITMENT AND SELECTION POLICY

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### 1. INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures at BSKL 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 reinforces the school's Whistleblowing Policy that all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

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. It 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.

### 2. INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line –, application forms and all school websites will include the statement:

“The Nord Anglia education Group and all NAE schools are committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required.

We are an equal opportunities employer.”

Prospective applicants will be supplied or made aware of, as a minimum, with the following:

- A statement of the school's commitment to ensuring the safety and well being of the pupils;
- Job description and person specification;
- A school application form;

- the selection procedure for the post;
- School's Child Protection, Safer Recruitment and Equality and Diversity policies

### **3. IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed recognised training in safer recruitment and child protection.

### **4. SHORT-LISTING AND REFERENCES**

Candidates will be shortlisted 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.

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:

- Sickness record
- Attendance record
- Disciplinary record

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

### **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.

Where possible, interviews will be face-to-face.

Candidates will 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;



- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 6. INVITATION TO INTERVIEW

Candidates called to interview will receive:

- Written confirmation of the interview and any other selection techniques.
- Details of the interview day including details of the panel members.
- Details of any tasks to be undertaken as part of the interview process.
- The opportunity to discuss the process prior to the interview.

## 7. EMPLOYMENT CHECKS

All successful applicants are required to provide the following documents (please note, originals and/or certified/legalised/apostilled copies may be required):

- Show proof of identity
- Provide proof of professional status
- Provide actual certificates of qualifications
- Obtain a 'DBS enhanced level check with child barred list' through COBIS (UK employees) and evidence of checks provided by another country for an applicant who has worked abroad.
- Provide an equivalent background check from the country where they are currently employed (Non-UK employees).
- All UK and equivalent non-UK background checks must be dated the year the employee joins the school.
- Provide at least two references, one being from current employer
- Declaration of medical fitness (included in application form and in employment contract)
- Evidence of permission to work in host country (candidates must fulfill set immigration criteria in order to be granted permission to work in host country, see appendix).
- Any further documents or checks as may be deemed appropriate including medical checks

All checks will be:

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

## 8. INDUCTION

All new school staff will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

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

- Meet regularly with their line manager
- Attend any appropriate training



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The School's Administrative staff will check for updated relevant information about staff every 3 Years.

BSKL shall be consulted on any issues of potential concern which arise from any stage of the recruitment process.

## **Appendix 1: Visa requirements for Malaysia**

### **Visa Application**

Requirements to apply for expatriate posts

The minimum requirements to apply for expatriate posts for all 3 categories in employment pass;

- Degree with at least 3 years' experience in the relevant field; and/or
- Diploma with at least 5 years' in the relevant field; and/or
- Technical Certificate or equivalent, with at least 7 years' experience in the relevant field.

### **EMPLOYMENT PASS**

There are 3 categories for employment pass;

These 3 categories share the same requirements for each documents although the eligibility criteria is different. (The rules and regulations are subject to change from time to time).

Employment Pass I

#### **Eligibility criteria:**

- Salary of more than RM5,000 per month; AND employment contract valid for a minimum of 24 months
- Allows the holder to be employed in West Malaysia by the hiring company
- Spouse and children under 18 years old of Employment Pass holder are eligible for
- Dependant Pass
- Children over 18 years old and unmarried are eligible for Social Visit Pass
- Parents / Parents-in-law are eligible for Social Visit Pass
- Eligible to hire foreign maid(s)

Employment Pass II

#### **Eligibility criteria:**

- Salary of less than RM5,000 per month; AND employment contract valid for a less than 24 months
- Allows the holder to be employed in West Malaysia by the hiring company
- Spouse and children under 18 years old of Employment Pass holder are eligible for a
- Dependent Pass
- Children over 18 years old and unmarried are eligible for Social Visit Pass
- Parents/Parents-in-law are eligible for Long Term Social Visit Pass
- Eligible to hire foreign maid(s)

Employment Pass III

#### **Eligibility criteria:**

- Applicant must earn a basic salary of between RM 2 500 to RM 4 999 per month; AND
- Applicant must have an employment contract that does not exceed than 12 months
- Allows the holder to be employed in West Malaysia under the hiring company;
- Not allowed to bring dependents;
- Not eligible to hire foreign maid



### **Documents required:**

- Latest updated comprehensive Resume
- Copy of highest educational certificates translated into English
- Copy of passport(s) (all pages)
- Passport photo (blue colour background)
- Copy of Employment Contract (duly Inland Revenue Board and signed)
- Job Description
- Supporting document from Approving Agency / Regulatory Body (if applicable) (Ministry of Education, Ministry of Home Affairs, Welfare Department Malaysia)
- Latest 3 months' salary slip (for Employment Pass renewals only)
- (E-Be tax & Slip of Acknowledgement from Inland Revenue Board) (For renewal only)
- Release letter from previous employer in Malaysia (change of employer only)
- Other documents specified upon request

### DEPENDANT PASS (DP)

For the dependant pass, there are only two categories eligible and qualify to bring dependant along;

- Employment Pass I
- Employment Pass II

### **Eligibility criteria:**

Legal spouse of Employment Pass holder; OR  
Children below 18 years old of Employment Pass holder

### **Documents required:**

- Copy of marriage certificate (for legal spouse) translated into English
- Birth certificate (for children below 18 years old) translated into English
- Copy of passport(s) (all pages)
- Recent passport photo.
- Other documents specified upon request

### SOCIAL VISIT PASS (LONG TERM)

### **Eligibility criteria:**

- Children above 18 years old and unmarried of Employment Pass holder; OR
- Parents & Parents-in-law of Employment Pass holder; OR
- Common law spouse (only applicable to heterosexual relationship) of Employment
- Pass holder can be considered
- Allows the holder to stay in the country

### **Documents required:**

- Birth certificate (for children above 18 years old) translated into English
- Birth certificate of Employment Pass holder / Employment Pass holder's spouse
- Affidavit / Acknowledgement letter from the Employment Pass holder's Embassy / Consulate General on the relationship status (for common law spouse); (allowed once only and cannot change partner)
- Copy of passport (all pages)
- Recent passport photo
- Personal Bond form (duly stamped by Inland Revenue Board)



## PROFESSIONAL VISIT PASS (PVP)

### **Eligibility criteria:**

Expatriate applicant fulfils one of the following categories:

Category I: Expertise Transfer

Category II: Research

Category III: Internship (must be relevant to the applicant's education background)

Maximum contract is for 12 months, and is restricted to one contract/project at a time

### **Documents required:**

- Recent passport photo (blue colour background)
- Copy of passport (all pages)
- Offer letter / agreement for services / sponsor contract / internship offer in Malaysia (duly stamped by Inland Revenue Board)
- Confirmation letter by home-/base-country Company on the applicant's employment details
- Personal Bond form (for non-Chinese nationality) (duly stamped by Inland Revenue Board); OR
- Security Bond & Bank Guarantee (for Chinese nationality only)
- Letter of Award (LOA) / Contract, if applicable