

# Safer Recruitment Policy



## 1. Introduction

- 1.1 This policy applies to the workforce and volunteers at Sandford International School.
- 1.2 This policy has been developed to embed safer recruitment practices and procedures throughout the school and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.
- 1.3 This policy reinforces the expected conduct outlined in our Staff Code of Conduct which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.4 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
  - a) **attracting the best possible candidates**/volunteers to vacancies;
  - b) **detering prospective candidates**/volunteers who are **unsuitable from applying for vacancies**;
  - c) identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people; and
  - d) ensuring that those involved with the recruitment and employment of staff to work with children have **received appropriate safer recruitment training**.
- 1.5 We are committed to using procedures that deal effectively with those adults who fail to comply with our safeguarding and child protection procedures and practices.
- 1.6 As a school our aim is to attract and retain a diverse range of talent that reflects our national and international community. We will ensure that all prospective candidates are not discriminated against and are given equality of opportunity.

## 2. Existing staff

- 2.1 If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.
- 2.2 We will refer anyone who has harmed, or poses a risk of harm, to a child to the Ethiopian authorities when:
  - a) we believe the individual has engaged in improper conduct; or
  - b) The individual has received a caution or conviction for a relevant offence



- 2.3 We will also refer to the appropriate country regulatory agency an employee following a disciplinary investigation, who is dismissed or resigns because of misconduct towards a pupil.

### 3. Roles and Responsibilities

3.1 The school will:

- a) Ensure we have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers;
- b) monitor our compliance with them
- c) ensure that appropriate staff and nominated Board members have completed safer recruitment training (and repeat this every 5 years)

3.2 The Head of School will:

- a) ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated.
- b) ensure that all appropriate checks have been carried out on staff and volunteers within the school;
- c) monitors any contractors and agencies compliance with this document; and
- d) promotes the safety and well-being of children and young people at every stage of this process

### Inviting Applications

- 3.3 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

*"Sandford International School is committed to:*

- a) *safeguarding and promoting the welfare of all children; and*
- b) *as a **Non-Governmental Organisation** staff are expected to be non-partisan, committed to equal opportunity for all, irrespective of race, religion and gender and reject discrimination on any grounds"*

**All staff and volunteers are expected to share this commitment.**

The successful candidate will be subject to either a local or international police check.

**Sandford International School is an equal opportunities employer.**



- 3.4 Advertisements for posts also make clear that staff will be expected to promote fundamental values and uphold the ethos of equality at the school.
- 3.5 All applicants will receive a link to a website containing the following when applying for a post:
- a) A statement of our commitment to ensuring the safety and well-being of the pupils
  - b) Job description and person specification
  - c) Safeguarding and Child Protection Policy
  - d) Safer Recruitment Policy
  - e) A self-disclosure form.
  - f) The selection procedure for the post
  - g) An application form
  - h) Copy of our Code of Conduct
- 3.6 Prospective applicants must complete, in full, an online application form.
- 3.7 We will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- 3.8 **A curriculum vitae will not be accepted** in place of a completed application form.

#### 4. Identification of the Recruitment Panel

- 4.1 **At least one member** of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years.

#### 5. Shortlisting and References

- 5.1 Candidates will be short listed using criteria published in the job description and person specification for the post.
- 5.2 We will seek references on all short-listed candidates. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. **Three references**, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the Head of the previous organisation, not a colleague).
- 5.3 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 possible references will be requested in advance of the interview.
- 5.4 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 exchange.



5.5 Referees will be asked specific questions about the following:

- a) The candidate's suitability to work with children and young people
- b) Any substantiated allegations
- c) Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- d) The candidate's suitability for the post, including the candidate's ability and willingness to support colleagues and promote equal opportunities.

5.6 Reference requests will include the following:

- a) Applicants current post and salary
- b) Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures and either a local or international police clearance.

## 6. Invitation to Interview

6.1 Candidates called to interview will receive:

- a) A letter confirming the interview
- b) An itinerary of the interview day
- c) Details of any tasks to be undertaken as part of the interview process
- d) A self-disclosure form.

6.2 Candidates called to interview will be asked to provide proof of identity and relevant qualifications. Original documents requested are:

- a) Passport,
- b) Birth Certificate,
- c) Marriage Certificate (if appropriate),
- d) Utility Bill or Bank Statement (issued in the last three months),
- e) relevant qualifications.

Interviews for international candidates may be conducted via zoom. In such cases, original documents will be checked before employment commences.

## 7. The Selection Process

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will be face-to-face, when possible. Interviews may include additional interview techniques such as observation or exercise



7.3 Candidates will be required to:

- a) Explain any gaps in employment
- b) Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- c) Declare any information that is likely to appear on the local or international police check; and
- d) Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote equal opportunities

## 8. Employment Checks

8.1 An offer of appointment will be conditional and all successful candidates until we have:

- a) Verified their identity
- b) Obtained a local or international up to date police clearance.
- c) Verified their right to work in Ethiopia; and
- d) Satisfactory references.

8.2 Staff who have been verified will be allowed **“Regulated activity”**. This means a person who will be:

- a) Responsible, on a regular basis in SIS, for teaching, training, instructing, caring for or supervising children; or
- b) Carrying out paid, or unsupervised unpaid, work regularly at SIS where that work provides an opportunity for contact with children; or
- c) Engaging in an overnight activity (such as a trip) even if this happens only once and regardless of whether they are supervised or not

8.3 All checks will be:

- a) Confirmed in writing
- b) Documented and retained on the personnel file
- c) Recorded on our Single Central Record
- d) 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.

## 9. Induction

9.1 All staff and volunteers who are new to SIS will receive information on our Safeguarding and Child Protection Policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

9.2 All successful candidates will undergo a period of induction and will:

- a) Meet regularly with their induction tutor or their line manager
- b) Attend appropriate training including generalist child protection training



**10. Volunteers**

10.1 We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity

**11. Contractors**

- 11.1 We will ensure that any contractor, or any employee of the contractor, who is to work at the academy has had the appropriate level of police clearance.
- 11.2 We will not keep copies of such checks for longer than 6 months.
- 11.3 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- 11.4 We will check the identity of all contractors and their staff on arrival at SIS.

This policy will be reviewed annually	
Latest review	by Anthony Hamilton September 27 <sup>th</sup> , 2022.

