WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

Title	**Recruitment, Selection and Disclosure Policy and Procedure**
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Approved By-

NAME	SIGNATURE
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1. Introduction

Wellington College International Pune ("the school") is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of our children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of merit, ability and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant Indian and UK legislation, recommendations and guidance; and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of our children and young people by carrying out all necessary pre-employment checks in the recruitment of our staff.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Roles and Responsibilities

- It is the responsibility of the governing board of the School (hereafter the "Board") to:
  - ensure the School has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with UK and India guidance and legal requirements.
  - monitor the School's compliance with these.
- It is the responsibility of the Master, Bursar, Head HR and other Senior Heads involved in recruitment to:
  - ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School
  - monitor contractors' and agencies' compliance with this document
  - promote the welfare of children and young people at every stage of the procedure.
- The Board has delegated responsibility to the Master (teaching staff) and the Bursar (Administrative staff) to lead in all staff appointments other than their own, which are led by the Board. The Board is involved and responsible in some senior staff appointments and final decisions.

3. Job Descriptions, Person Specifications in line with Annual Budget

- Any new or current vacancy must be considered and formally approved by the Master and/or Bursar and/or Board in line with the annual Budget when the recruitment process is commenced. The designated Line Manager must provide an up-to-date job description, organizational chart and person specification.

- A job description is a key document in the recruitment process and is finalized prior to taking any other steps in the recruitment process. It clearly and accurately sets out the duties and responsibilities of the job role.

- The person specification informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification includes a specific reference to suitability to work with children.

- For all teaching positions, candidates are required to have current qualified teacher status or equivalent experience and, except for some specific language teacher positions, these must be from the UK, India, Australia, New Zealand, Canada or the USA, unless otherwise and separately agreed by the Master. Almost all teachers at Wellington College India will have UK teaching qualifications. Experience teaching in UK schools, or British international schools, is also required. In the case of language teachers, full qualifications from the relevant countries may be sufficient.

4. Advertising

- To ensure equality of opportunity, the School advertises all vacant posts to encourage as wide a field of applicants as possible; normally this entails an external advertisement in addition to the School's website.
- Any advertisement makes clear the School's commitment to safeguarding and promoting the welfare of children.

5. Recruitment and selection procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

Applicants will receive a job description/information for the role applied for. Application forms, job descriptions, and the School's Child Protection Policy will be available to download in future from the School website when positions become available.

The applicant may then be invited to attend an interview at which his / her relevant skills and experience will be discussed in more detail.

If it is decided by the School, at its sole and absolute discretion, to make an offer of employment following the interview, any such offer will be conditional on all or any of the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's terms and conditions of employment;

- verification of the applicant's identity (where that has not previously been verified);
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for expatriate teachers from outside India and applicants' resident in India, the School will undertake such background checks that are mandatory and such others as is practicable which the School deems fit. The check includes, but is not limited to, verification of identity and address, criminal records, bankruptcy, driving offences and corruption. This check is made through a private third-party screening company, a registered company under the Companies Act,1956. This check will include that no such person carries out work, or intends to carry out work, at the School in contravention of a prohibition order or interim prohibition order;
- where the position amounts to a "regulated activity" (see section below) the receipt of background check disclosure which the School considers to be satisfactory;
- confirmation that the applicant is not subject to any statutory restriction or court order or criminal order which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- verification of the applicant's medical fitness for the role (see section 6 below); and
- verification of the applicant's right to work in India;
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application and the School considers to be relevant (where they have not been previously verified);
- a background check will be required for all persons aged over 16, who are working in the school premises through outsourced service providers.

6. Medical fitness

The School is entitled to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment is confirmed.

All applicants to whom an offer of employment is made must complete a Pre Placement Medical questionnaire, or in some instances, signed Medical Declaration. The School will arrange for the information contained in the Pre Placement Medical Questionnaire and/or Medical Declaration, as the case may be, to be reviewed by the Master and School Healthcare Coordinator. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, co-curricular activities, layout of the School etc. If the Master has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

7. Pre-employment checks

In accordance with the recommendations set out in applicable Guidance and/or Standards, as amended from time to time, the School carries out a number of pre-employment checks in respect of all prospective employees.

8. Verification of identity and address

All applicants who are invited to an in person interview will be required to bring with them evidence of identity, right to work in India, address and appropriate/relevant qualifications. For interviews conducted online, applicants may be required to furnish the copies of the documents (via email) post interview.

The School asks for a copy of the Aadhar and PAN card for Indian staff and Passports for expatriates. The date of birth of all applicants (and proof of this) is required in accordance with the Maharashtra Employees of Private Schools (Conditions of Service) Regulation Act, 1977 and the Maharashtra Employees of Private Schools (Conditions of Service) Rules, 1981. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants.

9. References

In some instances, the School may take up references of short-listed candidates prior to 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. Neither referee should be a relative or someone known to the applicant solely as a friend.

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. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, reliability and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.
- The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- The School will contact the referees to verify the reference. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

10. Criminal Records Check

Due to the nature of the work, the School may apply for a background check in respect of all staff members. A background check may also apply to some governors and volunteers if their attendance at

the School is in a "regulated activity".

11. For those aged 18 or over at the time of an offence

Disclosure of convictions, if any, will be done in accordance with relevant and/or applicable laws, which may change from time to time.

The School applies for a background check in respect of all positions at the School which amount to "regulated activity". The purpose of carrying out the background checks for" regulated activity" is to identify whether an applicant is suitable to work with children. Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight (meaning between 2.00 am and 6.00 am); or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to a regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised. The School carries out a DBS check (where possible), or the local equivalent, for all staff, supply staff and Board members who will be engaging in regulated activity.

- All applicants who work, or have worked in the UK, will be required to submit a recent DBS or an International Child Protection Certificate (ICPC). The ICPC is a criminal records check against police and intelligence databases in the UK to confirm whether or not there is any criminal history and to provide details, including relevant conviction and non-conviction data.
- Those applicants who have never worked in the UK must provide police clearance records from their country of origin.
- All applicants must provide police clearance from the country in which the applicants have most recently lived.

11. Prohibition Order Check

This check needs to be undertaken for any Teaching staff employed by the school but is not applicable to other groups of staff.

12. Contractors and agency staff

- Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.
- Agencies who supply staff to the School must also complete the pre-employment

checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work.

Upon commencement or prior to commencement, the School will independently verify the identity of staff supplied by contractors or an agency.

13. Volunteers

The School may request a background check on volunteers undertaking "regulated activity" with pupils at or on behalf of the School (the definition of "regulated activity" set out in section 7 above will be applied to all volunteers).

The School will not request a background check on volunteers who do not undertake "regulated activity". This is because their volunteering duties are likely to be subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and/or
- an informal safer recruitment interview.

14. Visiting speakers

The School shall have protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable for the target audience and are appropriately supervised.

All visiting speakers will be subject to the School's Access, Security and Visitors Policy. This will include the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School may 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.

15. Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be **approved by the Bursar or the Master** before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the School. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable and at its discretion, defer a final decision about the

appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

16. Retention and security of disclosure information

The School will:

i. store in a secure place, disclosure information and other confidential documents, access to which will be restricted to members of the HR Department;

ii. keep a photocopy/record of the date of a disclosure, the name of the subject, the type of disclosure and the position in question; and

iii. ensure that any disclosure information is destroyed, when the School deems fit, and at its sole and absolute discretion, by suitably secure means such as shredding.

17. Retention of records

If an applicant is successful in their application, the School will retain in his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in India, 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.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School and afterwards for as long as it the School deems fit, and at its sole and absolute discretion.

If the application is unsuccessful, all documentation relating to the application will be destroyed when the School deems fit, and at its sole and absolute discretion.

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

18. Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the Bursar or Head Human Resource.

This policy is reviewed and updated at least annually, by the Executive Leadership Team.

Dr Murray Tod
Founding Master
Wellington College International Pune
November 2023