

SAFER RECRUITMENT POLICY

Safeguarding is everyone's primary responsibility



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1. Introduction

The Independent School of Jakarta (hereafter 'the School') is committed to ensuring the best possible environment for the pupils in its care. The School endorses the Convention on the Rights of the Child, of which our host country, Indonesia, is a signatory. Safeguarding and promoting the welfare of children and young people is our highest priority.

Applicants must be prepared to undergo stringent child protection screening including checks with past employers. An International Child Protection Certificate (ICPC) for expatriate staff or Surat Keterangan Catatan Kepolisian (SKCK) for locally hired staff is required. Overseas Police Checks will be required for staff who have previously worked in countries other than Indonesia or the UK.

2. Policy Aims

The School aims to attract, recruit and train staff of the highest calibre who understand and share our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic. Further information about our commitment to equal opportunities can be found in the Equal Opportunities Policy.

This policy is intended to ensure compliance with all relevant legislation, recommendations and guidance, and pays due regard to UK standards including The Education (Independent School Standards) Regulations 2014, the statutory guidance published by the Department for Education (DfE) Keeping Children Safe In Education (September 2020) ('the Guidance'), Disqualification Under the Childcare Act 2006 (DUCA) and the Code of Practice published by the Disclosure & Barring Service (DBS).

3. Definitions

In the Education (Independent Schools Standards) Regulations 2014, the definition of 'staff' is:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School will obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, the School must be provided with a copy of the appropriate checks for such staff.

Any member of agency staff who transfers into the School staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

4. Application Form

The School will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children. Candidates for employed posts will receive a Job Description for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with true and correct information. Initial disclosure of a criminal record may not debar a candidate from appointment as the School will consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. If candidates would like to discuss this beforehand, they are asked to contact the Headmistress in confidence.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2015) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.

The successful applicant will be required to complete an International Child Protection Certificate (ICPC) application for the position if they are (or have been) based in the UK or a Surat Keterangan Catatan Kepolisian (SKCK) if they are based in Indonesia. Overseas Police Checks will be required for staff who are (or have been) based in other countries, to cover each period of overseas employment. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) Regulations 2009 apply both to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8, and to those who are directly concerned in the management of that childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head of Finance immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may have received (which are not 'protected').

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. The Head of Finance can provide further details.

Failure to declare any convictions (that are not subject to ICPC filtering) may disqualify a candidate from appointment or result in summary dismissal if the School becomes aware of the discrepancy subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young people (whether the disciplinary sanction is current or time expired). The School will also ask whether the candidate has been the subject of any child protection allegations or concerns, and if so, the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, as well as possible referral to the police and/or other child protection authorities.

5. Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which his/her motivation for working with children, background, relevant skills and experience will be discussed in more detail.

Formal interviews will usually have a panel of at least two people, and will be chaired by the Headmistress. At least one person on the appointment panel will have undertaken Safer Recruitment training.

In all cases, the interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the chair of the interview panel as to whether or not an interviewer should withdraw from the panel.

The interview will be conducted in person where possible. Where the candidate is based overseas, it will be conducted by video conference or, as a last resort, by telephone. In all cases, the areas which the interview will explore will include suitability to work with children.

Those who chair recruitment panels acknowledge their personal liability for the decisions of those panels. To support this role and responsibility, relevant staff undertake Safer Recruitment training at least every five years.

All candidates invited to interview must provide documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body. Colleges/universities upon which education qualifications are based must be legitimately accredited educational institutions that have the power to grant their own degrees and hold either university-level accreditation awarded by a nationally recognised accrediting organisation or university-level recognition by the country's Ministry of Education. Documents of uncertain origin should be legalised/endorsed by an authorised agency and translated by a certified independent translator if necessary.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. Permissible documents for a DBS check, showing the candidate's current name and address;
3. Where appropriate, any documentation evidencing a change of name;

Originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview. See the Equal Opportunities Policy for further details.

6. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least three satisfactory professional references (if these have not already been received);
2. Verification of identity and qualifications;
3. A satisfactory ICPC check and if appropriate, a check of the Barred List maintained by the DBS and accessed through COBIS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a Prohibition Order issued by their home country. Teaching work is defined to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for UK qualified teaching staff who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered, including:
 - a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the Teaching Regulation Agency (TRA) online system;
 - a criminal record check from the country which issued the candidate's passport;
 - a criminal record check from the country where the candidate currently resides which is less than 6 months old at the time the candidate leaves that country;
 - are criminal record checks from every country in which the candidate has worked for more than 6 months;
8. Satisfactory medical fitness.
9. Satisfactory internet checks, Including a review of sex offender websites for each of the countries where the candidate has previously lived.
10. Confirmation from the candidate that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009 or receipt of a signed Staff Suitability Declaration form showing that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.
11. Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Senior Leadership Team members and Heads of Department, whether the successful candidate is internal or external.

When offering a post verbally, the Headmistress should always make it clear that these conditions apply.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The outcome of the questionnaire will be reviewed against the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

No job offer will be withdrawn on the grounds of any disability or impairment without first consulting with the applicant, considering medical evidence and reasonable adjustments.

7. Reference Checks

The School will seek the references referred to in the section above for shortlisted candidates and may approach any previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will seek a reference from the candidate's current employer. Where there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained.

At least two professional references will be secured from the last two positions the candidate held during the past 6 years. One or more of the references must be a direct supervisor of the candidate, minimally at the Assistant Head /Principal Level.

One additional personal reference will be sought to verify candidates biographical information, including the place, nature and timing of employment.

The School will ask all referees if the candidate is suitable to work with children, and whether or not the referee would rehire the candidate.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

Referees of successful candidates will be telephoned or emailed directly for verification that they have provided a reference for the candidate before a formal job offer is made. Referees are contacted through business email addresses and telephone numbers where possible, and referee identities and contact details will be checked using professional directories/sources and online directories.

8. Criminal Records Policy

The School will refer to the Department for Education ('DfE') document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary background checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

There are limited circumstances where the School will accept a check from another educational institution which are as follows:

During a period which ended not more than three months before their appointment, the new member of staff has worked in:

(a) A school in England in a position which brought them regularly into contact with children or young persons;

(b) A school in England in a position to which they were appointed on or after 12 May 2006 and which did not bring them regularly into contact with children or young persons; or

(c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education which brought them regularly into contact with children or young persons.

In these circumstances, the School may ask the candidate to apply for a ICPC check but is not required to do so. A new, separate barred list check will be obtained.

DBS Update Service

Where an applicant subscribes to the DBS Update Service, the applicant must give consent to the School to check there have not been changes since the issue of the relevant DBS certificate.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the discretion of the Headmistress. In these cases, a Safeguarding Risk Assessment will be completed. This short period may be carried out:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that references have been received and verified;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision) as outlined in a Safeguarding Risk Assessment;
- With safeguards reviewed at least every two weeks and the person in question is informed what these safeguards are;

It is recommended, but not a requirement, that a note is added to the Single Central Register and evidence kept of the measures implemented.

9. Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under the UK Data Protection Act 2018. Copies of ICPC certificates will not be retained for longer than six months.

Appendix

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record, this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

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 DBS check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budgetary responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

APPENDIX 1

LIST OF COUNTRIES THAT OFFER CERTIFICATE OF CLEARANCE OR EQUIVALENT

- Australia - National Police Clearance Certificate by Australian Federal Police
- Canada - Certified Criminal Record Checks by Royal Canadian Mounted Police
- European Union Criminal Record Certificate by European Criminal Records Information Services (ECRIS)
- United Kingdom - ACRO Criminal Records Office ([ACRO](#))
- United States of America - Identity History Summary Checks by Federal Bureau of Investigation
- Malaysia – Certificate of Good Conduct (Ministry of Foreign Affairs, Malaysia)
- Singapore – Certificate of Clearance (Singapore Police Force)
- Thailand – Thai Police Clearance (Thai Royal Police)
- UAE – Certificate of Good Conduct/Police Clearance Certificate ([MOI](#))

The details of Certificates of Clearance available from other countries can be found [HERE](#).