



## **Safer Recruitment Policy**

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# 1. School Vision and Mission

## Vision

We envision a model of progressive education that is rooted in Buddhist wisdom and relevant for all.

Through creative explorations into the matrix of universal truths, children will grow into mature beings who possess the skills to navigate a fast-changing future with dignity and compassion, and who are able to be in the world but not get swayed by it.

Our vision is to redefine Buddhist education for children in Asia.

## Mission

Our mission is to nurture children's natural curiosity so that they may mature into future leaders who value deep inquiry and are equipped with those qualities of mind, heart, and body to engage confidently and compassionately with the world, to remain ever-present and aware, and to hold a sense of ownership over their learning and their lives.

# 2. Policy Beliefs and Practices

At Jataka, we uphold that it is the school's responsibility to ensure, within reason, that its employees are individuals who have a sound moral character and are suitable people to work with children and young adults.

In alignment with these values, our approach to safer recruitment is rooted in the following principles:

- Our work is grounded in creating **safe** spaces for our community to develop as individuals.
- Safer recruitment consists of three main stages: **preparation for recruitment, the hiring process, and onboarding.**
- Best practices should inform **recruitment.**
- The **implementation** of safer recruitment procedures is a process.
- Our policies and procedures guide our **day-to-day practice.**

### **3. Statement of Intent and Objectives**

#### **3.1 Intent**

The *Safer Recruitment Policy* was developed to systematise child-safe recruitment practices at The Jataka School, ensuring consistency in our approach to the recruitment of staff and volunteers and that our HR practices align with international safeguarding and child protection best practices. It is a vital element of our work on safeguarding and child protection.

#### **3.2 Objectives**

At Jataka, we aim to create a safe environment for all. With this in mind, we adopt safer recruitment practices that support us in deterring, rejecting, or identifying people who are unsuitable to work with children.

Our objectives are to:

1. Maintain a safe environment for our students and staff.
2. Create clear guidelines and procedures for recruitment that centre on safeguarding best practices.
3. Deter, identify, or reject individuals who are unsuitable to work with children.
4. Maintain confidential employment records.

This policy underscores our commitment to clarity and consistency.

### **4. Applicability: Scope and Target Audience**

The *Safer Recruitment Policy* applies to the school leadership, HR team, and any external agencies supporting the recruitment and onboarding process of the school and to applicants to the school.

### **5. Definitions**

The purpose of this glossary is to provide definitions of key terms used in the *Safer Recruitment Policy*, with the intention that all members of the Jataka community, staff,

students, families, external partners, and applicants to the school share an understanding of key concepts related to safer recruitment at Jataka.

**Applicants** are those who have submitted an application for paid or unpaid employment at the school.

The **Codes of Conduct** outline acceptable and unacceptable behaviour in our community. All staff and volunteers must sign the *Code of Conduct*.

A **child** is an individual under the age of 18 or enrolled at The Jataka School as a student.

**Child Protection** is the measures undertaken to prevent and respond to harm against children.

**Risk** is the potential for harm to a child through an organisation's operations, programmes, or partners.

A **risk assessment** evaluates the potential risk of harm to children from the school's activities, staff, and partners.

**Safeguarding** is the measures Jataka takes to protect from harm, including physical, emotional, and sexual harm and neglect and to promote children's welfare.

**Safer recruitment** consists of systematic recruitment practices for staff and volunteers that centre on international safeguarding and child protection best practices.

**Screening checks** are the measures used by the school to assess a candidate's suitability to work with children. They include reference checks, social media checks, credential checks, and criminal record checks.

**Staff** (also referred to as employees) are those employed by the school, full- or part-time, in a paid capacity.

**Trauma-informed** practices recognise the possibility of past trauma in a community member and its impact on them, avoiding practices that could inadvertently re-traumatise them and endeavouring to create an environment that fosters safety, healing, and respect in interactions.

**Volunteers** are those undertaking regular unpaid work at the school.

## 6. Compliance

Jataka is committed to the highest standards of care, adhering to international standards and local regulations, including the United Nations Convention on the Rights of the Child (UNCRC), of which Thailand is a signatory, the Thai Child Protection Act B.E. 2546 (2003), international law, any regulating or accrediting bodies' requirements, and international best practices. Our policies and practices are regularly reviewed to ensure alignment with these frameworks, safeguarding every child's safety, dignity, and well-being.

## 7. Implementation Guidelines: Procedures and Protocols for Implementation

### 7.1 Procedures

#### 7.1.1 Training

At least one member of the recruitment team will have participated in training which includes safer recruitment practices.

A record of staff training that incorporates safer recruitment practices follows, with the most recent training listed at the top; the DSL maintains this record.

<b>Record of Training that includes Safer Recruitment Practices</b>			
<b>Training</b>	<b>Provider</b>	<b>Who Was Involved</b>	<b>Date</b>
GSC Safeguarding Lead Training	Global Safeguarding Collaborative (GSC)	Rachael Stevens (Founding Principal)	April -May 2026
GSC Conference on Safeguarding and Child Protection	GSC	Rachael Stevens (Founding Principal)	28-29 March 2025

## 7.1.2 The Recruitment Process

The recruitment process begins before the recruitment season and encompasses the following stages:



### 7.1.2.1 Prior to Recruitment

- Jataka's commitment to child safeguarding is clearly and visibly articulated on the school's website.
- The *Safer Recruitment Policy* is reviewed annually before the start of the hiring season.
- One member of the recruitment team is to have attended training that includes safer recruitment.

### 7.1.2.2 Adverts

- Jataka's commitment to child safeguarding and safer recruitment is included in all job descriptions and advertisements.
- Job descriptions refer to safeguarding.

### 7.1.2.3 Applications

- At least two people review applicant files.
- Applications provide the opportunity for applicants to self-disclose any previous safeguarding concerns or criminal records. For example:
  - Do you have any criminal records?
    - No  Yes, please specify the details: \_\_\_\_\_
  - Have you ever had a safeguarding concern raised about you?
    - No  Yes
  - I have read The Jataka School's *Safeguarding and Child Protection Policy*
    - No  Yes

### 7.1.2.4 Interviews

- Personal interview rounds with the Principal, plus at least one other member of leadership or the HR Team
- Ask specific (case/scenario response) and broad (mindset) child safeguarding-related questions, for example:
  - Why are you relocating?
  - Have you ever been accused of a crime against a child?
  - Have you had regular contact with children outside of the classroom?
  - Have you ever been accused in a child safeguarding investigation?
- Applicants are asked to discuss any inconsistencies in their work history, including multiple short-term positions, transitions from paid to unpaid roles, employment gaps, or frequent career changes.
- A rubric is used for all interviews, with each interviewer taking notes that are stored on the HR system.

### 7.1.2.5 Contractual

The School offers *conditional* letters of employment that include:

- Binding contracts are only offered *after* successful completion of references and screening checks.
- A declaration of full disclosure and acknowledgement that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation, "Any violation of the school's safeguarding policies, falsification of documents or the inability to obtain a visa is grounds for cancellation of said contract."

### 7.1.2.6 Screening

At Jataka, the screening process for successful candidates under a *conditional* offer of employment involves reference checks, social media checks, credential checks, and criminal record checks.

#### Reference Checks

- Candidates will be asked to provide a minimum of three referees who can comment on their suitability to work with children:
  - At least one must be their current or most recent employer
  - At least two must be a direct supervisor of Vice Principal level or higher
- References should cover a suitable period of time, for example, the previous five years
- Reference checks will be made by the Principal, Development Director, or HR Manager
- At least two referees must be contacted via video call, phone, or email
- At least one 'live' reference:
  - The candidate's possible role is directly referred to
  - Enquire into the candidate's overall suitability for the role
  - Ask any verification questions
  - Ask safeguarding-specific questions
  - Ask for specific examples
- Contact should be made via professional email addresses
- All reference checks will include safeguarding questions, such as:
  - Do you have any concerns about this person's suitability to work unattended with children or young people?
  - Have there been any allegations or concerns which the candidate has been the subject of, involving issues related to the safety and welfare of children, child protection, young people or colleagues, including any disciplinary action?
  - Did you ever find it necessary to reprimand or discipline this person? If so, what were the circumstances?
  - Have they ever been on any type of improvement plan?
- Notes will be kept of reference checks in the school's HR files

#### Social Media Checks

Social media checks include:

- An internet search of applications including keywords like candidate’s full name (and any other versions of their name), “educator”, “teacher”, “child protection” and “abuse”.
- A search of the sex offender/teaching prohibition lists for each of the countries where the candidate has previously lived
- The social media presence of the candidate (Google, Facebook, X, etc.)

### Credential Checks

A check of the candidate’s credentials, including:

- Current teaching certificate
- Birth certificate, to verify if the applicant has undergone a name change by deed poll (identity, birth certificate, change of name, passport verification, etc.).

### Criminal Record Checks

Criminal record checks must meet the following standards:

- Criminal record checks for every country lived in for over 6 months within the past 10 years, where possible, and the country of passport/residency.
- The criminal record check for the most recent country of residence should be issued within 9 months of the departure date.
- Where possible, criminal record checks specifically for those working with children and vulnerable adults should be requested.

If a candidate is screened out by a background check indicating offences against children, the passport country should be notified

#### 7.1.2.7 Onboarding

As part of the onboarding process for new staff:

- They must read and sign for receipt and acceptance of the *Safeguarding and Child Protection Policy*, the *Employee and Volunteer Declaration Form*, and the *Code of Conduct*.
- All new employees receive training on the school’s approach to safeguarding and child protection before working with Jataka students—attendance is mandatory and staff sign to acknowledge attendance.

#### 7.1.2.8 Ongoing

As part of our ongoing safeguarding measures:

- Staff are provided with annual safeguarding training that provides a review, updates, and highlights trends.
- Current/former employees know that for any reference request, the school will disclose findings of any known misconduct and/or reason for dismissal.
- A system is in place for renewing background checks for existing employees at least once every 5 years.

## **7.2 Conflicts of Interest**

The recruitment process at Jataka involves more than one member of the leadership team, with the support of the HR Department.

To avoid a conflict of interest, staff must not be directly involved in the appointment, discipline, promotion, pay, or conditions of a prospective employee or current employee who is a relative, partner (including spouses or couples who live together or have a close personal relationship), or friend.

## **7.3 Employment Records:**

The school maintains confidential records for all staff, including:

- CV
- Teaching credentials
- Interview notes
- Reference check notes
- Background checks, including criminal record checks
- Safeguarding training records
- Signed acknowledgements of the *Code of Conduct*

## **7.4 Roles and Responsibilities**

### **7.4.1 The Role of Leadership**

- Ensure one member of the recruitment team has attended safeguarding training that includes safer recruitment practices.
- Ensure compliance with the *Safer Recruitment Policy*.
- Ensure the *Safer Recruitment Policy* is reviewed annually.
- Ensure that relevant checks are conducted on all paid staff and volunteers.
- Ensure HR and safeguarding records are stored securely and confidentially.

#### **7.4.2 The Role of HR**

- Store employee documents confidentially, see [Section 7.3](#).
- Conduct thorough reference checks when required.

#### **7.4.3 The Role of Applicants**

- Read and sign understanding and acceptance of the *Safeguarding and Child Protection Policy*.
- Read and sign understanding and acceptance of the *Employee and Volunteer Declaration Form*.
- Read and sign for receipt and acceptance of the *Code of Conduct*.

#### **7.4.4 The Role of New Employees**

- Read and abide by the *Staff Handbook* and *Code of Conduct*.

### **7.5 Confidentiality**

Documents and records of recruitment related to safeguarding are stored confidentially in the school's HR files.

Thai PDPA regulations and human rights laws are not barriers to justified information sharing. The laws provide a framework to ensure personal information is shared appropriately. Paper shredders are used to shred confidential material.

### **7.6 Record Keeping**

Record keeping is essential to effective safeguarding and child protection. The school maintains appropriate records that might be required for a possible future safeguarding investigation or inquiry, see [Section 7.3](#).

Jataka reserves the right for the Executive Leadership Team to inform any subsequent school a Jataka staff member is moving to work at, or plans to work at, of any safeguarding concerns, either verbally or in writing, as part of the reference process.

## 7.7 Monitoring and Evaluation

The responsibility for ensuring that the *Safer Recruitment Policy* and procedures are in place, and reviewed annually, lies with the Executive Leadership Team and the Strategic Safeguarding Lead, in support of their oversight of safeguarding and child protection at the school and is supported by the Board.

The Leadership Team undertakes an annual safeguarding audit, either a self-audit or through an external agency. Review of the school's safer recruitment practices forms part of this annual audit.

## 8. List of Related Policies and Procedures

- *Code of Conduct* (available in English, Thai, and Mandarin)
- *Employee and Volunteer Declaration Form*
- *Health and Safety Policy*
- *PDPA Policy*
- *Safeguarding and Child Protection Policy*
- *Staff Handbook*

## 9. Bibliography of Resources Used in the Creation of this Policy

During the creation and review of this policy, examples from Jakarta International School, Luanda International School (LIST), NIST, and Panyaden International School were referenced. In addition, the following sources were referenced:

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No AI was used in the writing or editing of this policy.