

Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Junior and Senior School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation and the Independent School's regulations the school takes its responsibility to recruit staff safely very seriously. In order to help safeguard and promote the welfare of all its pupils the School is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Junior and Senior School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Governors to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Ministry of Education and ISI guidance and legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Principal, Headteachers and senior leaders 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 welfare of children and young people at every stage of the procedure.

In accordance with School Staffing Regulations, the Board of Governors has delegated responsibility to the Principal to lead in all appointments. Board members may be involved in staff appointments, especially senior staff but the final recommendation will rest with the Principal who will prepare a report of each recruitment process and submit this to the HR committee for final approval.

Definition of Regulated Activity and Frequency

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on well-being or driving a vehicle with children as passengers.

Frequent is once a week or more on an on-going basis or four or more times in a single month or overnight.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement (exceptions may include pastoral or other leadership roles, which may only be advertised internally)

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA) and the school's Data Handling Policy.

Application Forms

The Junior and Senior School School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form does not include the applicant's declaration regarding convictions and working with children, but candidates will be asked to disclose any such convictions at interview.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short-listed applicants will be sent for immediately after interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the applicant has accepted the job subject to references and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face may be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives. The school does not accept 'carried' references.

Interviews

There will be a face-to-face interview wherever possible (this may be via skype for overseas candidates), and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NCSL Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring photo evidence of their identity. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of a satisfactory Police check, sexual harassment check (Cyprus law), references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training. The checklist will be retained on personal files.

It is the School's policy to re-check employee's Police checks every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) **must be** re-checked before they return back to work.

Members of staff at The Junior and Senior School are aware of their obligation to inform the Principal of any cautions or convictions that arise between these checks taking place.

Dealing with convictions

The School operates a formal procedure if a Police Check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- remorse shown by the candidate
- Whether or not the candidate revealed the offence at interview
- If the offence is a crime against children or a sexual offence

A formal meeting will take place face-to-face to establish the facts with the Principal. A decision will be made following this meeting.

Proof of identity, Right to Work in Cyprus & Verification of Qualifications and/or professional status

All applicants offered employment at the School will be required to bring their identification documentation such as ID, passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in Cyprus in accordance with those set out in Cyprus Employment Law and Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their

application form. Normally the school requires all teaching staff to have a Kysats approval. Kysats usually require that a teacher holds a first degree in the subject they will teach.

All staff on employment must also provide a proof of address eg a utility bill which is less than 3 months old and not a mobile phone bill.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. All EYFS staff need an annual medical and blood test as required by the Welfare Department.

Overseas checks

All new employees where persons have lived outside the EU are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006.

Any candidates who have taught in the UK will be checked against the UK's barred check list.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Safeguarding and Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE and ISI requirements. This is kept up-to-date and retained by the Principal's PA in the Senior School. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- all employees who are employed as supply staff to the School whether employed directly or through an agency;
- all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Board members, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

A designated Board member will be responsible for auditing the Single Centralised Register on an annual basis.

Record Retention / Data Protection

The Junior and Senior School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to a Employment Tribunal.

All information retained on employees is kept centrally in the Human Resources cabinet which is kept locked.

Ongoing Employment

The Junior and Senior School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the Annual Performance Management / CPD procedure.

Leaving Employment at The Junior and Senior School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, The Junior and Senior School will inform the Ministry of Education, police and Welfare Department of the circumstances why the employee is leaving the School's employment.

All personnel who leave the school will be offered an Exit interview by management and the Board of Governors.

DOCUMENT CONTROL:

Lead Member of Staff : Principal

Updated August 2019.