



RECRUITMENT, SELECTION & DISCLOSURE POLICY

St. Saviour's School Ikoyi is committed to safeguarding and promoting the welfare of our children and require all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies on the basis of their merits, abilities and suitability
- Conduct a fair, effective and safe recruitment procedure
- 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 legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE) Keeping Children Safe in Education (September 2016) (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The appointment of all employees will be made on merit and suitability for the positions available. We will ensure that people are treated solely on the basis of their abilities and potential. The recruitment process will also comply with the UK Child Safeguarding Safer Recruitment Procedures where possible.

ROLES AND RESPONSIBILITIES

The Board of Management will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers
- Monitor the school's compliance

The Head Teacher will:

- Ensure that the school operates safe and fair recruitment and selection procedure

The Board of Management delegates the power to offer employment for all teaching staff and non-teaching staff posts to the Head teacher. The Head teacher delegates the appointment of teaching assistants to the Deputy Head Teacher. The Head teacher delegates the appointment of non-teaching staff roles to the



Administration Manager. The Head teacher will aim to involve the Board of Management Chair and Board of Management HR representative in the appointment of teaching staff and non-teaching staff posts.

Selection panels will comprise a minimum of three people, one of whom is a member of the Board of Management Sub-committee.

ADVERTISING

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts will include the following statements:

“The School has a strong commitment to ensuring the highest levels of safeguarding. Successful candidates will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (www.gov.uk/disclosure-barring-service-check/overview) and/or police clearance from their home or resident country.”

INFORMATION FOR APPLICANTS

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- A Job Application Form
- A description of the school, relevant to the vacant post
- The school’s Safeguarding and child protection policy
- The closing date for the receipt of applications

In keeping within the guidelines of the British Standards, it is a criminal offence for a school to employ anyone to provide childcare in a ‘relevant’ role who is disqualified i.e. someone who has been cautioned for, or convicted of, one of a number of specified offences (offences against children or any serious violent or sexual offences against adults) or who lives in the same household as someone who has unspent cautions or convictions relating to specified offences (disqualification by association). Therefore, you will be asked for full disclosure with regards the disqualification criteria. For Academic posts, the school will require expatriate applicants to undertake a DBS and be checked against the Prohibition List and similar checks will be carried out in Nigeria.



PRE EMPLOYMENT CHECKS

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees. In addition to the checks set, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches. In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

From September 2016, the school has access to check about teacher sanctions or restrictions imposed by a regulating authority in the European Economic Area (EEA). This check is relevant to applicants for teaching posts who have taught in the EEA. The school carries out these checks on potential staff through COBIS.

Prohibition checks are carried out through COBIS on teachers and managers that have worked in UK schools or have lived in the UK to check that there are no sanctions against them. For managers that have lived and worked in the UK, the check was apply to Headteachers, all Senior Leadership staff and UK Board of Management. For managerial positions in the local country, additional references are taken along with the expected background checks.

For the purpose of the EEA and prohibition orders, teachers are checked through their QTS or TRN's. The school does not recruit teaching assistants from overseas but it applies the same reasoning if they were to be hired in the future and the same applies to any sports coaches from the UK, they will also follow the guidelines for best practice.

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members that have lived and/or worked in the UK and the equivalent checks for Nigerian employees are carried out such as police checks and BVN checks. All checks are recorded on the schools confidential Single Central Register.

The school does not hire supply staff. All local recruits go through extensive background checks for safeguarding.

Board of Management pre-employment checks

The board of management and chair of the board are all subject to safeguarding checks that include a verification of BVN number, ID and a google search. All members have lived and worked in the host country.

SHORT LISTING AND REFERENCE REQUESTS



The selection panel will shortlist applicants against the 'Person Specification' for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree on the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer/ line manager, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees. References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a reference is taken over the telephone, detailed notes will be taken, dated and signed. One reference must be from the candidate's previous employer.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- The candidate's performance history and conduct
- Details of the candidate's current post and salary
- Whether the candidate has been subject to capability procedures
- Whether the candidate has been subject to disciplinary action
- Whether there is any reason the candidate should not be employed to work with children
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and enhanced DBS clearance including a Barred List check or equivalent.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview. If the field of applicants is felt to be not suitable, the post may be re-advertised.

INTERVIEWS

Before the interviews, the selection panel will agree on the interview format.



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

The candidate will be required to bring a form of Identity to the interview process for vetting purposes. Interviews will always be face-to-face this includes Skype. Telephone interviews will not be used as a substitute for a face to face interviews. Furthermore, particularly for teaching staff, a second stage of practical interviews may be required i.e. Teaching a lesson.

Candidates invited to interview will receive:

- Communication confirming the interview and any other selection techniques
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on the protected characteristics.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The recruitment documentation will be retained. Under the Data Protection Act; applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.



PRE-APPOINTMENT CHECKS SUMMARY

An offer of appointment to the successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we require:

1. Evidence of identity, including name, address and date of birth;
2. A copy of the curriculum vitae. We check any gaps in employment and record the reasons if any gaps are satisfactory
3. (If applicable) number and date of DBS, List 99/DBS barred list check and Prohibition checks. For locally employed staff Bank Verification Number (BVN) and police clearance will be sought.
4. Two references (following a letter requesting referees to give any reason why the applicant should not be employed for work with children); if a reference is taken over the telephone, detailed notes should be taken, dated and signed. A guarantor form for local recruitment is required.
5. Evidence of qualifications (if relevant);
6. Declaration of medical fitness, additionally new employee's complete a medical assessment prior to commencement of employment;
7. Evidence of permission to work in the host country;
8. Evidence of police checks provided by another country for an applicant who has worked abroad (if applicable);
9. Evidence from the agency supplying the member of staff (if applicable);
10. Prohibition Order for staff that have worked in the UK
11. Prohibition Order for Management order (if applicable)
12. Overseas police reports (if applicable)
13. EEA Check
14. Written record of the interview and outcome;

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where safeguarding strategies have been put in place by the Head Teacher.

Successful candidates will be informed:

- that any previous employer may be contacted,
- references may be followed up with telephone calls where this is considered desirable,



- contact may be made with the school at which the successful candidate last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving)

For locally employed staff the pre-employment checks will be similar.

All checks will be followed up if there are any discrepancies or the information is unsatisfactory. Check will be documented and retained in the personnel file and recorded on the school's Single Central Database.

Start of Employment and Induction

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistleblowing and guidance on safe working practices.

Appropriate Safeguards

In the instance that the school is outstanding a pre-employment document, the Head Teacher will make a decision on what safeguarding measures need be put in place determined by a risk assessment. These will include the employee being supervised and not left alone with the children and no access to children's toilets or changing rooms for staff.

CRIMINAL RECORDS CHECK

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers or the equivalent checks for Nigerian employees. Teaching staff will also undergo a Prohibition Order check through COBIS who manage all checks for teaching and managerial roles.

MEDICAL FITNESS

The School is required 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 can be confirmed. It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Check at one of the school's recommended clinics. The School will arrange for the information contained in the medical notes to be reviewed by the School's medical advisor and passed to HR to store in a locked cupboard for confidential reasons. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments



in consultation with the applicant. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

OFFER OF EMPLOYMENT

The offer of employment by the Head Teacher and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer by written communication, confirming that the appointment is subject to satisfactory completion of these checks.

STAFF TRAINING / INDUCTION

All staff working at the school will undertake training during INSET or online/external courses which covers child protection training and first aid etc. The school has access to Educare online portal which provides staff with many courses relevant to working with children in an education environment. Child protection training is refreshed annually. All staff are trained to Level 2 whilst the DSL and deputy are trained to Level 3 in Child protection in Education.

Disqualification by association. Teachers in the Early years are required to sign a declaration form to confirm that they do not live with anyone that has committed a criminal offence. Our expatriate staff live alone as part of their contractual agreement with the school so the school however the school asks that EYFS staff sign a self-declaration form.

Personnel file and Single Central Register (SCR)

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment. The information retained on the employees personnel file will be as per the pre-employment checklist.

The school maintains a Single Central Database of employment checks in accordance with UK Child Safeguarding Safer Recruitment procedures. All staff pre-employment checks are recorded including the Board of Management, staff, volunteers that currently work in the school on the SCR and must be in place before the employee starts. The checks include dates and initials of the member of staff receiving the required documents. Due to local restrictions with police checks, the school will make every effort to obtain documents on time. In the event that the DBS or equivalent (police clearance) is not received on time, a safeguarding strategy is carried out by the Head Teacher and measures put in place. The SCR is updated with dates the documents are received before employment.



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 at the School. The School will independently verify the identity of staff supplied by contractors or an agency.

VOLUNTEERS AND VISITING SPEAKERS

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School or the equivalent local checks in Nigeria. The School will risk assess and make safeguarding checks on all volunteers engaging in non-regulated activity. Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils. The school's priority is to safeguard its pupils and will take extra vigilance with visiting speakers making sure that they are properly supervised, also to protect the children from any radicalised views.

WHISTLEBLOWING

All our staff understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding and Child Protection Policy and the Staff Code of Conduct). Safeguarding children is at the centre of the School's culture.

Referrals to the DBS and Teaching Regulation Agency (TRA)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. The School also has a legal duty to make a referral to the DBS and TRA in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child. If the individual referred to the DBS is a teacher, the School may also decide to make a referral



This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance in the UK.

Policy established and agreed:	April 2015
Guidance review cycle:	Annual
Policy reviewed:	February 2018
Date of next review:	Lent 2019
Member of staff responsible for the policy:	Mr. Craig Heaton (Head Teacher)