



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 based on their merits, abilities and suitability
- Conduct a fair, effective and safe recruitment process
- 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 (KCSiE) September 2022, 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.

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

1. 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 and monitor the school's compliance
- Delegate the power to offer employment for all teaching staff and non-teaching staff posts to the Head Teacher.

The Head Teacher will:

- Ensure that the school operates safe and fair recruitment and selection procedure
- Delegate the appointment of Teaching Assistants to the Deputy Head Teacher Academic and HR Manager
- Delegate the appointment of non-teaching staff roles to the HR Manager.
- 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.



For senior roles, the selection panel will comprise a minimum of three people, one of whom is a member of the HR Board of Management Sub-committee.

2. DATA PROTECTION

The school is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the school to enable the school to carry out the checks that are applicable to their role. The school will also be required to provide certain information to third parties, such as Disclosure and Barring Service and the Teaching Regulations Agency (TRA), previously known as the National College for Teaching and Leadership (NCTL). Failure to provide requested information may result in the school not being able to meet its employment, safeguarding or legal obligations.

3. 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. The internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts overseas will include the following statement:

“The school has a strong commitment to ensuring the highest levels of safeguarding. Successful candidates from overseas will be required to apply for a background check from ACRO for an International Child Protection Certificate - ICPC ([www.acro.police.uk/ICPC Online.aspx](http://www.acro.police.uk/ICPCOnline.aspx)) or the equivalent Enhanced Disclosure from the Disclosure and Barring Service (www.gov.uk/disclosure-barring-service-check/overview) and/or relevant police background checks from their home or resident country.”

4. RECRUITMENT AND SELECTION

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. Should there be any gaps in academic or employment history, a satisfactory explanation should be provided. A curriculum vitae will not be accepted in place of the completed application form. Applicants will receive a job description and person specification for the role applied for.



Application forms, job descriptions, person specifications and the school's Child Protection and Safeguarding policy are available to download from the school's website when a job is advertised and will be forwarded to applicants on request. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. A pre-interview screening will be required. All shortlisted applicants will be questioned at interview about their suitability to work with children. All interviews will take place with the HR Manager and other members of relevant Line managers and Head Teacher.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- an offer letter from the school indicating the role, salary and pre-employment checks required to take up the post
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- verification of the applicant's identity at interview stage (where that has not previously been verified).
- verification of qualifications, whether professional or otherwise, which the school takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not, to be provided at interview stage
- the receipt of a minimum of two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory. Local regulations require a Guarantor reference and/or a reference from the most recent employer
- the receipt of an ICPC check and Children's Barred List check which the school considers to be satisfactory for candidates that have worked outside Nigeria.
- where the position amounts to "regulated activity," confirmation that the applicant is not named on the Children's Barred List administered by COBIS
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (TRA), previously known as the National College for Teaching and Leadership (NCTL) which renders them unable or unsuitable to work at the school, administered by COBIS
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of, a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the school.
- for management positions, information about whether the applicant has ever been referred to the Department for the Education or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the school; 4. An additional reference for management roles will be taken up for local employees
- information about whether the applicant has ever been subject to a direction under Section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the school.



- verification of the applicant's medical fitness for the role (see section 3 below).
- verification of the applicant's right to work in Nigeria; STR visas are sponsored for expatriate staff
- any further checks which the school decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

For local hires, the requirements vary slightly, but the same standard is required on pre-employment checks. A criminal background check from the local police station is mandatory.

The school takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants. The guidance recommends that such information should be sought on those who have lived overseas for periods of 3 months or more in the last 5 years. However, the school recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The school therefore assesses each applicant situation on its individual facts. These applicants may be asked to provide further information, including criminal records check from the relevant jurisdiction(s), a certificate of good conduct and/or references from any employment held. Work can only commence once the overseas information has been received and only if the school has considered that information and confirmed that the applicant is subject to commence work at the school.

5. 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 overseas, 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 on the domestic school premises with someone who has unspent cautions or convictions relating to specified offences (disqualification by association). Therefore, members of staff may be asked for full disclosure with regards to the disqualification criteria. For Academic posts, the school will require expatriate applicants to undertake a Disclosure and Barring Service or equivalent ICPC check by signing up to the updated service or by obtaining an International Child Protection Certificate (ICPC) through ACRO and will be checked against the Prohibition List and Barred List, whilst similar checks will be carried out in Nigeria.



6. INTERVIEW SHORT LISTING AND REFERENCE REQUESTS

Once HR has collated the relevant application forms for a particular job role, a 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 ideally 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 current employer. There may be instances when HR follows up with further clarification from a referee over the phone.

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 safeguarding issues
- 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, an enhanced DBS clearance or ICPC including a Barred List check or equivalent and fit to work certificate from the school's approved medical provider.

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. Reference requests are sent from the HR department directly to the Head or Line Manager in writing and is 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. Guarantor forms are accepted in the local country for local staff additional to a reference from the



current/most recent employer. 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.

7. INTERVIEWS

Before the interview, the selection panel will agree on the interview format with the HR department. 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 and certificates of qualifications to the interview process for vetting purposes. Interviews will always be face-to-face this includes Skype and Microsoft Teams for candidates outside Nigeria. Telephone interviews will not be used as a substitute for a face-to-face interview. 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 and time
- 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 requirements 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 / ICPC certificate
- 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.

8. PRE-EMPLOYMENT CHECKS AND PROHIBITION ORDER

In accordance with the recommendations set out in KCSIE September 2022, 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 and follows the rules of the Equality Act 2010.

The school accesses its Prohibition checks through COBIS to check if a teacher has sanctions or restrictions imposed by a regulating authority. This check is relevant to applicants for teaching posts who have taught in the UK. For teachers that have worked in the EEA, overseas police checks will be requested.

The school obtains information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (TRA), previously known as the National College for Teaching and Leadership (NCTL) which renders them unable or unsuitable to work at the school

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 will apply to the Head Teacher, Deputy Head Teachers, all Senior Leadership staff and the Board of Management. For managerial positions, information about whether the applicant has ever been referred to the Department for the Education or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work in the school. In the local country, additional references are taken along with the expected background checks.

For the purpose of the 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.

For posts working in (or participating in the management of) EYFS early years provision or childcare for children aged under 8 years, the school requires confirmation that the applicant is not disqualified from working in such provision or of being directly concerned in its management. Candidates applying for roles



which do not involve providing (or participating in the management of) EYFS early years provision or childcare for children under 8 years should be aware that they will be subject to this condition should their role change in the future.

Due to the nature of the work, the school advises applicants to apply for an enhanced disclosure from the DBS and/or an International Child Protection Certificate (ICPC) 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 criminal background checks and possible Bank Verification Number (BVN) checks. All checks are recorded on the schools confidential Single Central Register.

Applicants are required to complete a medical fitness check for the role as part of the pre-employment check. This will be carried out in country prior to starting the job at the school's hospital provider. If however this is not viable, the applicant will be asked to fill out a medical questionnaire and liaise with the school nurse prior to their start date.

Further checks which the school decides are necessary as a result of the applicant having lived or worked outside of the UK include an overseas criminal records check, certificate of good conduct or professional references.

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 of Management are all subject to safeguarding checks that include a photographic ID, Bank Verification Number which identifies their fingerprint, a google search and Guarantor form. All members have lived and worked in the host country.' Additionally, all new Board members will be asked to complete level 2 Child protection and safeguarding training course through Educare.

9. 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. A copy of the curriculum vitae. We check any gaps in employment and record the reasons if any gaps are satisfactory



2. Evidence of identity, including name, address and date of birth.
3. If applicable, number and date of the International Child Protection Certificate, List 99/Barred list check and Prohibition checks. For locally employed staff, a police clearance will be sought and an additional Bank Verification Number (BVN)
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
6. Declaration of medical fitness, additionally new employees complete a medical assessment prior to commencement of employment and/or self-declaration fit to work form.
7. Evidence of permission to work in the host country, for overseas employees
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 (if applicable)
12. EEA Check, if the school can access it
13. 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 which will comprise of a risk assessment form. This will be allowed if all other checks have been completed.

Appropriate Safeguards - In the instance that the school is outstanding a pre-employment document, the Head Teacher will decide 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 children and no access to children's toilets or changing rooms for staff.

Successful candidates will be informed:

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



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. Checks will be documented and retained in the personnel file and recorded on the school's Single Central Register.

10. CRIMINAL RECORDS CHECK

Due to the nature of the work and emphasis on safeguarding children, the school applies for an International Child Protection certificate and Barred List check or equivalent for local staff in respect of all prospective staff members, governors and regulated volunteers. Teaching staff will also undergo a Prohibition Order check through COBIS, who manage the checks for teaching and managerial roles.

11. 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 then store in a locked cupboard for confidential reasons.

This information will be reviewed against the Job Description and the Person Specification for the 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.

When an expat member of staff arrives in the country and the medical information is delayed by the medical provider, the candidate will complete a self-declaration form.

12. SINGLE CENTRAL REGISTER

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

The school maintains a Single Central Register of employment checks in accordance with UK Child Protection and 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 of receiving the required documents. Due to local restrictions with police checks, the school will make every effort to obtain documents on time. If the local police criminal check (police clearance) is not received on time, a safeguarding strategy is carried out by the Head Teacher and measures are put in place. The SCR is updated with dates the documents are received before employment.

13. 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 of written communication, confirming that the appointment is subject to satisfactory completion of these checks.

14. STAFF TRAINING / INDUCTION

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

All staff will undertake training during INSET and be required to undertake online CPD courses and meet with the Designated Safeguarding Lead to cover child protection training and first aid etc. The school has access to Educare online training 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, deputy DSL, Deputy Head Academic, Deputy Head Pastoral and Head Teacher are trained to Level 3 in Child protection in Education.

15. RETENTION OF RECORDS

The school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain his/her personnel file and any relevant information provided as part of the recruitment process. This will include copies of documents used to verify identity, right to work in the Nigeria, 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. It will be retained for a period of six months after which the employment terminates after which it will be securely destroyed. If the application is unsuccessful, all documentation



relating to the application will normally be confidentially destroyed after six months. The same policy applies to any suitability information obtained about volunteers involved with school activities.

16. 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 for ECA programmes 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.

17. VOLUNTEERS AND VISITING SPEAKERS

The school will request an enhanced DBS/ICPC (or local equivalent) from all volunteers undertaking regulated activity with pupils 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.

18. WHISTLEBLOWING AND EXIT INTERVIEWS

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 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 and is accordingly considered during staff performance development reviews. At the end of employment, an exit interview will be held with all leavers.

19. REFERRALS

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:	November 2024
Date of next review:	November 2025
Member of staff responsible for the policy:	Mr. Craig Heaton (Head Teacher)