

## **ISO Safer Recruitment Policy**

### **Introduction**

The Director and SMT share a responsibility for ensuring that the workplace is a fair, safe and just environment. This means that access to employment, within the school, and subsequent training and promotion, is available to all applicants on an equal basis.

Recruitment plays a fundamental and crucial role in the functioning and development of the school. Staff recruited to posts must be able to provide, or contribute to, a high quality learning experience for pupils and students. Making the wrong recruitment decision can be costly, both in terms of salary, quality of work and education, efficiency, and training and also in terms of a school's reputation. To insure we appoint the best individuals for the post we endeavour to follow stringent procedures.

### **Aims**

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

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people
- Induct, monitor and supervise teachers new to the school

### **Training of Recruiters**

ISO will insure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### **Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to rigorous checks with regard to previous employment”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- the school's Child Protection Policy

- the school's Safer Recruitment Policy
- an application form including disclaimer

All prospective applicants must complete an application form in full.

### **Short Listing and references**

Short-listing of candidates will be completed against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be resolved during the selection stage. Short-listing will be completed by a minimum of two members of SMT; Heads of Department will also be involved in the shortlisting and interview in process for specialist subject teachers in Secondary School.

A reference **must** be provided from the previous employer. Confidential references will be sought directly from the referee. Open references or testimonials provided by the candidate will not be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for this post
- school employees are entitled to see and receive, if requested, copies of their employment references

### **The Selection Process**

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. Initial interviews will take place in the form of a video conference on the internet. When possible or deemed necessary for the position the interview process will be taken to a second stage; this will be a person to person interview at ISO or an agreed destination. Telephone interviews may be used as an initial interview if the internet is not available.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
  
- 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.

### **Employment Checks**

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance (if coming directly from the UK)
- to provide a police clearance certificate from the previous country/countries of employment
- to provide original copies of certificates of qualifications (certificates need to be apostil led)
- to complete a confidential health questionnaire and obtain a medical certificate from a certified Dr
- to provide proof of nationality

### **Induction**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings and observations will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Approved June 2017

