SAFER RECRUITMENT POLICY

Owner	HR Specialist
Reviewers	SLT, HR
Approved by	Executive Director
Date approved	August 2026
Next Review Due	August 2027

Introduction

The Executive Director and SLT 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, a high-quality learning experience for the ISO children. Making the wrong recruitment decision can be costly in terms of salary, quality of work and education, physical and emotional wellbeing of staff and children, efficiency, and training and also in terms of a school's reputation. To ensure we appoint the best individuals for the post, we endeavour to follow stringent procedures.

This policy applies to all staff, including teaching and non-teaching staff, club teachers, volunteers, contractors working regularly in school, and members of board.

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 staff new to the school.

Training of Recruiters

ISO will ensure that at least one member of every interview panel 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 and criminal history."

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

- job description and person specification
- the school's Child Protection and Safeguarding Policy
- the school's Safer Recruitment Policy
- an application form including disclaimer.

All prospective applicants must complete the 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 SLT.

As part of due diligence, the school may carry out an online search of short-listed candidates. Candidates will be informed in advance.

A reference **must** be provided from the current/most recent 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 and included in the applicant's file.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. As above, a detailed written note will be kept of such exchanges and included in the applicant's file.

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 or a face to face interview. 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. Teaching staff from the key stage, the School Council and, as deemed appropriate by the SLT.

Candidates will always be required:

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

- to declare any information that is likely to appear on a police check 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 local disclosure application and receive satisfactory clearance;
- to provide a police clearance certificate from the previous country/countries of employment and an international police check;
- to provide original copies of certificates of qualifications (certificates need to be apostilled);
- to complete a confidential health questionnaire and obtain a medical certificate from a certified Doctor;
- to provide a certificate of employment seniority (adeverință vechime), from previous employers;
- to provide proof of nationality.

All checks must be completed before the person starts work at ISO. In exceptional circumstances, where a check is delayed, the Executive Director may approve a start date only after a written risk assessment has been completed. The person will be supervised and will not work alone with children until the check is received.

Single Central Record

The school keeps a Single Central Record (SCR) of all staff. For each person, the SCR records every check carried out and the date it was completed. The SCR is kept up to date by the HR department and is checked by the Executive Director or the Deputy Director once each term.

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).

Reference to other policies

ISO Safeguarding and Child Protection Policy