



# Acacia International School

## Safer Recruitment Policy

### 1. Introduction

Acacia International School is committed to providing the highest level of education and care to its pupils and to safeguarding and promoting the welfare of children and young people. Acacia International School recognises that the safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children.

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

- to ensure that the best staff are recruited on the basis of their suitability, merits and abilities as measured against the job description and person specification
- deter potential applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children or young people;
- ensure that no applicant is discriminated against on the basis of that person's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal for appointments other than those to the senior leadership team.

### 2. The Recruitment Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require at minimum a completed application form, a short listing process, an interview, a criminal record check and a reference check. The following process is to be followed for teaching and leadership posts:

- Stage 1: Advertising and inviting applications
- Stage 2: Shortlisting of candidates
- Stage 3: References
- Stage 4: Interview
- Stage 5: Successful candidate pre-employment checks



A panel will carry out selection with at least two members but preferably with three. The selection panel will be made up of members of the senior leadership team and the board of governors.

Any person with a personal or pecuniary interest in the appointment of a particular applicant 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.

At least one member of the selection panel will have completed the NSPCC's Online Safer Recruitment Training.

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 criminal record check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## Stage 1: Advertising and Inviting applications

- Every advert, job description and person specification will make reference to the post holder's responsibility for safeguarding and promoting the welfare of children.
- The person specification will include specific reference to suitability to work with children.
- The following text will be included in application literature: "Acacia International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory criminal record check and reference check"
- Applicant must submit an application form, CV and covering letter. CVs alone will not be accepted.

## Stage 2: Shortlisting of Candidates

- Shortlisting of candidates will be against the job description and person specification for the post

## Stage 3: References

- Two references must be taken up
- References or testimonials provided by the candidate will be checked with the referee.



- References will also be used to confirm details provided by the applicant in the application form (such as the experience and qualifications claimed by the applicant).
- Where possible references will be checked before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. If this is not possible or if the taking up of the current employer's reference might jeopardise a candidate's position, the successful candidate's references will be taken up after the interview stage.
- Should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.
- In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Headteacher or Governor of that establishment.
- If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.
- Referees will be contacted by telephone or e mail 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 referee 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.

## **Stage 4: Interview and selection**

- All short-listed candidates will be offered an interview.
- Interviews should be conducted face-to-face. Interviews may be conducted via video conferencing if the candidate is being recruited from outside the country.
- Interview and selection of candidates will be against the job description and person specification for the post.

## **Stage 5: Successful candidate pre-employment checks**

All successful applicants are required to:

- provide proof of identity
- complete a criminal record check
- provide actual certificates of qualifications



## Pre-employment checklist:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a satisfactory criminal record check at the appropriate level.
- original copies of qualifications
- verification of professional status where required e.g. QTS
- if international candidate, the acquisition of an appropriate permit to work in Zambia

## 3. Induction

All staff who are new to the school will receive induction training that will include

- the school's safeguarding policies
- code of conduct
- guidance on safe working practices

All staff members will also receive appropriate child protection training which is regularly updated.

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

## 4. Records

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in the personnel file.



## 5. Adults working with children who are not employed directly by the school

Adults working with children who are not employed directly by the school will be supervised if they will have regular contact with children, unless they have been through the minimum recruitment process as detailed above.

This includes volunteers, parent volunteers, students on work experience, contractors and governors working with children.

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