

SAFER RECRUITMENT POLICY

A. PURPOSE

The International Schools Partnership and Rowntree Montessori Schools consider the safety of its students of paramount importance, and we make a commitment to protecting the children with/for whom we work.

To this end, and in addition to a Child Protection and Safeguarding Policy in our schools, ISP recognizes the need to ensure, where possible, the safety of our students when we employ, and continue to employ, persons responsible for the delivery of teaching and learning, care of students in our schools, or those persons who interact with our students on behalf of the Company.

B. SCOPE

This document applies to Rowntree Montessori Schools and all ISP schools and is the process that should be followed during all recruitment. Failure to comply at any level with the ISP Safer Recruitment and Safeguarding processes will be considered gross misconduct and face disciplinary procedures.

C. PROCESS

This policy has been developed to embed safer recruitment practices and procedures throughout ISP, its schools, and offices and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

This policy has been approved by the ISP Senior Management Team and will be reviewed on an annual basis to ensure it continues to be in line with considered best practice.

The policy reinforces the expected conduct outlined in the Rowntree Montessori Schools Code of Conduct as well as its Whistleblowing Policy with which all staff are expected to be familiar.. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the ISP community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

1. attracting the best possible candidates/volunteers to vacancies
2. deterring prospective candidates/volunteers who are unsuitable for applying for vacancies
3. identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

ISP is committed to using procedures that deal effectively with those adults who fail to comply with ISP's safeguarding and child protection procedures and practices.

Any abuse against a member of staff will be dealt with in accordance with local guidance or law and will be reported to the relevant Regional Managing Director. ISP guidance will be followed if any member of ISP/school staff, volunteer or contractor has:

1. behaved in a way that has harmed a child or may have harmed a child
2. possibly committed a criminal offence against or related to a child
3. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

D. ROLES AND RESPONSIBILITIES

The Group HR Director will:

- ensure the safe and fair recruitment and selection of staff at central and senior levels of ISP.
- ensure that appropriate staff at all levels have completed safer recruitment training and repeat this every 5 years.

The Regional Managing Director will:

- ensure the region and schools have effective procedures in place for the safe and fair recruitment and selection of staff and volunteers.
- monitor compliance and ensure these do not breach local laws
- ensure that appropriate staff have completed safer recruitment training and repeat this every 5 years

The Head of School will:

- ensure the school has effective procedures in place for the safe and fair recruitment and selection of staff and volunteers and that these are reviewed on a regular basis to ensure that they meet local laws.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

E. PROCEDURE

Inviting Candidates

All advertisements, paid or unpaid, will include the following statement;

Rowntree Montessori Schools and ISP are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

All applicants will receive a pack containing the following when applying for a post:

- A statement of the Rowntree Montessori Schools and ISP's commitment to ensuring the safety and well-being of the children and young people in our care.
- Job description and person specification
- The Rowntree Montessori Schools Safeguarding Policy
- The Rowntree Montessori Schools Safer Recruitment Policy
- The selection procedure for the post
- The Rowntree Montessori Schools Whistleblowing policy
- An application form
- Copy of the Rowntree Montessori Schools Code of Conduct

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed online will be asked to sign the form if called for an interview.

A curriculum vitae will not be accepted in place of a completed application form.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years.

Shortlisting and References

Candidates will be short-listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during

this stage of the procedure (note references should come from the line manager of the previous organization, not a colleague).

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records of such exchanges will be kept. Where possible, references will be requested in advance of the interview.

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

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people, if applicable
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and criminal background checks.

Invitation to Interview

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day, including details of the panel members
- Further copy of the person's specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

The Selection Process

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

Interviews will, where possible, always be face-to-face and may include additional interview techniques such as observation or exercises. Where this is not possible, an initial Skype interview will be conducted, followed by a face-to-face meeting with short-listed candidates.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel.
- Declare any information that is likely to appear on the Criminal Background check or equivalent.
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote the ISP/School core values.

Employment Checks

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Provide Criminal Background Checks or equivalent covering any country they have lived and worked in during the last 10 years.
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire [in countries where this is permitted]
- Provide proof of eligibility to live and work in the country of employment

The above must be included in the conditional offer letter clearly stating that failure to comply will result in the offer being withdrawn.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Register
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

Induction

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their Mentor or Learning Leader
- Attend appropriate training, including generalist child protection training.

Supply Staff

All supply staff will be subject to the 10-year background checking policy and will be required to complete the generalist child protection training.

Contracted Staff

The contracted company will be required to provide a current criminal background check or equivalent for the country they are working in for every member of their staff working in the school or a letter confirming that they have these on file and will be kept up dated every three years.

Single Central Register

Each school should have in place an SCR using the required ISP format, which captures the details of all adults that engage in regular activity with the school both on and off-site, i.e. this should include all employed teaching and non-teaching staff, contractors and volunteers. This document should contain the full details required of each column, e.g. Police Background checks, references and safeguarding training. No adult must be allowed to carry out any form of activity with or around children until all elements of the SCR are complete, and hence all checks are in place, making the

adult compliant on the SCR. Senior Leaders should ensure that the completion of the SCR is an identified role in the job description of the person/s carrying out recruitment processes. Senior Leaders at school and Regional Levels should regularly check the content of the SCR and record their check on a suitable log. Any falsification of this document will be considered gross misconduct and subject to disciplinary procedures.