



2d. Safer Recruitment Policy

Executive Principal
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Rationale

The British International School of Tunis is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School recognises that it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Aims

The aims of the School's safer recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position which includes their attitudes towards safeguarding and their ability to work with children in a way which promotes the safety and welfare of children.
- To ensure that all job applicants are considered equally and consistently.
- 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 Tunisian legislation, British Schools Overseas standards recommendations and guidance including the statutory guidance published by the UK Government's Department for Education (DfE), Keeping Children Safe in Education (2022), Disqualification Under the Childcare Act 2006 (DUCA), What to do if you're worried a child is being abused (March 2015), Working Together to Safeguard Children (September 2018), Information sharing (2018) and any guidance or code of practice published by the Disclosure and Barring Service (DBS.)
- 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 and by conducting the recruitment process in a way which prevents, as far as possible, the recruitment of individuals who are unsuitable to work with children.

Recruitment Timeline

- **December**- forms of renewal intentions will be sent to all staff whose contracts are ready for renewal.
- **December** - data collected from the form stating whether staff wish to leave, may consider leaving, or wish to renew their contract.
- **January**– Executive Principal meets with HR to review the staff's intentions.
- **January** - Executive Principal and HR meet with teachers to confirm renewal or discuss options.
- **January/February**– the Principal meets with the Board to agree a full staffing model for the School for the following Academic Year.
- **February/March** - advertisements placed in TES or with the approved list of agents, school website and LinkedIn.

- **February to May** - interviews carried out as quickly as possible.
- **May to June** - acceptance letters and job offers distributed as quickly as possible.

Advertising Positions and Applicant Responses.

- Once approved, all positions for teaching recruitment should be advertised in line with the agreed standards and methods adopted by the School.
- Advertisements for teaching roles should be placed with the TES or with Britus approved recruitment agents. Any need to advertise requiring additional funding will require approval from the Board.
- For advertisements or recruitment at other points in the year, closing dates will be decided by the Executive Principal & HR.
- All positions must have agreed job descriptions and applicant specifications available before being advertised.
- All applications will be acknowledged with an automated response email. Any requests for further information or queries will be acknowledged and responded to within a reasonable time scale.
- Applications will be viewed by the Executive Principal and HR Lead for shortlisting. All candidates will be submitted to the Executive Principal for final approval. Interviews will commence immediately for suitable candidates.

Safer Recruitment and Selection Process

The safer recruitment steps outlined below are based on Part 3 of Keeping Children Safe in Education.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.

- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.

Seeking References and Checking Employment History

We will request and obtain three references after the interview and before any job offer is given. Any concerns raised will be explored further with referees and be taken up with the candidate.

When seeking references we will:

- Not accept open references.
- Liaise directly with referees and verify any information contained within references with the referees.
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the previous headteacher/principal, particularly in respect to disciplinary investigations.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- Verify suitability to work with children, presence of disciplinary proceedings and/or radicalisation concerns.
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children or from parents of children if they were self employed.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- The Head of HR or the Principal will follow up on at least one reference to verify authenticity by phone call.
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Ensure at least one safeguarding related question is asked, Should there be any 'red flags' raised from the candidate response this must be followed up on by further questioning and reference checks.
- Record all information considered and decisions made.

Pre-appointment Vetting Checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New Staff.

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity.
- Obtain (via the applicant) police checks of the countries where he/she lived for the past 10 years, to the possible extent, as well as obtain ICPC International Child Protection Certificate for those who worked or lived in the UK.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128.)
- Check the references as per the guidelines above.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. When we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

- Responsible, on a regular basis in the school, for teaching, training, instructing, caring for or supervising children; or
- carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or

- engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

Existing staff

We will also ask current staff to provide a local police check at the point of contract renewal, usually every two years..

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of police check. We will obtain the police check for self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. A risk assessment will be in place, this will include our evaluation of any risks and control measures put in place, and any advice sought.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/Student Teachers/Interns.

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced police check with barred list information for all volunteers who are new to working in regulated activity i.e. external providers for enrichment activities.
- Carry out a risk assessment when deciding whether to seek an enhanced police check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. When we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Visiting Speakers

The Prevent statutory guidance requires the School to ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are suitable and appropriately supervised. Staff arranging a visiting speaker must discuss the arrangement with the Principal for the relevant School. This must be done irrespective of the topic the visitor will be speaking on and includes parents who are coming to talk to pupils as a visiting speaker. A list will be maintained of all visiting speakers by the relevant Principal.

Governors

All governors will have an enhanced police check.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management)
- Identity
- Right to work
- Other checks deemed necessary

Retention and security of disclosure information

The checks undertaken are recorded on the **Single Central Register** (SCR) which is kept securely in the main HR office. The HR officer together with the Principal will oversee the running of the SCR. The HEad of HR will, through their nominated member, regularly carry out sampling of the SCR to ensure it is kept up to date.

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School Principals and the Human Resources Department.
- Not retain disclosure information or any associated correspondence for longer than is necessary, this is aligned to good practice in the UK, therefore this will only remain on file for a period of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the recruitment decision taken.
- Prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Human Resources Department.