



THE BRITISH SCHOOL OF  
ALMERÍA

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# SAFER RECRUITMENT POLICY

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OWNER	THE BRITISH SCHOOL OF ALMERIA
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## A. RATIONALE

At the British School of Almería, we have a duty to keep our pupils and all members of our school community safe whilst they are in our care. For this reason, it is essential that when recruiting new members of staff to our team, we follow a clear and strict set of safety procedures to ensure that all employees are well-qualified, have the necessary skills and experience to carry out their chosen role and most importantly, are suited to working with children within a school environment.

Our Safer Recruitment Policy allows us to establish a set of procedures which do not simply comply with mandatory checks and procedures required by law but rather provide a more robust, reliable and therefore safer employment process.

This policy outlines our process of the recruitment of new staff as set out by the school and ISP.

## B. SCOPE

This policy must be made available to and read by all members of staff who are involved in the recruitment process at The British School of Almería

Safer recruitment is a continuous procedure and therefore periodical checks and information on all members of staff will be regularly updated throughout the time of their employment at our school.

## C. AIMS

- To ensure the safety and well-being of our pupils and other members of staff
- To help us to create a caring team of staff dedicated to our pupils and to providing a safe and happy learning environment at our school
- To ensure that we recruit staff who are ideally suited to their chosen role
- To employ staff who have the necessary qualifications skills and experience to carry out their specific duties and to help to promote all aspects of learning at our school

## D. SCHOOL PROTOCOLS AND PROCEDURES

At the British School of Almería we commit to providing a safe and happy learning environment for all. In order to do this, it remains our responsibility to:

- Identify and possible risks to our pupils and staff and work to minimise or whenever possible, remove them completely
- Ensure that our staff are well-suited to working with children and young people
- Provide our staff with the appropriate training in how to keep our pupils safe
- Establish a clear and robust system of reporting and dealing with staff concerns
- Challenge any unsafe practices or unsuitable behaviour of any members of staff
- Ensure that poor practice is identified and appropriate action is taken
- Maintain confidential information safe and discuss, in private and in the appropriate manner, any issues which arise
- Maintain professional behaviour and standards for all

## E. RECRUITMENT PROCEDURE

Staff who regularly participate in staff recruitment must have successfully completed our Educare Safer Recruitment Course which outlines the basic principles of safer recruitment. In addition, they must also be made aware of any changes to recruitment requirements as set out by The British School of Almería and ISP.

At least one member of any interview panel must be fully trained in Safer recruitment.

### 1. ADVERTISING NEW POSITIONS

When a new position becomes available at the school an advertisement is placed in the local and/or international press and on the relevant employment websites. In order to highlight that we follow a strict recruitment process the following statement must be contained in our advertisements

***Our school is fully committed to safeguarding and promoting the welfare of all students in our care and expects all applicants to share this commitment. Safeguarding and staff conduct will therefore form a key part of the interview and selection process. In order to be considered for this post, potential candidates will be expected to meet the requirements of our comprehensive safer recruitment procedures and must be able to provide the required 10 year criminal record checks.***

The advertisement should also contain:

- A description of the school
- A description of the post advertised and expected duties
- A person specification
- Type of contract offered
- Start date of contract
- Application requirements

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## 2. APPLICATION PROCESS

Candidates should apply using the application form provided. Additional information such as philosophy on learning, further details of experience and/or additional skills should be provided in a separate letter of application. The letter should be addressed to the Headteacher and should be post-specific.

A curriculum vitae may also be submitted in addition to the school application form. Candidates will be asked to provide reasons for any gaps in their employment history.

This will normally be done at interview

## 3. SELECTION PROCESS

The members of the interview panel (Headteacher/Senior Leader/Head of Department) will view applications and draw up a list of shortlisted candidates.

Shortlisted candidates will be asked to provide three referees, one of whom should be their current or most recent employer. References should detail the applicant's skills and experience in relation to the advertised position, their suitability, for working with children and a positive declaration as to whether they would be reemployed in a similar position in the future.

All references should be received and checked before the interviewing of shortlisted candidates takes place. They should be specific, not generic and addressed to the Headteacher of the school. We cannot accept non specific recommendations which are addressed to "Whom it may concern".

The information contained in any recommendations should be cross-referenced with other documentation provided (application form CV, certificates, letter of application) to ensure that all details fully coincide.

Character references will only be accepted in very specific cases. Where candidates are unable to provide two suitable professional references, for example, due to being recently qualified, references from educational establishments e.g. University tutors or lecturers, may be accepted.

Where a job offer needs to be made before references have been received, there will be a clear statement made that the offer is conditional and remains "subject to the receipt of two good references".

The Human Resources department reserves the right to carry out additional checks using information available to them.

Follow-up calls may be made to referees to confirm the information provided

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## 4. INTERVIEWS

Interviews will take place face-to-face whenever possible. For the recruitment of international staff the use of video conferencing through applications such as Skype or Google Meet will often be necessary.

In the case of face-to-face interviews, candidates should provide the following documents:

- A form of photo identification (passport/NIE)
- Proof of qualifications (Original certificates)
- Criminal background checks/ local police checks

Whenever possible potential new teaching staff may be asked to participate in an observed lesson or an activity in the classroom. In this case, they will always be accompanied by at least one other member of staff.

In the case of online interviews, candidates will be asked to provide electronic copies of the above.

The interview panel for a teaching post will be the Headteacher, a member of the Senior Management team and/or a Head of Department. In the case of non-teaching staff, the panel should also include the person who will be the direct line manager of the applicant

Questions asked at interview will be used to ascertain:

- Suitability and commitment to the school and its ethos
- Suitability to the advertised post (personal qualities, skills and relevant experience)
- Flexibility and availability
- Personal expectations of the employee

All applicants will also be expected to respond to at least two questions related to the topic of Safeguarding.

All key interview questions will be prepared in advance and shared between the members of the interview panel prior to the interview itself. Responses to interview questions will be recorded by the panel, collated and kept on each candidate's employment file.

We aim to advise all candidates of the outcome of their interview within a period of 72 hours.

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## 5. ACCEPTANCE OF POST

The successful candidate will be contacted by the Headteacher. Once the candidate has confirmed their intention to accept the post, they will be sent an official offer of employment letter, signed by the Headteacher.

Full acceptance of the post will be confirmed once the offer of employment has been signed and returned by the chosen candidate.

Once allocation of the post has been confirmed, the Headteacher, the HR Manager or a member of the SLT team will contact all other candidates to inform them of the final decision. Feedback to unsuccessful candidates will be provided upon request.

## F. PRIOR TO START DATE

Following the appointment of a new member of staff, the HR department will contact the staff member with a welcome letter to the school which also details documents which need to be submitted at the earliest opportunity:

- Proof of identity (Passport/DNI/NIE)
- Criminal background checks from all countries where they have been employed
- Proof of application of a 10-year ICPC certificate (International police check for those who have previously worked in the UK)
- Copies of professional qualifications
- DFE number (where applicable)
- Certificate to prove completion of the Educare child protection course
- Any other documentation needed to acquire an NIE/TIE number (if applicable)
- References must also be forwarded to the HR department for review and filing

## G. STAFF INDUCTION

All staff will be provided with a staff induction during the first week of their employment period. Information provided will include

- A copy of the staff handbook
- The staff code of conduct
- Copies of all school policies
- Essential Safeguarding Training
- Health and Safety Training
- Support sessions from their Line Manager/Head of Department
- Information on Pastoral procedures

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## H. MONITORING OF NEW STAFF

All staff will need to carry out a six-week probation period at the start of their contract.

All new teaching staff will be formally observed at least once during this period.

Staff will continue to be monitored during the duration of their employment to ensure that high professional standards are maintained at all times. This will form a normal part of school life and will be carried out via regular class visits, staff progress meetings and check-ins and performance meetings and reviews.

## I. DURING EMPLOYMENT

During their time of employment, staff files will be regularly reviewed and updated to include any new information and to ensure that all relevant police checks are up-to-date

In Spain, all members of staff must apply for a Spanish police check within the first 3 months of their employment. These checks must also be updated every three years by the employee. Our HR Manager will advise you of the requirement to renew your local police check six months prior to the expiry date of your current certificate.

All employees must also agree to carry out any additional Safeguarding and Health and Safety training as directed by the school and ISP.

## J. REPORTING OF CRIMINAL OFFENCES

It is the duty of all employees to notify the Headteacher of any minor or major criminal offences committed during their period of employment.

## K. STAFF FILES AND THE SCR (SINGLE CENTRAL REGISTER)

All employee files will remain confidential and stored in a secure unit. We will retain all personal files after the termination of a contract and for the rest of the working life of each staff member. Any disposal of staff files carried out after this period should be done in a secure way.

### **The following staff must be included on the SCR:**

- All staff directly employed by the school
- All staff who work on a supply basis (long-term and daily)
- Any volunteer who will be working children
- Any person involved in a regulated activity e.g. teacher training
- Regular contract staff (kitchen, additional cleaning services, transport services etc.)
- Any person involved in extracurricular activities at the school
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## **Details to be included on the SCR are:**

- Full name and any other known used names
- Staff category and title
- Start date of employment
- Proof of identity (DNI/NIE or passport)
- Copy of qualifications certificate
- Up-to-date criminal records checks for all previous countries of employment
- A copy of a 10 year ICPC certificate (If previously worked in the UK)
- Up-to-date certificate of absence of sex offences in Spain
- At least two good references, specific to the post undertaken
- Application form plus updated CV
- Evidence of completion of the Educare Child Protection Course
- A signed annual staff declaration form

The HR Manager will be responsible for the regular review of the SCR and report to the Headteacher any issues which arise.

When checking the Single Central Register, the HR Manager will input:

- The date of checking
- Their signature/initials
- N/A if no information is required
- No section of the register should be left blank

The school should aim for 100% compliance of the SCR requirements at all times for all employees.

## **New employees**

There should be a new starter checklist completed for each member of staff who is new to the school/their post. This checklist will be completed by the HR Manager with a final check being checked by the Headteacher.

## **Staff not employed by the school**

The HR Manager must request written and signed confirmation from all agencies and companies who provide services to the school of full compliance to the requirements of the single central register.

Created by: Gillian Greaves

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