

SAFER RECRUITMENT POLICY

Review: October 2024

Ratified by the Board: October 2024

Authors: Principal | JS and SS Headteachers | Head of Early Years | HR
Department

Date of next review: June 2025

Table of Contents

1. INTRODUCTION.....	1
2. AIM.....	1
3. ROLES AND RESPONSIBILITIES	1
4. RECRUITMENT AND SELECTION PROCEDURE.....	1
4.1. ADVERTISING	1
4.2. APPLICATION FORMS	2
4.3. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS.....	2
4.4. REFERENCES.....	2
4.5. INTERVIEWS.....	2
4.6. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS.....	3

1. INTRODUCTION

The Safer Recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Junior and Senior School (hereinafter “the School”) is committed to safeguarding and promoting the welfare of all pupils in its care.

In line with legislation and the Independent School’s regulations the school takes its responsibility to recruit staff safely very seriously.

2. AIM

The aim of the Policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The Recruitment and Selection process should ensure the identification of the person best suited to the job at the School based on the applicant’s abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they 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 process.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of the Principal, Headteachers and Senior Leaders involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- Monitor contractors’ compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

Board members may be involved in staff appointments in Senior Leadership positions. The Final recommendation will rest with the Principal/Headteachers who will prepare a report of each recruitment process for record purposes.

The process for any other non-senior leadership positions, will be carried out by the School’s Headteacher / Principal and HR Team.

4. RECRUITMENT AND SELECTION PROCEDURE

4.1. ADVERTISING

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement (exceptions may include pastoral, other leadership roles, or last minute vacant posts, which may only be advertised internally)

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Policies and Procedures.

4.2. APPLICATION FORMS

The School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form includes the applicant's declaration regarding convictions and working with children.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

4.3. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

A job description is a key document in the recruitment process and must be finalized prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

4.4. REFERENCES

Reference requests for selected candidate(s) will be requested immediately after interview and before any final decision is taken. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the applicant has accepted the job subject to references and prior to any formal offer of employment being made. Two professional / character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face may be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives. The School does not accept 'carried' references.

4.5. INTERVIEWS

There will be a face-to-face interview wherever possible (this may be through online platforms for overseas candidates), and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the

person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NCSL Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

4.6. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of a satisfactory Police checks (Cyprus law), references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training.

It is the School's policy to re-check employee's Prevention and Combating of Sexual Abuse and Sexual Exploitation of Children and Child Pornography Law 91(I)/2014 every year and Criminal Record Certificate every two years.

Members of staff at the School are aware of their obligation to inform the Principal of any cautions or convictions that arise between these checks taking place.

Dealing with convictions

The School operates a formal procedure if a Police Check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- remorse shown by the candidate
- Whether or not the candidate revealed the offence at interview
- If the offence is a crime against children or a sexual offence

A formal meeting will take place face-to-face to establish the facts with the Principal / Senior Leadership.

A decision will be made following this meeting.

Proof of identity, Right to Work in Cyprus & Verification of Qualifications and/or professional status

All applicants offered employment at the School will be required to bring their identification documentation such as ID / Passport, birth certificate, etc. with them as proof of identity/eligibility to work in Cyprus in accordance with those set out in Cyprus Employment Law and Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

All staff on employment must also provide a proof of address eg a utility bill which is less than 3 months old and not a mobile phone bill.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested submit a doctor's medical certificate.

Overseas checks

All new employees where persons have lived outside the EU are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006.

Any candidates who have taught in the UK will be checked against the UK's barred check list.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant country.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Safeguarding and Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. Where this is not possible, all the information is sent electronically to the new staff member.

Single Central Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a Single Central Record of recruitment and vetting checks is kept in accordance with the DfE and ISI requirements. This is kept up-to-date and retained by the HR Team. The Single Central Register will contain details of the following:-

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Board members, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

Record Retention / Data Protection

All information retained on employees is kept centrally in the Human Resources cabinet which is kept locked.

Ongoing Employment

The School recognises that safe recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the Annual Performance Management / CPD procedure.

Leaving Employment at The Junior and Senior School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual, emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, the School will inform the Ministry of Education, police and Welfare Department of the circumstances why the employee is leaving the School's employment.

All personnel who leave the school will be offered an Exit interview by the School's Management and the Board of Governors.

END