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THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Safer Recruitment Policy

The English School

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| Person responsible for Policy | Stuart Walker (Headmaster) / Lilian Tourapi (HR Manager) |
| Ratified by | The English School Board of Management |
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INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The English School is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the School expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment Policy are 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 aims of the School's 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;
- 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 legislation, recommendations and guidance including the statutory guidance as per the "Law on the Prevention and Combating of Sexual Abuse, Sexual Exploitation of Children and Child Pornography Act of 2014 (91 (I) / 2014)"
- 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.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

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, and relevant safeguarding legislation and statutory guidance.

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.

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The English School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Management to:

- ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements.
- monitor the School's compliance with them.

It is the responsibility of the Headteacher and Management 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.
- promote welfare of children and young people at every stage of the procedure.

The Board of Management has delegated responsibility to the Headteacher (teaching staff) to lead in all appointments.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicants as possible; normally this entails an external advertisement.

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 Act.

Application Forms

The English 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). Incomplete application forms will not be shortlisted.

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

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. 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.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised 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.

References

References are obtained upon the applicant accepting the offer and prior the employment date.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does /did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

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

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see 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 have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with 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, if it has not been disclosed on the application form.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK-applied for Teachers coming from the UK
- any further checks which are necessary as a result of the applicant having lived or worked outside of the Cyprus; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).
- Receipt of Clean Criminal Record. Employees coming from other countries should submit the equivalent from their country of origin or country previously worked in.
- Receipt of non-registration in the Sex offenders register (obtained by the police). Employees coming from other countries should submit the equivalent from their country of origin or country previously worked in.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

Staff employed from the UK

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

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

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.

Board of Management Checks

All Government appointed Board of Management members are subject to the necessary police checks upon appointment.

- Receipt of Clean Criminal Record (obtained by the police).
- Receipt of non-registration in the Sex offenders register (obtained by the police).

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a Pre-employment Health Declaration (Appendix A) and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas checks

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Child Protection Policy, the Code of Conduct, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Record Retention / Data Protection

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

The English School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e: shredded). The 6-month retention period is in accordance with the Data Protection Act.

Ongoing Employment

The English School recognises that safer 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 Review/appraisal procedure.

Leaving Employment at The English School

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed

Monitoring and Evaluation

The Human Resources Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Headteacher to report to the Board of Management.

Appendix A

Pre–employment Health Declaration

Name:

Address:

Role / Job Title:

Date of Birth:

| | | YES | NO |
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| 1 | Do you have or have you had any physical or mental condition that might affect your ability to undertake the job you have applied for? | | |
| 2 | Do you have or have you had any physical or mental condition that might affect your safety or the safety of others at work? | | |
| 3 | Do you consider yourself to have a disability as defined by the Equal Treatment in Employment and Occupation Law (L.58(I)/2004) | | |
| 4 | Do you need any adjustments made to the workplace, workplace equipment or working practices related to a disability? | | |
| 5 | Have you been retired or ever had your contract of employment terminated due to ill health? | | |
| 6 | Do you have any other condition or health problem that the occupational health unit should be made aware of or that you want advice about regarding the job role? | | |
| 7 | Have you ever had any history of any medical condition(s) which may affect your health in the future? | | |

Iconfirm that to the best of my knowledge, the answers I have given above are true and correct. I confirm that I have read and understood the guidance notes before making this declaration and understand that failure to disclose any relevant information could jeopardise my employment.

SignedDate

*If you have answered **yes** to any of the above questions you will be asked to complete a full health questionnaire and return it to the Occupational Health Unit.*