

## POLICY APPLICATION NOTE

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### *Employee Background Checking*

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#### **A. PURPOSE**

ISP considers 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 recognises 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.

For new schools and businesses that are integrated to ISP, it is important to observe and ensure that Safer Recruitment is in place. Your Regional HR representative will implement this Safer Recruitment Application Note as soon as practicable.

#### **B. SCOPE**

This document applies to all ISP Schools, Regional and Central Offices and is the process that should be followed during all recruitment.

This Application Note with the rules set out herein, shall be interpreted by the Company in accordance with the policy of the Group, subject to such modification, if any, as may be notified in territories to accommodate local laws and practice. Please also refer to your in-school Administration Department or HR representative for guidance.

#### **C. PROCESS**

This application note has been developed to embed safer recruitment practices and procedures throughout ISP, its schools, 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 Application Note 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 application note reinforces the expected conduct outlined in the ISP/School Code of Conduct as well as the ISP/School Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This application note 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 from 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

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who is currently living and working or has previously lived and worked in the UK, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

## **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 Principal 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;

*[School] 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 school's/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 ISP Safeguarding Policy
- The ISP Safer Recruitment Policy
- The selection procedure for the post
- The schools/ISP whistleblowing policy
- An application form
- Copy of the School's/ISP 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 on line will be asked to sign the form if called for 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 organisation, 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 will be kept of such exchanges. Where possible references will be requested in advance of 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 will be kept of such exchanges.

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 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
- 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 induction tutor

OR

Meet regularly with their line manager

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

### **Peripatetic Staff**

Will be required to provide a current criminal background check or equivalent for the country they are working in and 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.