

SAFER RECRUITMENT POLICY

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **Renaissance International School Saigon** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.4 Renaissance is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authorities. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- 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

1.6 As an employer we are under a duty to retain a record of any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil. This information will be referred to if a reference is requested.

2. ROLES and RESPONSIBILITIES

2.1 The Board of Directors will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with school policy and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and Directors have completed a safer recruitment training programme

2.2 The Head of School will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation, statutory guidance and current international best practice
- promote the safety and well being of children and young people at every stage of this process

2.3 The Human Resource Department will:

- ensure that all appropriate checks have been carried out on staff and volunteers in the school and report this to the Head of School
- monitor any contractors and agencies compliance with this document

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

‘Renaissance is committed to safeguarding children and young people. Appointments are made subject to appropriate vetting procedures and police checks.’

3.2 School will employ the most appropriate method of advertising a position with consideration given to the demands of the post, the seniority of the position, timescale for employment, time of year and number of vacancies. The methods of advertising include, but are not limited to: Job Fairs, TES, SEARCH Associates, CIS recruitment, Round Square site, LinkedIn, School Website, Local publications.

3.3. All applicants will receive a pack containing the following when applying for a post:

- A statement of the school’s commitment to ensuring the safety and well being of the pupils
- Job description and person specification
- The school’s Child Protection Policy
- An application form

3.4 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.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 Wherever possible, at least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post.

5.2 At least two references, one of which should be from the applicant’s current/most recent employer, will be taken up.

5.3 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.

5.4 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.

5.5 Referees will be asked specific questions about the following:

- The candidate’s suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate’s suitability for the post

5.6 Reference requests will include the following:

- Applicants current post
- Sickness record
- Attendance record

- Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures and police checks.

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- Confirmation of the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process

7. THE SELECTION PROCESS

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face/via Skype (or similar).

7.3 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 in the vetting or police check
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity (passport or similar ID)
- Complete police check
- Provide proof of professional status
- Provide actual certificates of qualifications (or ratified copies)
- Complete a confidential health examination
- Provide proof of eligibility to live and work in Viet Nam

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded in the school's HR records
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

9. INDUCTION

9.1 All staff and volunteers who are new to the school will receive information on the school's Child Protection Policy as part of their induction training.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with his/her Induction Tutor and/or Performance Management Team Leader
- Meet regularly with his/her line manager
- Attend any appropriate training

10. SUPPLY STAFF

10.1 All appointments are subject to satisfactory references, vetting procedures and police checks.

11. PERIPATETIC STAFF

11.1 Employment of any peripatetic staff are subject to satisfactory references, vetting procedures and police checks.

12. SUB-CONTRACTED WORKERS

12.1 All workers on site are issued with the 'Blue Card' which details appropriate conduct while in school. Companies supplying workers are required to ensure all have satisfactory references and completed appropriate vetting procedures and police checks.

Date of policy and next review:

Date of Policy:	November 2016 (draft)
Date of Review:	October 2018 and then every 2 years

Reference has been made to documentation issued by: Manchester Children's Services