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# EGYPT BRITISH INTERNATIONAL SCHOOL

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## STAFF SAFER RECRUITMENT POLICY

COMPLETION DATE: SEPTEMBER 2016

REVIEW DATE: AUGUST 2018



# Safer Recruitment Policy

## 1. Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout Egypt British International School 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 policy complies with guidance outlined in “Keeping Children Safe in Education (April 2014).

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff. 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.
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

## 2. Roles and Responsibilities

The School will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers.
- Ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years)
- 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 and statutory guidance.
- 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



### **Inviting Applications:**

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

*Egypt British International School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".*

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 Safeguarding Policy
- The school's Safer Recruitment Policy
- An application form

Prospective applicants must complete, in full, and return a signed application form.

Candidates submitting an application form completed on line will be asked to sign the form electronically before any offer is made.

A curriculum vitae will not be accepted in place of a completed application form but may be asked for in support of.

### **Identification of the Recruitment Panel**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

### **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 prior to commencement of the post. References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.

Referees will be asked specific questions about the following:



- The candidate's suitability to work with children and young people
- 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 DBS clearance.

### **Invitation to Interview**

Candidates called to interview at EBIS will receive:

- 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

There are many occasions when overseas applicants are invited to interview via Skype or similar online call. When this is appropriate interviews may be conducted by one or more members of the school SMT and in each case a set of questions predetermined will be used relevant to each position.

### **The Interview Process**

Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

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 DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.



## **Employment Checks**

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

- Provide proof of identity
- Provide proof of professional status
- Provide actual certificates of qualifications
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom.

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
- Meet regularly with their line manager
- Attend any appropriate training including generalist child protection training.



## Appendix 1 - Application Form EBIS

# Egypt British International School Application for Employment

<p>Full Name:</p>  <p>Position Applying for:</p>  <p>Date of Application:</p>	
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### **INFORMATION FOR APPLICANTS - Guidance notes**

You must complete all sections of the application form for us to be able to consider your application for shortlisting. Regretfully, we cannot accept incomplete forms.

Please type in all boxes enter a N/A if not applicable rather than leave blank.

We do not accept CVs instead of application forms.

Although you may include a copy of your CV, the application form will be the primary source of information considered during recruitment.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

### **References**

If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young person (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children.



### **Invitation to Interview**

If you are invited to interview this will be conducted either in person at EBIS or via Skype or similar.

### **Verification of Educational/Professional Qualifications**

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

### **Disclosure of Background**

It is a condition of any offers of employment that you are deemed suitable to work in this post, and accordingly your employment remains subject to any appropriate Disclosure and Barring Service check.

You should be aware that provision of 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/or Disclosure and Barring Service. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

### **Criminal/Police Record Checks**

Upon offer of employment it is essential and a mandatory condition that you undergo UK criminal and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country since the age of 18 years) and your country of origin." This is in addition to any appropriate Disclosure and Barring Service check, as detailed above.

The standard for criminal and/or police checks varies; therefore you may be required to provide original copies of such clearance yourself.

### **Disqualification by Association**

EBIS asks applicants who are applying to work in the early and later years provision and those who are directly concerned in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.



### **Rehabilitation of Offenders Act**

Upon appointment for those working with children are exempt from provisions of this Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As an education provider we deem all roles to involve working with children.

You will be required to provide full details of any convictions and cautions, including those which would otherwise be considered “spent” by virtue of the said Act. This does not include “protected convictions” and “protected cautions” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. However you are required to also disclose any convictions and cautions received overseas.

If you have convictions inconsistent with your Appointment by the Company, the Company reserves the right to withdraw any offer of employment.

### **Pre-Employment Health Declaration**

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that you are both physically and mentally fit to carry out the role you have applied for.

Health conditions should be declared in order to consider reasonable adjustments.

### **Data Protection Act 1998**

EBIS has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to that act.

EBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country since the age of 18 years) and your country of origin.”



Please complete your details:

Application for role of:	
School Name and Location:	Egypt British International School New Cairo Cairo <a href="http://www.isc.edu.eg">www.isc.edu.eg</a>
How did you hear of this position?	
Title: Mr/Mrs/Miss/Ms/Dr/Other (please state)	
First name:	
Middle name(s):	
Surname:	
Maiden name:	
Other names currently used / known by:	
Any other previously used names:	
Date of Birth	
Place of birth: (city/province and country)	
National Insurance number:	
Current Address House Name/Number: Street:	



Town: County: Postcode:	
Permanent or other address used for correspondence (if different from current address)  House Name/Number: Street: Town: Postcode: Country:	
Please provide previous addresses covering the last 5 years: (continue on a separate sheet if necessary)	
Email Address:	
Home telephone number:	
Mobile telephone number:	
Skype ID (For interview purposes)	
Nationality: (please provide details if you hold dual nationality)	
Former nationality:	
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you lived <i>or</i> worked overseas for a period of three months or more in any one country since the age of 18?	



If yes, please provide further details, including dates (mm/yy) and which countries you have lived in:	
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For teaching roles only:

DfES reference number (also known as a Teacher Reference Number TRN):	
Do you have Qualified Teacher status (QTS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed NQT Induction?  If yes, please provide the name of the Local Authority.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Educational and Academic Qualifications

Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications may be requested. Please continue on a separate sheet if necessary.

Name and address of school/college/university or professional body	Dates of attendance	Full time or part time?	Examinations taken or to be taken (with dates)	Qualifications obtained and name of awarding body
	From (dd/mm/yy):			
	To (dd/mm/yy):			



	From (dd/mm/ yy):			
	To (dd/mm/ yy):			
	From (dd/mm/ yy):			
	To (dd/mm/ yy):			
	From (dd/mm/ yy):			
	To (dd/mm/ yy):			

**Membership of relevant professional institutions**

Please provide details of your membership of any relevant professional institutions, being sure to state if membership is by examination or otherwise. Please continue on a separate sheet if necessary.

<b>Name and address of professional body</b>	<b>Dates of attendance</b>	<b>Examinations taken or to be taken (with dates)</b>	<b>Qualifications obtained and awarding body</b>
	From(dd/mm/yy):		
	To (dd/mm/yy):		
	From(dd/mm/yy):		



	To (dd/mm/yy):		
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**Employment history**

Starting with the most recent, please detail all employment history, including any unpaid or voluntary work, whether or not this overlaps with periods of paid employment (e.g. scout leader or sports coach). Please continue on a separate sheet if necessary.

Dates of employment	Nature of role (please state Teaching or non-Teaching and Full or Part-time	Name and full address of employer	Position held and typical duties	Current or final salary and reason for leaving
From(dd/mm/yy):				
To (dd/mm/yy):				
From(dd/mm/yy):				
To (dd/mm/yy):				
From(dd/mm/yy):				
To (dd/mm/yy):				



From(dd/mm/yy):				
To (dd/mm/yy):				

### Gaps in your employment

If necessary, please provide details of any gaps in your employment and/or education history of three months or longer, e.g. travelling or raising children. If you were not based in the UK during this time, please provide details of your location. Continue on a separate sheet if necessary.

From (dd/mm/yy)	To (dd/mm/yy)	Reason	Location, including residential addresses

### References

Please provide the names of three employment referees covering at least the past five years. One referee must be your current or most recent employer and all should be a line manager, or someone who supervised you during your employment. All professional referees should be from different organisations. If you are currently self-employed, please provide suitable contacts from current customers.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children.

Where you have worked overseas for any period of three months or longer, please also provide a reference contact for each employer (using a separate sheet if necessary). If you cannot supply suitable referees, in line with the above guidance (for example, if you are returning to work from extended maternity leave or have recently left full-time education), please contact the school for guidance on suitable alternatives.



Please note that references will not be accepted from relatives or from those writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed. EBIS does not accept 'open references'. If you are known to either of your referees by another name, please give details:-

Current/Most Recent Employment Referee Name:	Second Referee Name:
Job Title:	Job Title:
Address:	Address:
Post Code:	Post Code:
Email:	Email:
Telephone:	Telephone:
In what capacity is the above known to you?	In what capacity is the above known to you?
Please indicate if this Referee can be contacted prior to interview:  Yes <input type="checkbox"/> No <input type="checkbox"/>	

Third Referee Name:
Job title:
Address:
Post Code:
Email:
Telephone:
In what capacity is the above known to you?



**Pre-Employment Health Declaration:**

The successful applicant will be required to complete a pre-employment Health Declaration Form.

**Criminal Offences:**

The successful candidate will be required to give his/her agreement to the Disclosure and Barring Service check before any employment commences. In the event of employment, any failure to disclose convictions and cautions which calls into question your suitability for employment with children could result in dismissal or disciplinary action. Any information given about convictions and cautions will be treated in strictest confidence. It is a criminal offence for a barred list person to accept or knowingly apply for, offer to do, accept or undertake regulated activity work, paid or unpaid.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please note, you must include all disclosable offences both in the UK and overseas.

Yes                       No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If yes, please give particulars:

**Disqualification by Association:**

EBIS asks applicants who are applying to work in the early and later years provision and those who are directly concerned in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but also include, in summary, that: They have been being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;



- They have orders relating to the care of children (including where an order is made in respect of a child under the person's care);
- They have had their registration refused or cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They are living in the same household where another person who is disqualified lives.

Please confirm that, to the best of your knowledge, you or anyone who lives or works in the same household as you (for example: family members, lodgers, house sharers, household employees etc), are not disqualified from working with children under the regulations based on the criteria outlined above.

I agree to inform the school/EBIS if my circumstances change.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If the Disqualification by Association requirements apply, please give particulars:

**DECLARATION**

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.

I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for employment purposes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_