

# THE BRITISH SCHOOL OF BAHRAIN



**Safer**

## **Recruitment Policy**

<b>DOCUMENT CONTROL</b>	
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## **1.0 Introduction**

1.1 The School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is mistreated because of a protected characteristic.

1.2 The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to BSB. It also sets out the minimum requirements to:

1.2.1 attract the best possible applicants to vacancies;

1.2.2 deter prospective applicants unsuitable for work with children;

1.2.3 identify and reject applicants unsuitable for work with children.

1.3 An entry will be made on the Single Central Register (SCR) for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties. The entry to the SCR will be retained in perpetuity to ensure records are kept of past employees as part of Keeping Children Safe in Education.

1.4 All checks will be made in advance of the appointment or as soon as practicable after the appointment.

1.5 This policy applies to staff directly recruited and employed by the School. In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the checks for such staff.

1.6 The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work, barred list, prohibition, qualifications, overseas checks, two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

1.7 In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

1.8 Any staff who transfer to the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

## **2.0 Practices**

2.1 The following procedures and practices are in place to ensure the safe recruitment of staff.

### **2.1.1 Stage 1 - Advertising and Inviting applications**

2.1.1.1 All advertisements for all posts will clearly stipulate the stance adopted by BSB by the inclusion of the following statement: "The School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".

### **2.1.2 Application Form**

2.1.2.1 The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

2.1.2.2 The School will make candidates 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. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

2.1.2.3 Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

2.1.2.4 As the position for which candidates are applying involves the substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head / Principal. If candidates would like to discuss this beforehand, they are asked to please

telephone in confidence for advice.

2.1.2.5 Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

2.1.2.6 The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") or comply with any other relevant criminal background or police check for the position. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

2.1.2.7 Additional requirements may apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

2.1.2.8 The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify their Head / Principal immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

2.1.2.9 Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head / Principal for more details.

2.1.2.10 Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

2.1.2.11 The School has a duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment more guidance for schools from the DfE on this can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

2.1.2.12 If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary

offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

2.1.2.13 If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

2.1.2.14 All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

2.1.2.15 Prospective applicants are able to access all relevant information about each School via the respective websites. All applications where possible are to be made online rather than in paper format. (This is to enable the effective storage and control of applicant data as per the BSB Data Retention Policy.)

2.1.2.15.1 The online application requires all applicants to complete criminal record disclosure

2.1.2.15.2 School information and setting;

2.1.2.15.3 Department Information (if appropriate);

2.1.2.15.4 Job description

2.1.2.15.5 Safer Recruitment Policy

2.1.2.15.6 Safeguarding Children Policy

2.1.3 Stage 3 - Applicant Selection/ Short-Listing

2.1.3.1 All applications received will be scrutinized in a systematic way and candidates deemed suitable for the post will be short-listed following consultation between the Teacher or Manager leading the recruitment process and other relevant staff. The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

2.1.3.2 As long as the sifting is consistent, different formats can be adopted to identify candidates who most closely align to the person specification for a particular job role. Should a candidate progress to the selection and interview stage prior to their receipt, satisfactory references will always be taken up prior to any appointment being made. This will normally be completed by HR.

#### 2.1.4 Stage 4 - Invitation to Interview

2.1.4.1 All formal interviews will be with at least two people including the Executive Headmaster. If an interview needs to be with one person, it will be recorded to ensure fairness and consistency. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The School Board will chair the panel for the Principal's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

2.1.4.2 The interview process will seek to assess candidates in terms of whether their appointment would be in line with safer recruitment and fulfill the requirements of the post. Interviews may take a variety of formats to help recruiting managers assess the skills of candidates. For example, a competency-based interview, computer-based task, group exercise or prioritisation activity may be conducted. Evidence must be gathered against both the technical and behavioural competencies that are most relevant for that post and retained in the successful candidate's file.

2.1.4.3 Significantly, in terms of safer recruitment practices, at least one representative involved in the interview process, will have successfully completed safer recruitment training and conduct a probing Safer Recruitment Interview, with the aim being to have one further interviewer present to watch the responses given by the applicant.

2.1.4.4 All candidates invited to interview must confirm any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

2.1.4.5 Please note that the originals of the above are necessary. Photocopies or certified copies are not sufficient.

2.1.4.6 Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

#### 2.1.5 Stage 5 - References

2.1.5.1 References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

2.1.5.2 The School will seek the references referred to (including internal applicants) and may approach previous employers for information to verify experience or qualifications, before the interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with the appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

2.1.5.3 The School will ask all referees if the candidate is suitable to work with children.

2.1.5.4 The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

### **3.0 Conditional Offer of Appointment: Pre-Appointment Checks**

3.1 Any offer to a successful candidate will be conditional upon:

3.1.1 Verification of the candidate's identity;

3.1.2 Receipt of at least two satisfactory references (if these have not already been received); with further references being taken up if the candidate has worked or lived abroad for significant periods.

3.1.3 A satisfactory enhanced DBS check or other criminal / police check and if appropriate, a check of the Barred List maintained by the DBS;

3.1.4 For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order

3.1.5 Verification of professional qualifications, where appropriate;

3.1.6 Verification of successful completion of the statutory induction period



3.1.7 Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;

3.1.8 Satisfactory medical fitness;

3.1.9 Where appropriate, receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare.

3.1.10 Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

3.1.11 For a candidate that has lived or worked outside the UK, an EEA check using the Teaching Regulation Agency employer access system for information about any teacher sanction or restriction.

3.2 It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in the strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy (See Appendix 3). 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, i.e. proposed workload, extra-curricular activities, the layout of the School.

3.3 No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

#### **4.0 Criminal Records Policy**

4.1 The School complies with the provisions of the DBS Code of Practice and other relevant criminal background or police checks.

4.2 There are limited circumstances where the school will accept a check from another educational institution. In these circumstances, the school may apply for disclosure but is not required to do so. A new, separate barred list check will be obtained.

4.3 Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

4.4 Where the disclosure or other check is delayed, a short period of work is allowed under controlled conditions, at the Head / Principal's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

4.4.1 Without confirming the appointment;

4.4.2 After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;

4.4.3 Provided that the DBS or other check application has been made in advance;

4.4.4 With appropriate safeguards taken (for example, loose supervision);

4.4.5 Safeguards reviewed at least every two weeks by the Head of School and member of staff;

4.4.6 The person in question is informed what these safeguards are; and

4.5 A note is added to the single central register and evidence kept of the measures put in place. It is not ordinarily the case that a person will be allowed to commence work in Early Years without a cleared DBS or another check.

## **5.0 Policy on the Recruitment of Ex-Offenders**

5.1 The School will not unfairly discriminate against any candidate for employment based on conviction or other details revealed. The School makes appointment decisions based on merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

5.2 All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

5.3 Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with

children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare.

5.4 It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

5.4.1 the School receives an application from a disqualified person;

5.4.2 Is provided with false information in, or in support of an applicant's application; or

5.4.3 The School has serious concerns about an applicant's suitability to work with children.

5.5 If relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

5.5.1 whether the conviction or other matter revealed is relevant to the position in question;

5.5.2 The seriousness of any offence or other matter revealed;

5.5.3 The length of time since the offence or other matter occurred;

5.5.4 Whether the applicant has a pattern of offending behaviour or other relevant matters;

5.5.5 Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;

5.5.6 In the case of disqualification from providing childcare, whether the applicant has or can obtain an Ofsted waiver from disqualification; and

5.5.7 the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

5.6 If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious

acts of violence, serious class A drug-related offences, robbery, burglary, theft, deception or fraud.

5.7 If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

5.8 If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## **6.0 The Recruitment of Volunteers**

6.1 Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The School, therefore, welcomes and encourages volunteers from the community to assist from time to time. The kinds of activities that volunteers may assist with are contributing to the school's extra-curricular programme, or accompanying school visits.

6.2 Volunteers will be subject to the same recruitment requirements as other members of the staff team as detailed above.

6.3 Volunteers will be provided with a copy of the Volunteer Code of Conduct which should be signed and returned before the placement commences. Details of training offered to volunteers and policies they should read and adhere to are detailed in the Volunteer Code of Conduct.

## **7.0 Retention, Security of Records and Data Protection Obligations**

7.1 The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

7.2 The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

### Appendix 1: Template Recruitment Checklist

Position recruiting for:

Date of Interviews:

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Event	Notes	Date Complete
Planning	<ul style="list-style-type: none"> <li>· Timescales</li> <li>· Person Specification/Job Description including the expectation to follow all safeguarding procedures</li> <li>· Application Form (state no CVs accepted)</li> <li>· Include commitment to safeguarding on all recruitment materials, including website</li> <li>· Applicant Pack created, including safeguarding information</li> <li>· Statement that DBS/other vetting checks will be completed</li> </ul>	
Vacancy Advertised		
Applications received	<ul style="list-style-type: none"> <li>· Scrutiny of dates, gaps, discrepancies and link to Person Specification / Job Descriptions</li> </ul>	
Short-listing	<ul style="list-style-type: none"> <li>· At least two people involved</li> <li>· Judged against standard criteria</li> </ul>	
References requested	<ul style="list-style-type: none"> <li>· Request directly from the appropriate referee</li> <li>· Ask specific safeguarding questions</li> </ul>	
References received	<ul style="list-style-type: none"> <li>· Scrutinised against the information given on application form.</li> <li>· Note issues of concern to be followed up at interview or with referee</li> </ul>	
Invitation to interview sent out	<ul style="list-style-type: none"> <li>· Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS. For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards</li> </ul>	

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Interview day – applicants	<ul style="list-style-type: none"> <li>· Copies of documents taken, and any issues noted and shared with interview panel for clarification.</li> <li>· Any lack of documents queried, and panel agree whether to interview or not.</li> </ul>	
Interview day – panel	<ul style="list-style-type: none"> <li>· Panel must include at least one person who has completed Safer Recruitment training</li> <li>· Panel must include people who are authorised to appoint staff</li> <li>· Panel to have met before interviewing and have discussed the questions and assessment criteria</li> <li>· The same people interview every candidate</li> </ul>	
Interview	<ul style="list-style-type: none"> <li>· Check any discrepancies in application form/ references/ identity/qualification evidence</li> <li>· Check suitability to work with children</li> <li>· Explore safeguarding/child protection understanding</li> <li>· Record made of questions/answers</li> </ul>	
Conditional offer of employment made	<ul style="list-style-type: none"> <li>· Made clear to successful applicant that the offer of employment is conditional on successful vetting and other pre-employment checks (e.g. Medical) (and for non-teaching posts, a probationary period)</li> </ul>	
Records of Interview information filed for unsuccessful candidates	<ul style="list-style-type: none"> <li>· For unsuccessful candidates – kept from date of appointment of successful candidate plus 6 months</li> </ul>	

Appendix 2: Template Employee Folder Checklist

Staff Member:

Date of Interview:

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Event	Notes	In folder	On Success Factors
Records of Interview information	Placed in the personnel file and kept until termination of employment plus 6 years (include the name of interviewers with safer recruitment training)		
Copies of Documentation	Documentation should include items needed for the DBS or other legal/criminal record check		
	Qualifications		
Reference 1	<ul style="list-style-type: none"> <li>· Request directly from appropriate referee</li> <li>· Ask specific safeguarding questions</li> <li>· Scrutinised against information given on application form</li> <li>· Note issues of concern to be followed up at interview or with referee</li> </ul>		
Reference 2			
Reference 3	Where required a third reference will be sought		
Telephone check 1	<ul style="list-style-type: none"> <li>· Identify that person writing reference is the same</li> <li>· Follow up any points raised</li> <li>· Ask for any pertinent additional information</li> </ul>		
Telephone check 2			
Telephone check 3	Where required and checked as above		

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Evidence of Right to work in UK	Kept until termination of employment plus 7 years		
Enhanced DBS form completed and sent off	For all staff and governors.  Copies of DBS Certificates must not be kept for longer than 6 months - DATE DESTROYED:		
DBS Update Service Checked (if applicable)	If candidates have subscribed to the update service		
DBS Barred List requested	For staff or governors in regulated activity only.  Often completed at the same time as the DBS Check – <i>‘Enhanced DBS With Barred List Check’</i>		
Health Form completed and requested			
QTS Check for teachers	<ul style="list-style-type: none"> <li>· Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed.</li> <li>· Confirmation statutory induction completed.</li> <li>· Checked via Teacher Services – link below</li> </ul>		
Prohibition from teaching check completed	Using Teacher Services  <a href="https://www.gov.uk/guidance/teacher-status-checks-information-for-employers">https://www.gov.uk/guidance/teacher-status-checks-information-for-employers</a>		
Prohibition from Teaching EEA check	Not prohibited or restricted from teaching by another EU country. Completed via Teacher Services.		



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Prohibition from management check	Known as Section 128 check and completed via Teacher Services		
Disqualification under the childcare act 2006 – update 2018	<ul style="list-style-type: none"> <li>· For those working with under-8s <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li> <li>· Self-declaration form (no disqualification by association)</li> </ul>		
Teacher ‘claimed’	Just before employment commences, teacher claimed for the school on Teacher Services (if QTS)		
Overseas Checks	<p>Police check/Certificate of Good Conduct obtained according to school policy (lived overseas for a period of 6 months or more in the last 5 years)</p> <p>Applied for by applicants themselves</p> <p><a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p>		
Single Central Record	All relevant checks recorded on the Single Central Record		
Induction completed	Child Protection Training from DSL		
	Educare training complete – Prevent and Safeguarding Children and Young People (apply to DSL for confirmation)		
	Read Staff Code of conduct		

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Read Safeguarding Policy		
Read 'Keeping children safe in education' Sept 2018		

\*All fields should be initialed and dated.

I certify that the above record is complete and entered onto the SCR.

Signature:

Date:

I confirm that this member of staff is able to commence work as: -

All recruitment checks are complete OR

A risk assessment is in place to allow this person to be employed prior to receipt of a satisfactory references (Risk Assessment in Employee folder)

Name: (Executive Head)

Signature:

Date:

Name: (Designated Safeguarding Lead)

Signature:

Date: