



The British School of Bahrain

Staff Handbook Safer Recruitment Policy

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1. RATIONALE

The BSB follows best practice through a safer recruitment policy that reinforces the safeguarding and wellbeing of students. By embedding safer recruitment practices throughout the school search, selection, onboarding and induction processes, the BSB encourages a safe environment for all community members. It also ensures fair treatment of all applicants applying for roles at the BSB, through providing a clear overview of the safeguarding steps that the school will take during their candidacy for a position, and their subsequent arrival and probation period. This policy not only deters those unsuitable for work with children or young people, but helps identify those applicants for BSB vacancies that are not suitable for work with children or young people, leading to their rejection as an applicant by the school.

2. VACANCY ADVERTISEMENTS

All advertisements for vacancies at the BSB will contain this section of text, displayed in a prominent position:

“The British School of Bahrain is committed to safeguarding and promoting the welfare of children. Applicants will undergo rigorous child protection screening including checks with past employers and an enhanced DBS check.”

This section of text will also be placed permanently on the school webpage for recruitment.

In addition, all advertisements will direct applicants to the school webpage for recruitment, from where they may begin their application. This webpage will contain links to:

- The *BSB Safeguarding Policy and Safer Recruitment Policy*;
- The *BSB Person Specification for Teaching Staff*, and *BSB Person Specification for Administration Staff*;
- The *BSB interview procedure overview for applicants*.

3. OBTAINING REFERENCES

If a applicant is shortlisted for interview, the school’s HR department will issue written reference requests from two referees, one of which must be from the applicant’s current/most recent employer. The final interview will not take place until these have been obtained, so that any discrepancies may be probed during this stage of the procedure.

After the final interview, a member of the School Leadership Team (SLT) will contact by phone, at least one of the applicant’s referees (usually from the applicant’s current/most recent employer). The purpose of this call will be to verify information provided by the applicant and in the written references.



The written reference request and subsequent reference call will focus on:

- The applicant's suitability to work with children and young people;
- Any standing or expired disciplinary warnings relating to the safeguarding of children and young people;
- The applicant's overall suitability for the post.

Reference requests will also include the following:

- Attendance record (including sickness days, to verify the declaration made by the applicant on the online application form)
- Disciplinary record

No appointments will be made without satisfactory references.

4. THE SELECTION PROCESS

As much as possible, interviews will be face-to-face, although Skype calls will often be necessary for applicants who are already overseas. During interviews, applicants will be required:

- To demonstrate their understanding of safeguarding and their capacity to safeguard children and young people.
- To explain any gaps in employment;
- To declare any information that is likely to appear on a DBS disclosure;

5. EMPLOYMENT CHECKS

The BSB will initiate a full DBS clearance and prohibition check, through COBIS, for all successful applicants. The BSB will be pay for these checks.

All successful applicants are required to provide the following documents (on arrival, originals or attested documents will be required):

- Proof of identity (e.g. passport)
- Proof of professional status (e.g. teaching qualification or QTS)
- Actual certificates of all qualifications
- A police check from the current country of residence, should that not be the UK. This police check must be no more than one year old on the applicant's start date at the BSB.



- Declaration of medical fitness (included in the application form and in the employment contract) as required by the Bahrain Labour Market Regulatory Authority.
- Evidence of meeting Bahraini immigration criteria, where requested.
- Any further documents or checks as may be deemed appropriate.

8. ONBOARDING AND INDUCTION

All new staff will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. New staff will receive the safeguarding policy within one week of their start date, and be asked to sign confirming that they have read and understood its contents.

All successful applicants will undergo a period of probation and will:

- Have regular learning walks and a formal observation;
- Attend all relevant continuous professional learning during this period.