



ST. CATHERINE'S BRITISH SCHOOL

A registered charity in the UK and member of HMC & COBIS

Safer Recruitment Policy



This Policy should be looked at with the Safeguarding Policy and Keeping Children Safe in Education (September 2022)

1. Introduction

This policy aims to ensure that both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and an essential part of creating safe environments for children and young people.

2. Recruitment and Selection policy statement

St Catherine's British School is totally committed to safeguarding and promoting the welfare of children and young people and expects the same from all its staff. The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a safe and happy environment. A motivated and committed workforce with the appropriate knowledge, skills, experience and ability to do the job is an integral part of the school community. Therefore all new staff will be subject to pre-employment checks including on identity, criminal background, qualification and employment – this will also include an exploration of any gaps in the employment record and at least two satisfactory employment references.

3. Policy

This policy aims to ensure the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective and economic manner. To achieve this aim, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis and the school will pay particular attention to ensuring compliance with all local employment laws.

5. The Pre-recruitment Stage

The objective of the pre-recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The experience should be positive and all those responsible for recruiting will:

- Put robust safeguards in place throughout the recruitment process that will flag up candidates who may be unsuitable to work with children and therefore reject them.
- Leave a positive image with successful and also with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.



- Reduce the risk of a selection decision that may not meet the school's commitment to safeguarding children and young people or may be expensive and may cause line management problems in the future.

6. Application Process

- A standard application form will be used to obtain a common set of core data from all applicants. Where the TES online Recruitment Service is used (for most teaching positions), their standard online application form and reference template will be used. This has been customised to be in line with our standard application form.
- Applicants will be encouraged to view the website to learn about the school and its core aims and values. They will also be provided with an information pack about the school.
- Where appropriate the applicant will also be provided with a Job Description and Person Specification for the advertised position.

7. References

- The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. Written references may be followed up by a telephone call if considered necessary for any further clarification. If written references cannot be easily obtained, a telephone reference will be taken up and detailed notes taken.
- **AT LEAST TWO REFERENCES** will be sought on all short-listed candidates, including internal ones, and they will be requested prior to the final interview. They will only be read by the interview panel in order to confirm the decision of an offer of employment. Any issues of concern identified will be explored further with a referee via telephone by the chair of the panel and thereafter taken up with the candidate as appropriate after interview. All written and verbal references will require the referee to state clearly if they know of any reasons why the applicant should not work with children and, if so, to expand on those as appropriate.
- **Additional Employment Checks:** the School reserves the right to approach any individual or institution listed on the application form for safeguarding and/or health/attendance purposes.

8. Interview Stage

- The selection process for people who will work at St Catherine's British School will always (unless physically impossible e.g. COVID-19 lockdown/travel restrictions) include a face-to-face interview even if there is only one candidate. Video calls may be used with long-listed candidates in order to finalise the short-list for the final face-to-face interviews.
- The final interview panel will be constituted of at least three, but no more than five, members of staff.



- The members of the panel will:
 - have the necessary authority to make decisions about appointments.
 - be appropriately trained (at least one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
 - meet before the interviews to draw up a list of appropriate questions related to the Job Description and Person Specification as well as decide who will ask each question. The questions will always include a specific question addressing the issue of Safeguarding.
 - where a candidate is known personally to a member of the interview panel it will be declared before short-listing takes place and in most cases they will not be involved in the interview process.
- In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also consider:
 - the candidate's attitude toward children and young people;
 - his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
 - gaps in the candidate's employment history;
 - concerns or discrepancies arising from the information provided by the candidate and/or a referee;
 - if the candidate has anything to declare in light of the requirement for a ICPC or other police check.
- No appointment decision will be confirmed until all references have been obtained.
- Detailed notes of the interview(s) and a record of the outcome are taken and filed.

9. Conditional Offer of Appointment

- An offer of appointment to the successful candidate will be conditional upon:
 - the receipt of at least two satisfactory references;
 - a verbal verification of reference by phone from the immediate previous employer if appropriate;
 - verification of the candidate's identity: original passport or ID card;
 - verification of eligibility to work in Greece;
 - verification of relevant qualifications: original educational certificates;
 - verification of professional status where required e.g. QTS status;
 - a check of DfE barred list and a satisfactory ICPC (International Child Protection Certificate), local police check or foreign equivalent if the applicant has lived outside the UK or Greece;
 - where appropriate, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);



- official confirmation of registration with Greek Ministry of Educations (DIORISTIRIO) if applicable.
- official validation of non-Greek degrees from the DEKATSA Authorities – for Greek Nationals.

10. Post Appointment Induction

There will be an induction programme for all newly appointed staff and governors as well as any volunteers/interns regardless of previous experience. This will involve Safeguarding Training prior to working, or coming into any individual contact, with children.

The induction programme for all employees will include the following:

- Induction Pack including a Staff Code of Conduct including Whistleblowing procedures;
- Safeguarding training incorporating signing the ICT Acceptable User Policy;
- Allocation of a Line Manager and a Mentor as appropriate;
- Appropriate observation/supervisory procedures;
- An end of first term review with the Line Manager and an appropriate member of the Senior Leadership Team.