

## **Saint Fatima School British Division (SFS)**

### **SAFER RECRUITMENT POLICY**

SFS recognizes that safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

#### **Aims and Objectives**

The aim of the *Safer Recruitment Policy* is - by having appropriate procedures for appointing staff - to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.

The objectives of the SFS' safer recruitment policy are as follows:

- ✓ to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ✓ to ensure that all job applicants are considered equally and consistently;
- ✓ to ensure that no job applicant is treated unfairly on any grounds including race, color, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, and disability or age;
- ✓ to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarizing themselves with and complying with the provisions of this policy. The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the

job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analyzing and evaluating information from and about applicants applying for job vacancies at SFS.

### **Guiding Documents and Legal Instruments**

This policy is guided by the following documents:

- ✓ [\*Staffing and employment: advice for schools\*](#) (DfE, January 2021);
- ✓ [\*Recruiting a headteacher\*](#) (DfE, December 2017);
- ✓ [\*Headteacher recruitment toolkit\*](#) (NGA, October 2020);
- ✓ [\*Keeping children safe in education\*](#) (DfE, 2022);
- ✓ [\*Labour Code of Egypt\*](#) (No. 12 of 2003).

### **Roles and Responsibilities**

To promote the safety and well-being of children and young people at the SFS, the school will be responsible for:

- ✓ ensuring the effective policies and procedures are in place for the safe and fair recruitment and selection of staff and volunteers;
- ✓ ensuring that appropriate staff have completed safer recruitment training (every 5 years);
- ✓ ensuring that the school abides by safe and fair recruitment and selection procedures;
- ✓ ensuring that the safer recruiting procedures are regularly reviewed to reflect any changes to legislation and statutory guidance (every three years or upon the necessity);

- ✓ ensuring that all appropriate checks have been carried out on staff and volunteers in the school;
- ✓ monitoring that any contractor and/or agency complies with SFS' *Safer Recruitment Policy*.

It is the responsibility of the Principal other school managers involved in recruitment to:

- ✓ ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school;
- ✓ to monitor contractors' and agencies' compliance with this document;
- ✓ promote welfare of children and young people at every stage of the procedure.

School governors may be involved in staff appointments and approve the final decision on the recruitment.

## **Recruitment and Selection Procedure**

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, which normally entails an external advertisement.

### **Application Pack**

SFS uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

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

- ✓ the statement of the school's commitment to ensuring the safety and well-being of the pupils: "*Saint Fatima School is committed to safeguarding children and young people. All post holders at SFS are subject to appropriate vetting procedures and criminal history check / misdemeanor investigations.*";

- ✓ the *Barring Disclosure* form, which should be signed by the applicant. It is unacceptable for the school to employ anyone who is barred from working with children. It is a serious offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected;
- ✓ job description. A job description is a key document in the recruitment process, and must be finalized prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.
- ✓ the school's *Safeguarding and Child Protection Policy*;
- ✓ The school's *Safer Recruitment Policy*;
- ✓ an application form.

A curriculum vita will be accepted in addition to a completed application form. A CV is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

### **Shortlisting and References**

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. All referees will be asked whether they believe the

applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalized, so that they do not support terrorism or any form of "extremism". In summary, the referees will be asked 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.

No questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The school does not accept open references, testimonials or references from relatives.

## **Interviews**

There will be a face-to-face/online interview possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one interviewer will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment process.

### **Medical Fitness**

The school will verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. 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.

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

### **Other 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 Egypt.

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

### **Induction**

All new employees will be given an induction program which will clearly identify the school policies and procedures, including the *Safeguarding and Child Protection Policy*, the

Code of Conduct, and [Keeping children safe in education: For School and college staff \(part 1\)](#) (DfE, September 2022), and make clear the expectations which will govern how staff carry out their roles and responsibilities.

All new employees will undergo a period of induction and will:

- ✓ meet regularly with their induction tutor;
- ✓ attend any appropriate training including generalist child protection training.

### **Single Centralized Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralized record of recruitment and vetting checks is kept, which contains details of the following:

- ✓ all employees who are employed to work at the school;
- ✓ all employees who are employed as supply staff to the school whether employed directly or through an agency;
- ✓ all others who have been chosen by the school to work in regular contact with children.

This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. sports coaches etc.

### **Ongoing Employment**

SFS recognizes that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the *Annual Review/Appraisal Procedure*.

### **Contractors and agency staff**

Contractors engaged by the school must complete the same checks for their employees that the school is required to complete for its staff. The school requires confirmation that these checks

have been completed before employees of the Contractor can commence work at the school.

Agencies who supply staff to the school must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the school.

### **Visiting Speakers (and Prevent Duty)**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. 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/behavior. These expectations will form part of new staff members' induction training.

*Prepared by QA Manager*

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