



Safer Recruitment Policy

Context and Rationale

The ISM school vision and mission outlines our commitment to providing an outstanding education for children and young people at ISM. This education can only be delivered if there is an agreed and common understanding of the importance of excellent attendance from all of our students.

VISION

INTERNATIONAL EDUCATION WITH DISTINCTION

Excellence - Wellbeing - Multilingualism

MISSION

“Our mission at ISM is to provide an outstanding education for students so that they are happy, confident, independent, multilingual and responsible global citizens.”

Our mission reflects the four core values that underpin all of our work at ISM. To deliver these values as effectively as possible, students must attend school regularly and understand their welfare is paramount .

RESPECT	INTEGRITY	LEARNING	CARING
We communicate and act with courtesy and politeness. We value what we have	We act with honesty, fairness and compassion even in the face of challenge	We are all learners who embrace challenges and strive to develop and improve	We nurture and care for the physical, emotional & social wellbeing of ourselves and others

The Recruitment Policy applies to:

- All adults enrolled or applying for employment at ISM
- Activities provided by the school, including those outside of the normal school hours

And should be read and understood by:

- All staff (Leadership, teaching and support)
- All parents or guardians of ISM students
- Board members

Availability

This policy is made available to parents, staff, and students upon request and through the school website.

Monitoring and Review:

This policy will be subject to continuous review and monitoring and will be audited by the Director. The Board will review this policy as necessary as per the agreed policy review cycle.

I. Introduction and Aims

The International School of Monaco (hereinafter referred to together as “the school”) is committed to providing the best possible care and education to its students, and to safeguarding and promoting the welfare of children and young people. To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

This policy applies to all staff and volunteers at the school and where applicable, prospective applicants for these roles.

The aims of the school's 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, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation;
- 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 and adopting safer recruitment practices and procedures.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Recruitment and selection procedure

The school's recruitment and selection procedure follows the following steps:

2.1 Application form: All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae alone will not be accepted in place of the completed application form.

2.2 Job description and person specification: Application forms and the school's *safeguarding policy* is available to download from the school's website or can be printed and forwarded to applicants on request.

2.3 Shortlisting: Candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming the information they have provided is true.

2.4 Formal interview and selection: If successful in shortlisting then the applicant will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Questions and tasks will be presented and assessed on the day and based on the candidates competence the successful person will be chosen by the panel on the day. The panel will probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this. Each candidate must be interviewed by a minimum of two people, either together or in separate interviews.

2.5 Offer: If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer and manager) and where possible for two separate organisations;
- If there are any causes for concern on the references and/or for senior management positions, the Director will also make a follow up telephone call reference check;
- for positions which involve teaching work, confirmation that the applicant has never been referred to, or is not the subject of a sanction, restriction or prohibition in any way to working with young people;
- for applicants who have carried out teaching work outside the UK, confirmation that the applicant has never been referred to, and is not the subject of a sanction issued by, a regulator of the teaching profession which renders them unable or unsuitable to work at the school;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in France and Monaco (long stay visa) or ability to attain this;;

- any further checks which the school decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or additional references (ICPC request for all British citizens); and
- verification of academic, professional or other qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

3. Pre-employment checks

In accordance with the above requirements, the school reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet, social media and world check searches.

In fulfilling its obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

4. Conditions of Employment

4.1 References

References are generally taken up on short listed candidates after the interview where the candidate gives their permission. We will ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal/director as accurate in respect to disciplinary investigations

All confirmed 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 and must be a senior person with 'appropriate authority'. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children (where possible).

Neither referee should be a relative or someone known to the applicant solely as a friend or colleague. If the candidate is not currently employed, verification will be obtained of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

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. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious;

The School will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or on open references or testimonials. Open references will not be accepted. The School will verify that electronic references originate from a legitimate source.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

The School may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.

4.2 Medical fitness

The school is legally required to 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. The school will not make enquiries about health or medical fitness prior to any offer of employment being made.

In order to obtain the work permit, the authorities ask all applicants, to whom an offer of employment is made, to complete a health questionnaire. The school will arrange for the information contained in the health questionnaire to be sent to the Office de la Médecine du Travail (OMT). This information is confidential. If the OMT has any doubts about an applicant's suitability for the role on medical grounds, a medical visit will be arranged to see if any reasonable adjustments might be made to the requirements of the role, the physical layout of the school or other areas.

A job offer will not be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

4.3 Criminal records check

The school will not confirm the employment of any member of staff where an issue is disclosed through the criminal record check process. The HR department will refer the matter to the Director, who may decide to seek further legal advice regarding the concern, which has been highlighted. If any concerns are raised regarding child protection or safeguarding under no circumstances will the offer of employment be confirmed.

5. Contractors and agency staff

Subcontractors 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.

External contractors must always be supervised by an ISM staff whenever they are in proximity of students.

6. External staff

The school will request an annual police check on all external staff undertaking any activity with students at or on behalf of the school:

In addition the school will seek to obtain such further suitability information about an external staff as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- Identity card, or passport
- Current private insurance
- Exact schedule of the private lessons

5. Visiting speakers

The prevent duty guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised. Any visiting speaker invited to the school will be fully checked for suitability.

6. Retention and Disclosure of Information

The school will observe the following guidance on the use of disclosure information.

In particular, the school will:

- store disclosure information and other confidential documents issued by the DBS or police check in locked, non-portable storage containers, access to which will be restricted to the School's Director and HR department;

- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

The school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the school for the duration of the successful applicant's employment with the school. It will be retained in accordance with the School's retention of records policy after employment terminates.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

The school will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant. Where a person appointed to a role at the school is found to be disqualified the school will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the school, after which it will be securely destroyed.

7. Whistleblowing

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of students, the conduct of staff or other matters, during the course of their employment in accordance with the school's policies (including *the safeguarding policy and the staff code of conduct*).

Policy Review

This policy will be reviewed as per the agreed policy review cycle.

	<u>Signed Director</u>	<u>Signed Chair of the Board</u>
Date of review:		
Date of next review:		