

International School Seychelles



Safer Recruitment and Selection Policy

You are not born for yourself but for the world

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1. Policy Aims

- This Safer Recruitment and Selection Policy aims to ensure both safe and fair recruitment and selection is conducted at all times.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

- 1.1. The purpose of International School of Seychelles (ISS) Safer Recruitment and Selection Policy is:
 - 1.1.1. To ensure the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective and economic manner.
 - 1.1.2. To achieve this purpose, 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.
- 1.2. The aims and objectives of International School of Seychelles (ISS) Safer Recruitment and Selection Policy are to:
 - 1.2.1. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
 - 1.2.2. To ensure a consistent and equitable approach to the appointment of all school staff.
 - 1.2.3. To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
 - 1.2.4. To ensure the most cost effective use is made of resources in the recruitment and selection process.

2. Policy Scope

- International School of Seychelles (ISS) believes that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.
- This policy applies to all the school employees and the Board of Governors is responsible for and involved in recruitment and selection of all staff.
- This policy also applies to volunteers.

Recruitment of staff at ISS shall rest with the Board of Governors as per the Constitution but the Principal is hereby delegated to conduct interviews and appoint all staff below the rank of teachers and middle managers with notification to the Board. Recruitment of teachers and staff of middle management can be interviewed by such panel as may be deemed fit by the Principal but approval of BOG shall be obtained prior to appointment. Appointment of the Senior Leadership Team shall remain with the Board of Governors.

Equality of opportunity is an integral part of the recruitment and selection process.

2.1 Definitions

- **Safer recruitment:** Safer recruitment is a set of practices to help make sure school staff and volunteers are suitable to work with children and young people. It is a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.
- **Selection:** The action or fact of carefully choosing someone or something as being the best or most suitable.

2.2 Links with other policies and practices

This policy links with several other policies, practices and action plans including:

- Staff handbook
- Staff code of conduct
- Safeguarding policy

3. Monitoring and Review

- International School of Seychelles (ISS) will review this policy at least once annually.
- ISS will regularly monitor staff recruitment and selection processes and evaluate the mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of safer recruitment and selection, the Senior Leadership Team will be informed of recruitment and selection concerns, as appropriate.
- The Senior Leadership Team will report on a regular basis to the Board of Governors about staff recruitment and selection practice and issues, including outcomes.
- Any issues identified via monitoring will be incorporated into the school's action planning.

4. Safer Recruitment

Identifying vacancies	Members of the Senior Leadership must get written approval from the Chair of the Board of Governors regarding starting the recruitment process for any vacancies.
Definition of the role	SLT must submit staffing requirements which include both the job description and the profile specification to the Principal, highlighting the importance of understanding safeguarding issues
Approval	The Principal seeks authorisation from the Board of Governors to advertise the position(s).
Advertising process	<ul style="list-style-type: none"> • All vacancies (whether the role is for paid staff or a volunteer) are advertised to ensure fairness and to attract a wide selection of applicants. • Vacancies advertised externally are brought to the attention of current ISS staff. • All jobs are advertised on the school website as well as other relevant websites. • Copies of adverts are kept by HR.
Advertising content	<ul style="list-style-type: none"> • Advertisements include the job title, location, the main duties and responsibilities of the job. They also include the skills, qualifications, and experience needed, an indication of the salary package/range and the closing date for applications. • Adverts and all recruitment materials make clear the school's commitment to Safer Recruitment. The following statement is included in all publicity material, advertisements, candidate information packs, job descriptions for positions at the school: <i>"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The person appointed must be willing to undertake all regulatory checks."</i>
Applicant information pack	An application pack is prepared and provided to applicants, ensuring that people interested in applying for a role at ISS have all the information they need about the school and the advertised vacancy.
Applications from candidates	<ul style="list-style-type: none"> • Applicants for employment shall provide a CV, detailing their experience and providing referees. • All applicants receive fair treatment and a high quality service. • Confidentiality is maintained at all times regarding candidates' details.

5. Selection

Shortlisting	<ul style="list-style-type: none"> • Shortlisting is carried out by two members comprising of at least one member from the Senior Leadership team and Phase leader or department head or a member of the Board of Governors. • They should each be clear about what their role involves, and should assess each application form according to how well it meets the criteria. Criteria for evaluation must be clearly laid out. • The school considers both internal and external candidates for advertised roles and all applicants are treated in accordance with the school's commitment to equality and inclusion.
Invitation to interview	HR invite shortlisted candidates to interviews.
References	<ul style="list-style-type: none"> • The school asks for written confirmation about previous employment history and checks that information is not contradictory or incomplete. • References provide objective and factual information to support appointment decisions. They v always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointme confirmed. • References are sought on all short-listed candidates before interview, are requested directly fro the referee and require answers to specific questions. • References are checked to ensure that all specific questions have been answered satisfactorily. referee can be contacted to provide further clarification as appropriate. References are also considered for consistency with the information provided by the candidate on their CV and any discrepancies are taken up with the candidate. • Any information about past disciplinary action or allegations are considered carefully when assessing the applicant's suitability for the post. • Following an offer of employment referees are contacted by email to verify the reference using standardized reference template.
Interviewers / Panel	<ul style="list-style-type: none"> • The selection process reflects the requirements of the post but will as a minimum involve an interview with two appropriate and trained members of staff (one Safer Recruitment trained), including a Chair. • For recruitment into senior leadership positions (SLT), the panel should comprise at least two members of the Board of Governors • The same panel should interview all shortlisted applicants for the same post.
Preparation for interview / other selection tasks	<ul style="list-style-type: none"> • The job description and person specification are essential tools and are used throughout the process. • Questions are planned in advance and relate to items in the person specification; they enable the panel to explore the candidate's suitability to work with children, their attitude and their motivations for applying for the role. • Each candidate is asked the same questions to ensure fairness and transparency of the ISS recruitment process.
Interviews	<ul style="list-style-type: none"> • Staff involved in interviewing are required to ask candidates to: <ul style="list-style-type: none"> ○ account for all gaps in employment history ○ account for discrepancies from references or accompanying CVs ○ demonstrate their understanding and ability to safeguard the welfare of children and young people ○ In addition candidates must be given the opportunity to declare any information which is likely to be revealed on a Police Check or through other recruitment checks. • Notes are made during the interview. This forms the evidence for assessing each candidate after the interviews are complete. A scoring system based on the person specification should be used, and the same criteria is followed for each interview.

	<ul style="list-style-type: none"> • During the interview candidates should show that they are able to: <ul style="list-style-type: none"> ○ establish and maintain professional boundaries and professional integrity ○ establish and maintain positive relationships with children ○ follow appropriate safeguarding procedures and be willing to undertake relevant training to ensure safeguarding and protection of children.
Additional tasks	Additional tasks during the selection process may be included if deemed necessary which will be applied for all shortlisted applicants
Interview follow up	<ul style="list-style-type: none"> • All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback will be provided to unsuccessful candidates. • Documentation will be retained on all applicants short listed for interview and should include name, address and date of birth. • The names and total number of applicants shortlisted for final interview will be retained and for every settled worker who was rejected, interview notes which show the reasons why they have not been employed.
Selection	<ul style="list-style-type: none"> • Selection will be based on CVs, shortlisting and interview and additional tasks where deemed necessary. • Employees will be recruited on the knowledge, experience and skills needed for the job.
Appointment	<ul style="list-style-type: none"> • The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks. The level of checks required will depend on the role and duties of an applicant to work in the school. • Any concerns raised during the employment checks will be investigated and a written note kept in the employment file of the further investigation conducted and its conclusion.
Confirmation of appointment	<ul style="list-style-type: none"> • When all pre-employment checks have been completed satisfactorily and approved by the Chair of the Board, the offer of employment is confirmed in writing. • Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the school withdrawn. • Any candidate who applies for a role in the school despite being on any countries' barred or prohibited lists must be reported to the appropriate authorities at once.
Single Central Register	<p>The school maintains a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:</p> <ul style="list-style-type: none"> • Identity check • Address check • Employment history (CV) • References • Check of professional qualifications as appropriate • Medical fitness declaration • Police check • Prohibition from teaching check • Prohibition from management check • Barred from working with children check • Childcare disqualification check • Check on the right to work in the Seychelles • Further overseas checks as appropriate <p>Evidence of checks must be placed in staff individual HR files.</p> <p>The Single Central Register will include the following people:</p> <ul style="list-style-type: none"> • All staff including supply staff who work in the school; this means those providing education to children • All others who work in regular contact with children in the school, including volunteers • All members of the School Council

Foreign workers	For successful foreign workers, ISS will apply for a GOP, subject to the receipt of satisfactory medical examinations records.
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6. Agency and third-party staff, visiting professionals

The school will obtain written notification from any agency or third party organisation that supplies staff to the school that the organisation has carried out all the checks on an individual who will be working at the school that the school would otherwise perform. This must include, as necessary, a barred list check and, if applicable a check on prohibition orders, prior to appointing that individual. Where a Police check has resulted in a disclosure the agency must provide a copy of this to the school.

Supply agencies are required to provide the school with the date that it or another agency received a Police check for a member of staff it supplies and the date of that check. If applicable the supply agency must also provide written notification of the contents of a check. Supply agencies must undertake a fresh check every three years or earlier if there are concerns or a break in service of three months or more.

Details of third party or supply agency notification are to be kept on the Single Central Register.

7. Contractors' Staff

Contractors working at the school on a long-term basis will be subject to the same checks as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible the school will require written confirmation that Police checks have been undertaken by the contractor and will also carry out identity checks on arrival.

Where a contractor working regularly at the school (and is self-employed), the contractor may only work outside of school hours and/ if the contractor is working at the school during school hours, the work must be supervised by designated staff around children. The school will obtain the appropriate Police check.

8. Volunteers

The need for volunteers may vary according to the individual and activity for which they are recruited. All volunteers are expected to adhere to the standards expected of any staff at school

Volunteers in a regulated activity must undergo the same checks as staff employed at the school. This will include all volunteers who accompany residential school trips.

Regular volunteers will require a Police check.

'One-off' volunteers for day outings, concerts etc. should be a vetted member of the school community and must be accompanied at all times by a suitably member of staff.