



# **BIST Safer Recruitment Policy & Procedure**

## **Aims**

This policy has been developed to embed safer recruitment practices and procedures throughout **BIST** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in *Safeguarding Children and Safer Recruitment in Education - January 2007* and *Dealing with allegations of abuse against teachers and other staff – DfE 2012*. It also reinforces practices outlined in the school Safeguarding policy.

## **Safe recruitment at BIST**

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

## **BIST Safer Recruitment Procedure**

### **A) INVITING APPLICATIONS**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

*“The British International School of Tbilisi is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”.*

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

- Details about the school ethos and general information about the school
- Job description and person specification
- The school’s Safeguarding Policy and Safer Recruitment Policy
- The selection procedure for the post
- An application form

All applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant for completion. A curriculum vitae is not accepted in place of a completed application form.

All completed applications should be initially be sent to [recruitment@bist.ge](mailto:recruitment@bist.ge)

Nb: All positions available are advertised internationally via the TES and the school and COBIS websites, or locally via jobs.ge and school website. All positions available will also be posted on the Virtual Briefing for internal candidates. This avoids any accusation of discrimination from any persons of unfair appointments at BIST and any abuse of position by the selection panel. Any prior relationship or contacts with a candidate by BIST staff should be declared.

### **B) SAFER RECRUITMENT TRAINING FOR THE RECRUITMENT PANEL**

At least two members of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. Ideally, all members will have completed safer recruitment training.

### **C) SHORT LISTING AND REFERENCES**

Applicants will be short-listed against the person specification for the post. Two references, one of which must be from the applicant’s current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. References will be sought directly from the referee, and who will be contacted by phone to confirm the reference and to clarify any anomalies or discrepancies. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of all such telephone exchanges.

In addition to asking about the suitability of an applicant’s suitability for the post, referees will be asked specific questions about the applicant’s suitability to work with children and young people and any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people. Reference requests will also include questions on an applicant’s current post and salary, sickness and attendance record and disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance, ACRO check and/or police check.

#### **D) INVITATION TO INTERVIEW**

Applicants called to interview will receive:

- A emailed letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

#### **E) THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed applicants. Interviews will always be face-to-face (this includes via video conference).

#### **F) EMPLOYMENT CHECKS**

An offer of appointment will be conditional and all successful applicants will be required to:

- Provide proof of identity
- Complete a basic DBS application and receive satisfactory clearance (in cases of teachers employed from other countries than the UK a police clearance check will still be required)
- Complete application for **International Child Protection Certificate (ICPC) and ACRO**. The [ACRO website](#) provides step by step details regarding the process.
- Provide proof of professional status and actual certificates of qualifications
- Complete a confidential health questionnaire

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record (held electronically)
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

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

#### **G) INDUCTION**

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 as part of their induction training.

All new staff will undergo a period of monitoring and will:

- Meet regularly with the induction leader
- Meet regularly with their line manager
- Attend any appropriate training

Safeguarding training will be part of the annual programme of CPD for all staff and there will be ongoing reminders during the academic year.

#### **H) PERIPATETIC STAFF, LOCAL STAFF and COACHES**

**BIST** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. In the case of Georgian citizens and residents a police check will be required and references taken as fully as possible.

**This policy will be next reviewed in June 2023 (and on an annual basis thereafter)**

**Reviewed: September 2017, April 2018, October 2108, October 2019, June 2020, May 2021, June 2022**

# The Safe Network checklist for safer recruitment

Write a clear job description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).

Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.

Make it clear that your organisation has a commitment to safeguarding and protecting children. You could include this in a job application pack. See how our notes on policies and procedures [How to write a child protection policy statement](#)

Have a face-to-face interview with pre-planned and clear questions.

Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

Check the candidate's identity by asking them to bring photographic ID.

Check the candidate actually holds any relevant qualifications they say they have.

Apply for a Disclosure and Barring Service (DBS) check

Take up references. Ask specifically about an individual's suitability to work with children.

Provide a copy of your organisation's safeguarding procedures and employee/volunteer code of behaviour (i.e. what is and is not acceptable behaviour in relation to children).

<http://www.safenetwork.org.uk>