

British Overseas School: Safer Recruitment Policy



1. Purpose

The purpose of this policy is to ensure that the school adopts robust and consistent recruitment and selection practices that safeguard and promote the welfare of children. This policy helps to deter, identify, and reject individuals who may pose a risk to students.

2. Scope

This policy applies to all employees, volunteers, contractors, supply staff, and anyone engaged to work with or around children at the school, whether paid or unpaid, permanent or temporary.

3. Aims and Principles

- To ensure safe recruitment practices protect children.
- To ensure all staff and volunteers are suitable to work with children.
- To maintain vigilance throughout employment to prevent abuse or misconduct.
- To ensure equality, fairness, and transparency in recruitment processes.

4. Legal and Regulatory Framework

This policy is guided by:

- Local child protection laws and regulations.
- School safeguarding and child protection policy.

5. Roles and Responsibilities

- Board of Governors: Responsibility for oversight of safeguarding and safe practices in the school.
- Principal / Headteacher: Overall responsibility for safe recruitment and ensuring policy compliance.
- HR Department: Ensures all pre-employment checks are completed and records are maintained.
- Line Managers / Interview Panels: Conduct interviews and ensure adherence to safer recruitment principles.
- All Staff: Have a duty to report any concerns regarding safeguarding or staff conduct.

6. Recruitment and Selection Procedures

6.1 Advertising – School Website & Official BOS LinkedIn.

All job advertisements will include:

- A statement about the school's commitment to safeguarding and promoting the welfare of children.
- A clear note that all appointments are subject to satisfactory preemployment checks.

6.2 Application Process

- Cover letter. To be specific to the vacancy, appropriately addressed – not generic.
- A current CV. To be relevant to the position and up to date, including a comprehensive career history, including the post currently held.
- Gaps in employment history to be identified, explained, and verified. A significant gap would be of 4 weeks or more.
- Applications will be scrutinised for inconsistencies or anomalies.
- Notes to be maintained on the CV.

6.3 Shortlisting and Interviews

- Applicants to be shortlisted according to specific criteria. Criteria to be recorded and stored as part of the process.

- Shortlisted candidates will be interviewed by two trained panel members – Ms Angela Victor (Safer Recruitment Trained) and Ms Zeb Hamdani (DSL).
- Questions will include child safeguarding-related scenarios and attitude assessments.
- In addition to CV-related questions, applicants will be asked job-specific questions. Questions and responses to be recorded and stored as part of the process.
- Candidates' identity and qualifications will be verified before or at the interview. Ultimately, verification will be by birth certificate; if unavailable, a passport or NIC will suffice until the birth certificate can be provided.

6.4 Pre-Employment Checks

Before confirming any appointment, the following checks will be completed:

- Verification of identity, by birth certificate, plus CNIC or passport.
- Verification of academic and professional qualifications. Originals to be seen, but not retained. Hard copy certificates to be stamped and attested by the issuing institution.
- Reference checks (minimum of two, including the most recent employer). References to be provided via the school's own reference form only. Reference requests can be sent only via official institutional email addresses. One referee to be from the applicant's line manager at their current or most recent employment.
- Employment history and gap verification. Checks and triangulation may include:
 - o Employer references
 - o Medical certificates
 - o Training certificates
 - o Travel docket
 - o Digital footprint – such as LinkedIn profile
- Criminal background/police clearance check. Originals only.
- For all appointments made from overseas, the school requires an International Child Protection Certificate (ICPC) for any applicant who is a British national or who has lived in the United Kingdom.
- Right-to-work verification (Medically). Medical certificate to be provided by a reputable hospital. In Karachi, examples would include National

Medical Centre, Agha Khan University Hospital, South City Hospital, and Jinnah Hospital.

6.5 Conditional Offer of Employment

A formal offer of employment will only be made after satisfactory completion of all checks. Any unsatisfactory or incomplete checks may result in the offer being withdrawn.

7. Volunteers and Contractors

- Volunteers working regularly with children must undergo the same vetting process as paid staff.
- Contractors or external providers must provide evidence of their staff's clearance and safeguarding training.

8. Induction and Training

All new staff, volunteers, and contractors will receive:

- A safeguarding and child protection induction.
- Information on reporting concerns or allegations.
- Ongoing annual safeguarding training.

9. Record Keeping

- The school maintains a Single Central Record (SCR) of all staff and volunteers, including vetting checks.
- All recruitment documentation will be securely stored and retained in line with data protection requirements.

10. Allegations Against Staff

Any allegation that an employee or volunteer has harmed or may harm a child will be handled in accordance with the school's Safeguarding and Child Protection Policy and reported to the designated safeguarding lead (DSL) immediately.

11. Review of Policy

This policy will be reviewed annually, or earlier if new legislation or best practices emerge, to ensure ongoing compliance and effectiveness.