



LAUDE

SAN PEDRO
INTERNATIONAL COLLEGE

Safer Recruitment Policy

January 2020

Laude San Pedro International College

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1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care.

2.0 Rationale and Scope

Laude San Pedro International College and ISP are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

- 2.1 This policy has to be read by all staff who are involved in the recruitment and selection of staff or who has a lead role in the safeguarding/child protection of students in a school.
- 2.2 This policy is only one part of the school's responsibility for safeguarding and the staff files and checks must be maintained throughout employment to ensure continued compliance.

3.0 Protocol

Across the school, we are committed to help keep students safe by:

- providing a safe learning environment and
- identifying risks and taking action to remove/reduce it.

Achieving this objective requires systems designed to:

- Prevent unsuitable people working with or alongside students
- Promote safe practices
- Challenge poor and unsafe practice

- Identify concerns and take appropriate action
- Maintain professional standards, including strict confidentiality of all documents and notes in locked storage and conversations must be held in private.
- Clear declaration by colleagues of any personal or financial relationship with any applicants. This will exclude that colleague taking part in the recruitment or selection process.

4.0 Recruitment Process

4.1 Safer Recruitment Training

The school will seek to train all staff involved with recruitment aspects of recruitment with the Educare Safer Recruitment Online course and where possible the follow up face to face training from ISP Human resources team. At least one member of the interview panel must have successfully completed this training and hold the certificate.

4.2 Advertising Vacancies' and Documentation

Whenever the school places adverts or produces documentation relating to safer recruitment process the following statement must be included:

Laude San Pedro International College and ISP are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history and successful references covering the last four years of employment.

This includes:

Job descriptions & person specifications – which must be updated on each occasion

Advertisements – which must be attractive to candidates, but dissuade unsuitably skilled/qualified people.

Application forms – relevant to the job role

Interview notes/tasks –should be relevant to the post and person specification

All applicants should be sent the following documentation:

- Job description and person specification
- The ISP Safeguarding Policy
- The ISP Safer Recruitment Policy
- The selection procedure for the post
- The schools whistleblowing policy
- An application form

4.3 Shortlisting

Application Forms - All applicants (internal and external) must complete the School's Application form in full and sign it. If they submit an electronic copy then the paper copy must be signed when they attend the interview. CV's can be accepted in addition to the application form. It is recommended that 2 people shortlist the candidates to ensure transparency of the process.

The selection panel should check applications forms for any unexplained gaps in employment and this may help decide the list of shortlisted candidates or can form part of the interview to close the gaps.

Searches - The HR Lead should undertake a basic internet/social media search on shortlisted candidates, in all countries they have lived, before the interview. Any information that needs to be checked can be form part of the interview process or the candidate can be removed from the shortlist.

References - Applicants should give a minimum of two professional reference contacts on the Application Form. A key purpose of the reference is to verify the applicant's suitability to work with children. These reference contacts must therefore include the most recent employer, the most recent employment working with children (if different) and cover a minimum of 4 years work history. References should be sought on all short-listed applicants, including internal ones.

The School must request all two written references directly from the referee. We do not accept an open reference as part of the recruitment process e.g. "to whom it may concern".

As a rule, character references are not acceptable; this includes references from relatives or people writing solely in the capacity of friends. If there is a good reason the applicant cannot supply the requisite number of referees (e.g. because they are recent graduates or have only held a small number of jobs), references may be sought from high quality alternatives (e.g. University tutor).

References should be requested using the Employer Reference Request Form. If the referee has a different format then this will be accepted. Ideally, the school will receive at least 2 references in advance of the interview.

All job offers are conditional upon receipt of satisfactory references

All references should be scrutinised by the HR Lead and special attention paid to questions regarding disciplinary issues, suitability to work with children, re-employment and whether the dates of employment, role and duties match the information supplied on the Application Form. Referees should be contacted for a follow-up conversation if any of these elements are unclear or give cause for concern or if the reference comes from a non-professional email address. Notes of the conversation should be made and dated, and retained on the applicant's personnel file. Any issues of significant concern should be escalated to the recruitment panel.

Where an individual has not listed relevant or logical referees the school may ask the applicant to provide referees that are more suitable and/or should consider contacting those referees who have not been listed. Any such contact should be discussed with the applicant in advance, documented, dated and included in their personnel file if they are subsequently appointed.

In the event that suitable references cannot be obtained, the matter should be escalated to the Principal.

4.4 Interview, Selection and Appointment

Invitation to Interview – The invitation to interview letter should include; the date, time and place of the interview, directions to the venue, names of those people on the interview panel, details of the selection process, the Safeguarding Commitment statement and a statement that the interview will include questions relating to safeguarding.

Applicants should be asked to bring three original documents:

- Two confirming their identity i.e. a current driving licence, passport and/or birth certificate (one of which must include their photograph),
- One document confirming their current name and address such as a utility bill or financial statement (dated within the last three months).
- It is not permissible for applicants to offer photocopied documents for the purposes of identity checking.

Selection Process –All appointments should have an interview. Other activities/tests/skills based assessments may also be used. Whilst students may be involved in the interview process, they must never be left alone with the candidates.

Interview Panel – there should always be a minimum of two interviewers on the panel. The Interview Panel should meet in advance to confirm the elements of the selection process and to confirm the questions. The same basic questions, tests, assessments and timings must be used for all candidates but additional questions can be included

depending on each candidate's response. Any particular queries relating to the application form and references can be asked in the interview.

It is essential that Safeguarding questions are asked in every interview and that the 2 key discipline and safeguarding questions are included as well.

Interview notes should be taken by all members of the panel and collated at the end of the interview by the HR Lead. Interview notes should be legible and cover all key topics discussed during the interview. These should be added to the employee file of the successful candidate. For unsuccessful candidates the written notes etc must be stored for 3 months after the interview in case of dispute.

Selection Decision – The decision has to be based upon the best person for the job role. When the candidate has verbally confirmed acceptance it is very important the unsuccessful candidates are also informed by the school. They should never find out from another source as this damages the school's reputation.

Written Offer – Only the Principal can sign and authorise the issue of a written job offer which is produced by the HR Lead and Head of Administration. All contracts are issued subject to satisfactory completion of a probationary period at which point they are made permanent.

Prior to Commencement of Employment – All personnel are required to submit the following documents prior to beginning their position.

- Provide proof of identity
- Provide Criminal Background Checks or equivalent covering any country they have lived and worked in during the last 10 years.
- Provide proof of professional status
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the country of employment
- References for the previous 4 years

In addition, all staff have to complete the relevant online safeguarding training as set out by the HR Lead.

4.5 During Employment

Spanish Police Checks – New staff will take the first Spanish Police check after 3 months of living in Spain if they did not require it upon appointment.

Staff Professional Responsibility – staff are professionally bound to notify the Principal if they are questioned, charged or committed with any criminal act during their employment. Failure to do so will be considered a serious disciplinary offense.

4.6 Personnel Records and Single Central Register (SCR)

The school will store all documents related to employees in a secure location. The school will enter the details onto the SCR and maintain this file throughout the working life of each employee.

The SCR shows the following:

- Legal Name of staff member
- Staff Category
- Start date
- What Identity check has been undertaken (ie DNI/NIE)
- Identity check includes photographic evidence
- Qualifications checked
- Right to Work in Spain
- Sex Offenders Central Register Check – for Spain
- Suitability in respect of overseas checks where applicable
- Suitability in respect of prohibition orders where applicable
- Satisfactory References received
- Background history (evidenced by a fully completed & signed Application Form/Employment History Form)
- Notes

The checker must input the following on to the SCR:-

- the date the original documentation was seen
- their initials or name
- If there is no requirement to see documentation “N/A” must be entered as no field should be left blank.

New Starter Checklist - must be completed as an evidence tool that all necessary checks and returns have been received. This document is signed off by the School Principal and filed along with the employees personnel file.

If any of the checks required are not fully compliant with the standard process this must be documented on a Risk Assessment Form whereby a discussion with the employee is recorded, the considerations noted, details of any mitigating actions are clearly defined and the outcome determined by the Principal to enable a full audit trail.

5.0 Non-Employee Groups

The HR Lead must obtain written notification from any agency or third-party organisation that present staff to work within the school that they have completed all the checks we would have undertaken if employing directly. The school must also conduct their own identity check to ensure that the person presenting for work at the school is one and the same person for whom the third party organisation have confirmed the checks have been undertaken.

6.0 Interpretation

In this policy the term “senior manager” means a School Principal, Head and their designated deputies.

The school is owned by International Schools Partnership Services Limited,

The office is:
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7.0 Policy Tracker

Date Created	Author	Revision due date
January 2020	A Hughes	December 2020
Review Date	Reviewer	Revision due date
26 October 2020	A Hughes	October 2021