

Nilai International School - Safer Recruitment Policy

1. INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures 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 reinforces the school's Safeguarding Policy that all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

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

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

2. INVITING APPLICATIONS

Advertisements for posts, application forms and the school website will include the statement:

“Nilai International School is committed to Safeguarding and promoting the welfare of children. Applicants to work or volunteer here must be prepared to undergo screening, including checks with past employers, to ensure that they are fit and proper persons to be working with children in a school operating under British values and standards.”

Prospective applicants will be supplied or made aware of, as a minimum, the following:

- A job description and person specification;
- A school application form;
- School's Child Protection and Safer Recruitment Policies

3. TRAINING OF THE RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel, normally the Principal, will have successfully completed recognised training in safer recruitment and child protection.

4. REFERENCES

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before any firm appointment is made. References will be sought directly from the referee, and where necessary, the referee will be contacted 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.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Sickness record
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS or equivalent clearance.

5. THE SELECTION PROCESS

Where possible, interviews will be face-to-face. It is recognised that in International schools, this is not always possible.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;

- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6. INVITATION TO INTERVIEW

Candidates called to interview will receive written confirmation of the interview, and details of the interview day including details of the panel members, details of any tasks to be undertaken as part of the interview process, and the opportunity to ask questions prior to the interview.

7. EMPLOYMENT CHECKS

All successful applicants are required to

- Provide proof of identity
- Provide proof of professional status
- Provide Actual certificates of qualifications
- Provide a 'DBS enhanced-level check with child barred list' through COBIS (UK employees), and evidence of checks provided by another country for an applicant who has worked abroad, dated the year the employee joins the school, or
- Provide an equivalent background check from the country where a teacher is currently employed (Non-UK employees) dated the year the employee joins the school, and/ or
- Give permission for a professional background check to be made on them by a recognised vetting company chosen by the School
- Provide at least two references, one being from the current employer
- Provide a declaration of medical fitness
- Fulfil the immigration and employment criteria to be granted permission to work in Malaysia
- Any further documents or checks that may be deemed appropriate

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file

- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8. INDUCTION, CONFIRMATION

All new school staff will receive induction training that will include the school's Safeguarding policy.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their line manager
- Attend all training offered and respond appropriately to any advice or guidance relating to Safeguarding or Health and Safety.

Teachers will only successfully complete their Probation period at NIS and have their employment confirmed if they are judged to pose no risk to the safety or wellbeing of children, and if they actively follow and promote appropriate behaviour towards children: teachers in any doubt should visit www.teachernet.gov.uk and search under "Safe Working in Education."

Approved

Next review:

Charles Dormer, NIS Principal.