



## **Straits International School Safer Recruitment Policy**

Straits International School is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to a CV and qualification checking, interview, identity checks, criminal record checks, and successful references

### **1. Introduction**

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Straits International School. The aim is 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.

Decisions concerning the need to recruit staff are delegated to the Human Resource Department by the Principal. All decisions will be made with regard to curriculum needs and financial circumstances. Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

### **2. Equal Opportunities**

The Principal of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics, these being:

Age, disability, gender, race, religion or belief, marriage and pregnancy.

The school management will promote equality in all aspects of school life, including in regard to the recruitment of staff.

### **3. Advertising and Inviting Applications**

All vacant posts will be advertised to ensure equal of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified

*Non Mifi, Non Tibi, Sed Nobis*



internal candidates, vacancies may be advertised internally before an external advertisement is placed.

#### **4. Applications**

Prospective applicants will respond to the advertisement by submitting their Curriculum Vitae to the recruitment team, along with any other documents dependent upon the advertisement and position.

#### **5. Advertisement and Application Process**

Advertisements for posts shall include the following statement:

“Straits International School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with all past employers. As such, three references are required, from The Principal/Head teacher of your current and previous school, as well as one other of your choice. All potential candidates shall also require relevant security clearance from the authorities, both within their country of origin and their current country of residence.”

Prospective applicants must complete, in full and return a signed application form. Incomplete application form will be returned or the application will not be processed.

#### **6. Short-Listing and References**

Where a large number of applications are received, a long-list of the most suitable candidates will be selected.

The short listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

References will be sought for all applicants on the long list. Referees will be asked to complete the school reference form. Referees must include (for teaching positions), current and previous school Principals, plus one other of the applicant’s choice.

The school reference request form shall ask for confirmation about the suitability of applicant to work with children, and whether the applicant has been subject to any disciplinary or capability procedures.

*Non Mibi, Non Tibi, Sed Nobis*



References will be sought directly from the referee(s).

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies.

Employment references will be sought from all employers to ensure details provided in the CV are accurate.

## **7. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, to give a demonstration lesson in front of school management wherever possible.. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.

In all circumstances, candidates will be required to attend an interview with the Principal, whether in person or remotely, dependent upon applicant location.

Interviews will always be face-to-face, for local hires. If the prospective candidate is abroad, this will be conducted via a visual skype.

Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

## **8. Interview**

Interview will be conducted by minimum of two panels, at least one of whom is safeguarding trained, and/or aware of the safeguarding agenda. The Principal shall be the Head of Panel for every interview. Larger panel may be required for senior posts.

Interviews are face to face whenever possible even if there is only one candidate. Skype interview will be conducted for foreign hire.

Interview questions will be aimed at obtaining evidence on how each candidate meets the requirement of the Job Description.

The same area of questions will be covered for each applicant according to SIS Standard Interview Form.

*Non Mifi, Non Tibi, Sed Nobis*



Candidates will be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any discrepancies in the information available to the selection panel
- To declare any information that is likely to appear in police check

Candidates will be also questioned on issues in regards to safeguarding children:

- To demonstrate their capacity to safeguard and protect the welfare of children and young people
- Personal interview questions will be asked when selecting staff who will work with children.

A written record will be kept of the outcome of the interview

## 9. Employment Checks

All successful applicants are required to:

- provide proof of identity
- provide police check and receive satisfactory clearance (for foreign hire) and Venovox screening (for local hires)
- provide certificates of professional qualifications (teaching staff or where required);
- Undergo a successful CV screening conducted by HR

## 10. Confirming the Appointment

The final offer of employment will be subject to:

- (i) Police check (for foreign hire) or Venovox clearance (for local hire)
- (ii) Obtaining working permit (for foreign hire)
- (iii) Satisfactory references

All foreign hire are required to provide police check from home country and current residence country.

*Non Mifi, Non Tibi, Sed Nobis*



## 11. Induction

All staff who are new to the school will receive full induction training that will include orientation upon the school's Staff Handbook, school policies and in particular SIS Policy on Safeguarding Children. All staff shall also be required to sign the SIS Code of Conduct.



*Non Mihi, Non Tibi, Sed Nobis*