



## EIS MOSCOW

### **Safer Staff Recruitment Policy Obligatory guidelines for schools**

#### **1. Introduction**

The purpose of this policy is to set out the minimum requirements of a recruitment process that 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.

Most problems with staff appointments occur because they have been made in haste late in the school year. Wherever possible, adequate time must be allowed for a rigorous selection process to be completed.

The appointment of internationally based teachers brings extra challenges to our schools in the appointment process which must be fastidious, robust and rigorous in the selection of teachers. We must always make strenuous efforts to ensure that Safeguarding practices are followed and kept under review.

#### **2. Recruiters**

Usually recruitment of academic staff is the responsibility of the Principals. Orbital Head Office staff will be involved in the appointment for senior positions but the final decision will be the responsibility of the Principal / Headteacher.

All Principals need to have successfully received accredited training in safer recruitment procedures such as through Educare. Successful completion should be recorded in the ISAMS HR database. Other staff who may be involved in recruitment of academic or non-academic staff will be encouraged to complete an appropriate accredited course.

#### **3. Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“English International School Moscow is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.”*

A copy of the advert should be sent to Head Office who will arrange for publication on the Orbital website and also employment page of our other schools' websites.

Prospective applicants will be supplied, whenever practicable with the following:

- Job Description
- Recruitment Handbook
- Application Form

All these items are also downloadable via the School's Website.

All prospective applicants must provide a detailed cv (or application form) which lists their career history. Any gaps in employment must be discussed with the applicant in addition to any series of short term positions. Any cv which contains a series of short term employment positions should only be considered with the greatest of care



It must be stressed that the safeguarding of pupils and staff is paramount and must come before any last minute measure to fill any gaps in staffing. We must take all measures possible to appoint staff who have the appropriate experience and, as far as we can tell, are able to perform in a suitable manner. We should avoid candidates with irregular work patterns and a number of short term employment periods.

A photograph should be attached to their CV.

#### **4. Short-listing and References**

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage.

A minimum of two and ideally three references will be sought directly from the referees. Obviously flexibility needed here re any newly/recently qualified teachers. One of these references must be from the candidate's most recent employer (or college if NQT). References or testimonials provided by the candidate will never be accepted as an alternative to direct contact with a referee.

Each campus may well have their own format but attached as Appendix A is a proforma which details the minimum requirements required to be asked..

Referees must be contacted by telephone by the Principal/Headteacher and NOT by an Admin person. *This is absolutely vital to clarify any anomalies or discrepancies.* A detailed written note will be kept of such exchanges and attached to the cv.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and attached to the cv.

Referees should always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.
- reasons for leaving previous posts.

Any concerns about information obtained from referees must be discussed with the school's IEDO

#### **5. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews should always be face-to-face (which includes using Skype, FaceTime and other video call systems). Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates should 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 CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.



## 6. Employment Checks

All successful applicants are required:

- to provide proof of identity – passport is ideal here since the expiry date should be checked to ensure there is sufficient time left in order to apply for a work visa.
- to provide a satisfactory police certificate from their last country of residence – DBS or whatever is available in their last country of employment.

**NOTE:** Any difficulty in providing a Police Report must be discussed with the school's IEDO). Any Police Report is only as good as the date it was produced. No Police Report should be older than 9 months and ideally less than 3 months old.

A national rather than regional report which relates directly to working with children should be obtained wherever possible.

When teachers are coming from the UK they may well offer a DBS form. If this is older than 9 months then it is recommended that a Subject Access Report (contact BLF if details needed re how to do this) is requested by the teacher since they are unable to apply for a DBS themselves.

When teachers have indicated they will be leaving our schools they should be advised to obtain an up to date Police Report they can present to any future employer.

- to provide certificates of qualifications confirming approval to teach
- to complete a confidential health questionnaire if requested
- to be able to apply successfully for a work visa if needed in the country of employment.
- Satisfactory references being obtained.

Any offer of a job must be conditional on all the above being satisfied

## 7 ISAMs records

On appointment, all relevant information must be entered into the ISAMs HR fields

## 8 Induction

All staff who are new to the school should receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings should be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Even though references have been obtained and confirmed and Police Reports provided, schools still need to be vigilant and behaviour should still be monitored carefully especially during the early days of employment. Police Reports can vary from country to country. It should be remembered that any Police Report is unlikely to contain information about offences committed outside of that country and also are not likely to contain information about arrests made which did not lead to conviction.

## 8 Local hire staff

Schools should arrange for all local employees to provide an local Police Report according to local practice. These take on different forms depending on the country. Sometimes the employee applies for this, sometimes the employer.

Whatever the procedure, Police Reports should be obtained on all local members of staff and placed in the individual's file. Any issues arising from this should be discussed with the school's IEDO.

This also applies to external ECA providers.

**This policy was updated by BF at Orbital Education after consultation with all Orbital Schools in November 2014. It was adapted to meet the requirements of EISM schools in November 2014.**

**Next review due August 2015.**



**Example of the minimum requirements for a Reference**

**Reference request for:**

**Position:**

**Location:**

I would be most grateful if you would give a frank, professional opinion on the suitability of this candidate for the above post. Please fill in the box which most accurately reflects the candidate’s ability.

		Excellent	Good	Average	Poor
1	Planning, preparation and marking of lessons				
2	Classroom organisation				
3	Knowledge of National Curriculum				
4	Ability to plan and deliver differentiated work				
5	Relationship with pupils				
6	Relationship with parents				
7	Relationship with colleagues				
8	Enthusiasm and commitment				
9	Sense of humour				
10	Attendance and time keeping				
11	Dress appearance				
12	Adaptability to international environments				
13	Attitude to professional development				
14	Participation in activities outside of normal school hours				
15	Flexibility				

16. Are there any live /current warnings on file regarding performance, attendance or conduct? Yes No (Please delete Yes or No as appropriate)

If “Yes”, please give further detail.

17. Are you aware of any reason why this person should not work with children? Yes No

If “Yes”, please give further detail.

18. Would you re-employ this person? Yes No

If “No”, please give further detail.

19. (If relevant) Please give the reason for leaving your employ.

20. What is your relationship to the candidate?

Line manager? Colleague? Friend?

Please feel free to give any further information you may consider relevant.

Your name

Date

For Safeguarding purposes, we may need to confirm this reference by telephone. Please supply a convenient contact number - \_\_\_\_\_

Many thanks for your time spent in completing this reference. It is very much appreciated.

Yours faithfully

Name of Principal / Headteacher