



# BRITISH SPRING COLLEGE AWKA

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### RECRUITMENT POLICY

BRITISH SPRING COLLEGE, AWKA is committed to safeguarding and promoting the welfare of our children and require all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

1. Attract the best possible applicants to vacancies on the basis of their merits, abilities and suitability
2. Conduct a fair, effective and safe recruitment procedure
3. To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, marital status, disability or age
4. To ensure compliance with all relevant legislation, recommendations and guidance.
5. To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The appointment of all employees will be made on merit and suitability for the positions available. We will ensure that people are treated solely on the basis of their abilities and potential.

## **ROLES AND RESPONSIBILITIES**

The Board of Management will:

Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers

## **ADVERTISING**

All vacant posts will be advertised to ensure equality 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 internal candidates, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts will include the following statements:

"The School has a strong commitment to ensuring the highest levels of safeguarding.

### **Inviting Applications**

It is vital, as well as providing the appropriate "hooks" to attract candidates, that any advertisements for posts - whether in newspapers, journals or on-line - will include the statement:

"The British Spring College, Awka is committed to safeguarding children and young people.

Rigorous checks are carried out during the recruitment process on all shortlisted candidates. All appointments are subject to Criminal Records (Police

Check / Certificate of Good Conduct) disclosure from their most recent job which must be provided on request by the candidate."

Copy of the advertisement should be sent to Head Administration who will arrange for publication on the School website and also social media page of the school.

Wherever an advert is placed, it is essential that the same advertisement appears on the schools Own website.

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

- Job description and person specification;
- Safeguarding and Child Protection Policy;
- Candidates must be informed that for any candidate shortlisted, it will be a requirement of that a fully completed application form must be returned to the school prior to any interview taking place.
- They will be required to secure a certificate on Child Protection Certificate and safeguarding.
- They will be expected to produce a Police Report
- Candidates should be informed that "... if they have not heard from the school by (date to be inserted), then they will have been unsuccessful on this occasion.

Applicants are likely to provide a CV which lists their career history. It must be remembered that the CV only provides the prospective employer the information the candidate wishes to offer.

Any gaps in employment must be explored at interview with the applicant in addition to any series of short term position and any employment under previous

surnames if such a situation occurred. Any CV which contains a series of short term employment positions should only be considered with the greatest of care and ideally should be discarded. We should avoid candidates with irregular work patterns and several short term employment periods.

It must be stressed that the safeguarding of students 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 fit and mentally stable enough to perform in a suitable manner.

A recent photograph should be attached to their CV

### **SHORT-LISTING AND REFERENCES**

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

Shortlisted candidates should be directed to complete an Application Form prior to interview/ appointment along with

- Scans of academic qualifications
- Scan of any available Police Report from previous countries of employment
- Copy of Identity Card.
- Proof of address in current country of employment

They should be informed that

- A search will be made prior to interview in social media and that they be invited to declare anything which might be found which might be relevant to employment in the school
- References will be sought prior to interview unless the candidate indicates a problem with this.

- Open Testimonials are not accepted by the school in place of references

Where possible, references should 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. One of these references must be from the candidate's most recent employer. References or testimonials provided by the candidate must never be accepted as an alternative to direct contact with a referee / previous Line Manager.

Referees must be contacted by telephone/ mail by the Principal / Head of Administration or his/ her authorised representative. This personal contact with the referee is absolutely vital to clarify any anomalies or discrepancies and also offer an opportunity for further detail. A detailed written note will be kept of such exchanges and attached to the CV. For senior positions and in exceptional cases the Members of the board should do this since some referees might not wish to discuss references with admin staff.

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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.
- Would the referee re-hire the candidate

Any concerns about information obtained from referees must be discussed with the school's Head of Administration /HR Manager.

HR Manager

The Social Media search may also be carried out prior to interview so that any relevant issues can be discussed with the candidate.

## **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 Zoom, Google Meet 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).

Prior to the interview, the recruiters should thoroughly examine the Application Form and agree what, if any, anomalies need to be explored.

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 police check;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people;
- Explain any employment undertaken with previous surnames;

## **Employment Checks**

All successful applicants are required at interview or prior to appointment:

- To provide proof of identity - passport is ideal here since the expiry date should be checked.
- A telephone check done with previous employer.
- Academic qualifications confirming approval to teach. Originals must be presented prior to appointment.
- To complete a confidential health questionnaire if requested.

## **INDUCTION**

No new member of staff should begin employment until all checks have been carried out, recorded (or be in the process of being completed) and verified by a second recruiter.

Once the offer has been accepted, full details need to be given to the successful candidate regarding any issues specific to the school.

Staff who are new to the school should receive induction training which will include a variety of issues relating to school operations, domestic issues such as opening a Bank Account, staff code of conduct, Child protection and Safeguarding etc.

There are certain documents which new starter must receive as a minimum.

These include

- Copy of Staff Handbook including Disciplinary and Grievance procedures
- Copy of Child Protection procedure and any other Safeguarding policies

All new staff must complete courses on Child Protection, Anti-Bullying, Online Safety and Mental Wellbeing in children and young people course as soon as possible after starting - currently we are using MyEducare. Completion certificates should be entered into SCR data base.

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. The quality of Police Reports can vary from country to country.

## **POLICY REVIEW**

This policy is to be reviewed annually, though any deficiencies or weaknesses in safer recruitment safeguarding and child protection arrangements will be remedied without delay. The Designate Safe Guard Lead/Principal/Head of Administration/HR will undertake an annual review of the school's Safer Recruitment, Safeguarding and Child Protection policies and procedures.