

Safer Recruitment Policy 2024-25

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Policy Purpose

This policy aims to ensure that fair safer recruitment and selection is always conducted. Haileybury Bhaluka sees its staff as being key to its success. A strategic and professional approach to safer recruitment enables the school to attract and appoint employees in both the teaching and wider staff with the attributes, experience and skills to fulfil its strategic objectives and make a positive contribution to the school. This policy provides the procedures for appointing new members of staff and the checks that need to be done to ensure the candidate is suitable to work in a school.

Scope

This policy applies to the safer recruitment and selection of all staff. It complements the School Safeguarding Policy.

Recruitment Policy Statement

SISD is committed to providing the best possible care and education to its students, and to safeguarding and promoting the welfare of children and young people. It is committed to providing a supportive and flexible working environment for all its staff. To achieve these aims, it is of key importance to get and keep great people who share this commitment.

1. Recruitment Aims & Objectives

Haileybury Bhaluka aims to recruit educated, experienced, and committed international teachers; specifically, teachers with at least three years post-ECT, preferably from an outstanding international school.

To facilitate the smooth processing of work permits, the school has a strong preference for recruiting talented international teachers, except for teachers of modern foreign languages such as Bangla, who are expected to be nationals and native speakers of their teaching language with UK qualifications and experience.

International teachers are expected to hold a good university degree in their teaching subject, with priority given to teachers holding postgraduate degrees. The school will take an interest in the international rankings of the university qualifications held by applicants, as well as the kind of schools' applicants have previously taught or worked in.

The school is committed to promoting equal opportunities. Applications will receive equal treatment regardless of applicant gender, race, age, disability, and/or religion.

The key objectives of this set of procedures are to

- Get and keep the best teachers, suitable to work with children and young people.
- Confirm that background and safeguarding checks are fully implemented.



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- Conform with best practices in British international schools.
- Comply with all current legal and statutory requirements as well as considering expected future changes.

Third Party Staff

In relation to third-party contractors such as ASA providers, security, cleaners, caterers, and life guards the following background checks are to be conducted by the third-party contractor and documentation disclosed the school:

- A police certificate of good conduct or criminal background check for each employee before he/she starts working at the school. If the individual starts work at Haileybury Bhaluka whilst this is in progress, a risk assessment must be put in place which will include being always accompanied by a school employee. Any adverse findings before or during employment are to be reported to the Headmaster immediately and the individual removed from the school campus pending investigation/outcome.
- A current valid trade licence of the third-party contractor and copy of its public liability insurance policy or local equivalent.
- Confirmation that all contracted staff have a valid employment visa, verified ID, and right to work permit – copies to be provided including photo ID, passport.
- Confirmation that the third-party contractors' employees deployed to Haileybury Bhaluka have had appropriate child protection/safeguarding training and relevant licences in place for the employee and his/her role. Haileybury Bhaluka will provide safeguarding and child protection training to all new third-party contractors upon appointment and annually thereafter by the Designated Safeguarding Lead.
- Provide a letter of assurance confirming what pre-employment background checks have been conducted.
- Otherwise, Haileybury Bhaluka does not permit third party individuals to enter the school and come into contact with its students. This includes third party volunteers, and examination officials.

Safer Recruitment

The selection and appointment of all staff should be fair and safe by: attracting the best candidates; deterring prospective candidates who are unsuitable to work with children and young people from applying for advertised vacancies; and identifying and rejecting any candidates who may be unsuitable to work with children and young people, following appropriate checks.

2. Scope of HR Roles & Responsibilities

The Human Resources Department is responsible for ensuring the School meets all local and international standards for recruiting teaching staff. Specifically, it includes:

- A Maintaining a Single Central Register of Appointments
- Teachers or staff who supervise children directly must have police checks, including from the country of their last school employer, from countries they have worked in before, and an ICPC certificate if they have links to the UK or a similar check from their home country.
 - Teachers or staff who supervised children directly need two references from previous school employers confirming they are suited to work with young people and have no pending cases against them. The references must be written by the most senior leader and checked by HBB HR
 - Staff who do not supervise children directly need a police check from their home country and also from any previous country where they worked, as well as a reference of good character from their previous employer.
- B Ensuring staff are not directly supervising children if they have not been employed to directly supervise children.
- C Ensuring a rigorous recruitment process.

3. Recruitment Procedures

3.1 Annual Staffing & Recruitment Plan

- HR planning begins in October prior to the new AY, confirmed by staff resignations or increases in staffing allocations in November prior to the new AY. The Deputy Head will form part of staffing planning taking into consideration projected student numbers.
- The Staffing Plan will be presented by the Headmaster to the HBB Board for review and sign-off in November prior to the new AY. Based on these decisions, advertisements will be placed on the TESJobs site and/or with suitable recruitment agencies.
- Contracts are prepared and signed by mid-November.



- The HBB Board shall be informed of any changes to the report information such as a change in projected numbers so that appropriate budgetary adjustments can be approved.

3.2 Recruitment Sourcing

The recruitment cycle should take from 3-6 months. HR will determine the Job Description for each position, to establish the competencies, years of experience, academic qualifications and other requirements to start searching for the most qualified candidates.

The HBB TESJobs site will contain details on the school and its mission, a prospectus, a job description and images of the school. The site will specify the requirements for the role and details of the application process.

3.3 Evaluating Candidates

For each subject teacher position, applications will be reviewed by each and every layer in the authority above that position as follows: Subject Lead, Deputy Head, the Headmaster, together with the HR Manager and a short list for interview will be prepared.

Interviews may be conducted in three ways:

Videoconferencing - Led by the Subject Specialist and one Senior Leader. Interviews will be recorded and shared with all relevant stakeholders for review.

Recruitment Fairs - Led by the Headmaster and/or Deputy Head. Follow up interviews with subject specialists may be required.

Interviews on campus - Led by the subject specials with relevant lead and the Headmaster.

In all cases an interview document is created with predetermined questions and a relevant teaching task. Notes and feedback will be recorded on the document along with recommendations.

Relevant stakeholders will meet to discuss the candidates, review the relevant documentation and make final decisions. No information will be shared with other parties in accordance with the school's commitment to professional privacy.

3.4 Reference Checking Procedure

- HBB HR Manager will request references from two referees nominated by the candidate, one of whom must be the current or most recent employer: preferably the senior leader.
- In most cases a HBB reference form will be sent to nominated referees, if possible before the final interview. This will include sections on safeguarding (requesting referees give any reasons why the applicant should not be employed to work with children), health and disciplinary records. Where necessary, references will be followed up with a telephone call (together with a written record of the call, including the date). Where necessary, evidence will be sought from recruitment agencies.
- Standard practice requires two references, one of which must be attested for work permit applications.

3.5 Appointments

The Headmaster will make staff appointments, in line with the agreed staffing plan and teacher capability criteria. The HM will make a verbal offer of employment to the successful candidate. This will be followed by a written letter of employment (usually a two-year contract).

The offer of employment will be subject to receipt of:

- Outstanding references
- Satisfactory ICPC check or equivalent.
- Satisfactory statement of medical fitness.
- Confirmed identity checks (usually passport)
- Teacher reference number

Teachers recruited from outside Bangladesh will generally be appointed on an expat contract provided they have at least three years post-QTS experience as a teacher. Offers of expat contracts are subject to approval by the Board and subject to any requirements imposed by local employment law and/or by the Ministry of Education.

Safeguarding procedures will be in place on the final interview day. Candidates will be asked to account for any gaps in his/her employment history. HBB may contact previous employers via telephone if deemed desirable to confirm employment details and reasons

for leaving. For candidates not employed in a school, HBB will also contact previous employers to verify references.

All checks will be completed before candidates can commence work at HBB.

3.6 Safeguarding checks

HBB HR Manager, together with the School designated safeguarding governor, will conduct an annual review of the Single Central Register of Appointments and sample new staff files to ensure that they meet current regulatory standards and to ensure that all aspects of documentary safeguarding have been satisfied.

Note: The School's Child Protection and Safeguarding Policy, states that: "We ensure that our selection and recruitment of Staff includes checks for their suitability to work with young people."

All teachers will be required to have the following checks:

- UK sourced staff (including UK passport holders currently working overseas): Disclosure Barring Service (DBS) at an enhanced level or the International Child Protection Certificate (ICPC).
- Non-UK sourced staff will need to have similar background checks from their country of origin and discuss these with the HR Department and Headmaster. Local police check (if previous post was not in the UK).
- Two references including from the current or most recent employer. Referees will be asked to comment explicitly on a candidate's suitability to work with young people vis-à-vis child protection matters and confirm that no pending actions are being taken against the teacher.
- Copy of passport or identity card
- Statement of medical fitness
- Completed School Application Form

NB the ICPC check can only be initiated when a teacher has an offer of employment at HBB and must be applied for after a contract has been signed. This contract is subject to the teacher providing the ICPC certificate upon arrival in Bangladesh but prior to first teaching.



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3.7 Orientation & Onboarding

- All new teaching staff joining the School at the start of an academic year will attend an induction programme, usually during the week before the beginning of the academic year. This will include training by the Designated Safeguarding Leads on the School's Child Protection and Safeguarding Policy.
- All staff are required to read and sign the Child Protection and Safeguarding Policy during induction week. Staff joining the School other than at the start of the academic year will have a similar induction programme but scheduled to fit the modus operandi at the time of starting.
- The Safer Recruitment Policy is linked to the HBB Child Protection and Safeguarding Policy, which outlines employment checks.

3.8 Teacher Professional Progression Plan

The HR manager, in consultation with the Headmaster and direct line manager, will be responsible for creating a professional progression plan for all new teachers, to be reviewed and updated on an annual basis. This will form part of staff performance reviews and professional learning investment planning. The Professional Progression Plan will be held by the school but shared with the teacher at all times of their employment.

3.9 Exit interviews

In cases of resignation, the Human Resources Manager will conduct an exit interview with the resigning staff member to explore further the reasons for the resignation. After the interview, the Manager will complete the Exit Interview Form.

3.10 Appendices

- Safeguarding Statement

Safeguarding is everybody's responsibility. All Haileybury Bhaluka staff will have some contact with children and young people and will therefore be in a position of trust. Staff with teaching duties will be responsible for the students that they teach and may also have additional specific pastoral or other responsibilities for other students they do not teach. In addition, all staff will regularly interact with students who may seek assistance or otherwise interact with them whilst moving around the school.

In all cases, it is a staff duty for promoting and safeguarding the welfare of the students, is to adhere to and ensure full compliance with the school's safeguarding and child protection policies and procedures.



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are required to declare all convictions and cautions (including those which are “spent”) to assess their suitability to work with or continue to work with children and young people. Haileybury Bhaluka is committed to safeguarding and promoting the welfare of children and young people and expects all staff, third parties, visitors, and volunteers to share this commitment. All staff and third-party suppliers must be willing to undergo child protection screening, including checks with past employers and provide police clearance checks. Teaching Staff will also be subject to prohibition from teaching and barring checks.