



Haileybury Bhaluka

Safer Recruitment Policy

HBB-POL-03 | Academic Year 2026–27

Policy reference	HBB-POL-03
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	HR Manager
Reviewed by	Leadership Team (LT) and Education and Safeguarding Committee
Approved by	Board of Governors
Intended audience	HR, recruiting managers, Governors; applicants and parents (for information)
Location	Staff Portal and School website
Related policies	Safeguarding and Child Protection Policy (HBB-POL-01); Staff Code of Conduct; Visitors and Site Security Policy; Whistleblowing Policy

1. Policy purpose

- 1.1 This policy aims to make sure that recruitment and selection at Haileybury Bhaluka are always fair and safe. Haileybury Bhaluka sees its staff as key to its success. A strategic and professional approach to safer recruitment allows the School to attract and appoint teaching and support staff with the attributes, experience and skills to meet its strategic objectives and make a positive contribution to the School. This policy sets out the procedure for appointing new staff and the checks that must be carried out to make sure a candidate is suitable to work in a school.
- 1.2 This policy reflects Part Three of *Keeping Children Safe in Education* (KCSIE 2026), COBIS safer recruitment guidance and the law of Bangladesh.

2. Scope

- 2.1 This policy applies to the recruitment and selection of all staff, including temporary staff, and, where relevant, volunteers, Governors and contractors. It complements the Safeguarding and Child Protection Policy.

3. Recruitment policy statement

- 3.1 Haileybury Bhaluka is committed to providing the best possible care and education for its pupils, and to safeguarding and promoting the welfare of children and young people. It is also committed to a supportive and flexible working environment for all its staff. To achieve these aims, it is essential to recruit and keep great people who share this commitment.

4. Recruitment aims and objectives

- 4.1 Haileybury Bhaluka aims to recruit well-qualified, experienced and committed international teachers. Specifically, these are teachers with at least three years' experience after completing their Early Career Teacher (ECT) period, preferably from an outstanding international school.
- 4.2 To make work permit processing smoother, the School has a strong preference for recruiting talented international teachers. The exception is teachers of languages such as Bangla, who are expected to be nationals and native speakers of the language they teach, ideally with UK qualifications and experience.
- 4.3 International teachers are expected to hold a good university degree in their teaching subject, with priority given to teachers with postgraduate degrees. The School takes account of the international rankings of the universities applicants studied at, and of the kinds of schools they have worked in.
- 4.4 The School is committed to equal opportunities. All applications receive equal treatment regardless of the applicant's sex, race, age, disability or religion.
- 4.5 The key objectives of these procedures are to:
 - recruit and keep the best teachers, suitable to work with children and young people;
 - make sure background and safeguarding checks are fully carried out;
 - follow best practice in British international schools; and
 - comply with all current legal and statutory requirements, and anticipate expected future changes.

5. Safer recruitment principles

- 5.1 The selection and appointment of all staff must be fair and safe. This means attracting the best candidates; deterring applicants who are unsuitable to work with children and young people from applying; and identifying and rejecting anyone who may be unsuitable, following appropriate checks.
- 5.2 Every job advertisement and information pack includes the School's safeguarding statement, makes clear that the post is subject to safer recruitment checks, and states that online searches will be carried out on shortlisted candidates.
- 5.3 Candidates complete the School's application form (CVs alone are not accepted). Any gaps in employment history must be explained.
- 5.4 At least one member of every interview panel has completed safer recruitment training.

6. Third-party staff

- 6.1 For third-party contractors, such as after-school activity providers, security, cleaning, catering and lifeguard staff, the contractor must carry out the following checks and give the School the documentation:
 - a police certificate of good conduct or criminal background check for each employee before they start work at the School. If an individual starts work while this is in progress, a risk assessment must be put in place, including that they are accompanied by a School employee at all times. Any adverse findings, before or during their work, must be reported to the Headmaster immediately, and the individual removed from campus pending the outcome of an investigation;
 - the contractor's current, valid trade licence and a copy of its public liability insurance (or local equivalent);
 - confirmation that all contracted staff have verified identity and the right to work, with copies of photo ID or passports;
 - confirmation that the contractor's employees working at Haileybury Bhaluka have had appropriate child protection and safeguarding training and hold any licences their role requires. The DSL provides safeguarding and child protection training to all new third-party staff on appointment and annually after that;

- an annual letter of assurance confirming which pre-employment background checks have been carried out.

6.2 Otherwise, Haileybury Bhaluka does not permit third-party individuals, including volunteers and examination officials, to have unsupervised contact with pupils unless the checks set out in this policy have been completed.

7. HR roles and responsibilities

7.1 The Human Resources (HR) Department is responsible for making sure the School meets all local and international standards for recruiting staff. This includes:

Keeping a Single Central Register (SCR)

7.2 All pre-appointment checks are recorded on the Single Central Register, including the date each check was completed and by whom.

- Teachers and staff who work directly with children must have police checks from their country of nationality and from every country they have lived or worked in, as well as an International Child Protection Certificate (ICPC) if they have links to the UK, or an equivalent check from their home country.
- Teachers and staff who work directly with children need two references from previous employers confirming that they are suitable to work with young people and have no pending cases against them. References must be written by the most senior leader (e.g. the Head) and checked by HBB HR.
- Staff who do not work directly with children need a police check from their home country and from any other country where they have worked, as well as a character reference from their previous employer.

Supervision

7.3 Staff who have not been employed or checked to work directly with children must not supervise them.

A rigorous recruitment process

7.4 HR makes sure every stage of recruitment follows this policy.

8. Recruitment procedures

Annual staffing and recruitment plan

- 8.1 HR planning for the next academic year begins in T1 (October). Staff resignations and changes to staffing allocations are confirmed in November. The Deputy Head contributes to staffing plans, taking account of projected pupil numbers.
- 8.2 The Headmaster presents the Staffing Plan to the Board of Governors for review and sign-off in November. Based on these decisions, advertisements are placed on TES and/or with suitable recruitment agencies.
- 8.3 Contracts are prepared and signed as early as possible after offers are made, normally by the end of T2.
- 8.4 The Board of Governors must be told of any changes to the plan, such as a change in projected pupil numbers, so that budget adjustments can be approved.

Recruitment sourcing

- 8.5 The recruitment cycle takes three to six months. HR prepares the job description and person specification for each post, setting out the competencies, experience, qualifications and other requirements, before searching for the best-qualified candidates.
- 8.6 The School's TES jobs page includes details of the School and its mission, a prospectus, a job description, images of the School, the requirements for the role, the application process, and the School's safeguarding statement.

Shortlisting and online searches

- 8.7 For each teaching post, applications are reviewed by the Subject Lead, the Deputy Head and the Headmaster, together with the HR Manager, and an interview shortlist is prepared.
- 8.8 In line with KCSIE 2026, the School carries out online searches on all shortlisted candidates as part of its due diligence, and tells candidates that this will happen. Any issues found are explored with the candidate at interview.

References

- 8.9 The HR Manager requests references from two referees nominated by the candidate. One must be the current or most recent employer, preferably the Head or another senior leader.
- 8.10 References are requested before the final interview wherever possible, using the School's reference form. The form asks referees about safeguarding (including whether there is any reason the applicant should not work with children), disciplinary records, and any substantiated allegations or concerns. Open references, testimonials and "to whom it may concern" letters are not accepted. References are verified by telephone where necessary, with a written record of the call (including the date). Where necessary, evidence will be sought from recruitment agencies.
- 8.11 Two references are standard; one must be attested for work permit applications.

Interviews

- 8.12 Interviews may be conducted in three ways:
- **Video conference**, led by the subject specialist and one senior leader. Interviews may be recorded, with the candidate's consent, and shared with relevant staff for review.
 - **Recruitment fairs**, led by the Headmaster and/or Deputy Head. Follow-up interviews with subject specialists may be needed.
 - **On campus**, led by the subject specialist with the relevant lead and the Headmaster.
- 8.13 In every case, an interview record is prepared with predetermined questions, including questions on safeguarding and suitability to work with children, and a relevant teaching task. Notes, feedback and recommendations are recorded on it.
- 8.14 Candidates are asked to account for any gaps in their employment history and to explain their reasons for leaving previous posts. The School may contact previous employers by telephone to confirm employment details and reasons for leaving. For candidates not currently employed in a school, the School will also contact previous employers to verify references.
- 8.15 Relevant staff meet to discuss the candidates, review the documentation and make final decisions. Information is not shared with anyone else, in line with the School's commitment to professional confidentiality.

9. Appointments

- 9.1 The Headmaster makes staff appointments in line with the agreed staffing plan and teacher capability criteria. The Headmaster makes a verbal offer to the successful candidate, followed by a written letter of appointment (usually a two-year contract).
- 9.2 Every offer is conditional on receipt of:
- satisfactory references;
 - a satisfactory ICPC or equivalent police checks from all relevant countries;
 - a satisfactory statement of medical fitness;
 - confirmed identity (usually a passport);
 - evidence of qualifications (original certificates);
 - where applicable, a Teaching Regulation Agency (TRA) prohibition check and teacher reference number, and letters of professional standing from teaching regulators in other countries where the candidate has worked;
 - a signed self-declaration of any criminal record, or information that would make them unsuitable to work with children.

- 9.3 Teachers recruited from outside Bangladesh will generally be appointed on an expatriate contract, provided they have at least three years' post-QTS teaching experience. Expatriate contracts are subject to Board approval and to any requirements of local employment law and/or the Ministry of Education.
- 9.4 All checks must be completed, and recorded on the SCR, before a candidate starts work at Haileybury Bhaluka.

10. Safeguarding checks

Review of the Single Central Register

- 10.1 The HR Manager and the Safeguarding Governor review the Single Central Register at least annually, and sample new staff files, to make sure they meet current regulatory standards and that all aspects of documentary safeguarding are complete. The findings are reported to the Education and Safeguarding Committee.
- 10.2 The School's Safeguarding and Child Protection Policy states that: "We ensure that our selection and recruitment of staff includes checks for their suitability to work with young people."

Checks required for all teachers

- 10.3 All teachers must have the following checks:
- **UK-sourced staff** (including UK passport holders working overseas): an enhanced Disclosure and Barring Service (DBS) check (where eligible) and/or the International Child Protection Certificate (ICPC);
 - **non-UK-sourced staff**: equivalent background checks from their country of origin and every country they have worked in, discussed with the HR Department and the Headmaster;
 - a TRA prohibition check, where applicable;
 - two references, including one from the current or most recent employer. Referees are asked to comment explicitly on the candidate's suitability to work with young people and to confirm that no action is pending against the teacher;
 - a copy of their passport or identity card;
 - a statement of medical fitness;
 - a completed School application form.
- 10.4 The ICPC can only be applied for once a teacher has an offer of employment and has signed a contract. The contract is conditional on the teacher providing the ICPC on arrival in Bangladesh, before they start teaching.

11. Induction

- 11.1 All new staff joining at the start of an academic year attend an induction programme, usually in the week before term starts. This includes training by the DSL on the Safeguarding and Child Protection Policy and the Staff Code of Conduct.
- 11.2 All staff must read Part One of KCSIE 2026 and the Safeguarding and Child Protection Policy during induction week, and sign to confirm that they have done so. Staff joining at other times of year complete a similar induction, scheduled to fit their start date.
- 11.3 This policy is linked to the Safeguarding and Child Protection Policy, which also covers employment checks.

12. Teacher professional progression plan

- 12.1 The HR Manager, with the Headmaster and the teacher's line manager, creates a professional progression plan for every new teacher, reviewed and updated annually. It forms part of staff performance reviews and professional learning planning. The plan is held by the School and shared with the teacher throughout their employment.

13. Exit interviews

- 13.1 When a member of staff resigns, the HR Manager holds an exit interview to explore the reasons for the resignation, and then completes the Exit Interview Form.

14. Appendix: safeguarding statement

Safeguarding is everybody's responsibility. All Haileybury Bhaluka staff have some contact with children and young people and are therefore in a position of trust. Staff with teaching duties are responsible for the pupils they teach and may also have pastoral or other responsibilities for pupils they do not teach. All staff regularly interact with pupils who may ask for help or otherwise approach them around the School.

In all cases, every member of staff has a duty to promote and safeguard the welfare of pupils, and to follow and fully comply with the School's safeguarding and child protection policies and procedures.

All applicants are required to declare all convictions and cautions (including those which are "spent") so that their suitability to work, or continue to work, with children and young people can be assessed. 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 police clearance checks. Teaching staff are also subject to prohibition from teaching checks.

15. Review record

Summary of changes (October 2026 review)

Area	Change made
Title and dates	"2024-25" removed from the title. Policy date October 2026 (the previous version was overdue for review, 5 February 2025); next review August 2027. Approval moved from the Project Action Team to the Board of Governors.
Error corrected	"SISD" (another school's name, carried over in error) replaced with Haileybury Bhaluka.
KCSIE 2026	Aligned with Part Three of KCSIE 2026. Added: safer recruitment statement in adverts; online searches of shortlisted candidates; references taken up before interview; self-declaration of criminal record; Teaching Regulation Agency prohibition checks; overseas checks and letters of professional standing; at least one safer-recruitment-trained interviewer; recording of all checks on the Single Central Register (SCR).
Roles	Abbreviation "HM" (which in other policies means Housemaster/Housemistress) replaced with "Headmaster" where it referred to the Headmaster; "subject specials" corrected to subject specialists.
Third parties	Wording on contractor checks tidied, with a requirement for an annual letter of assurance; volunteers and examination officials clarified.
Safeguarding statement	Incomplete final sentence ("are required to declare...") completed.
Terms	HR planning timeline expressed by term (T1).

Version history

Date	Version	Reviewed by	Notes
06.02.24	2024-25	SOG (author); CH (checked)	Original Safer Recruitment Policy, approved by the Project Action Team
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	