

**BANANA ISLAND SCHOOL**  
**SAFER RECRUITMENT POLICY**  
**BIS/HR/SRP/0522/02**

**Revised May 2022**

## Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Banana Island School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognized that this can only be achieved through sound procedures, good inter-agency cooperation, and the recruitment and retention of competent, motivated employees who are suited to the roles they undertake.

All applicants will be required to declare spent and unspent convictions, cautions, and bind-overs, including those regarded as spent, and have a police clearance check. Banana Island School is an international school using the English National Curriculum, aspiring to be fully compliant with all British Schools Overseas (BSO) and Council of British International Schools (COBIS) standards, therefore, all UK members employed within the school will be asked to provide an International Child Protection Certificate (ICPC).

The school will:

- Work towards ensuring that appropriate staff who undertake recruitment have received safer recruitment training.
- Implement robust recruitment procedures and checks for appointing staff and volunteers.
- Ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Keep and maintain a single central record of recruitment and vetting checks in line with Lagos State Ministry of Education and the Department for Education and Employment (DfEE) requirements.
- Ensure that the terms of any contract with a contractor or agency require them to adopt and implement measures described in this procedure. The school will monitor compliance with these measures.
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school immediately, in writing of the offence and the penalty.
- ensure that all data held on employees, agency workers, contractors, and other personnel are kept secure in line with General Data Protection Regulation (GDPR 2016) policies and guidelines.

The following pre-employment checks will be undertaken:

- Receipt of at least one satisfactory reference from the former or most recent employer, or a completed guarantor form in the case of a Nigerian national
- Verification of the candidate's identity
- Satisfactory police clearance check if a Nigerian or non-UK national and an ICPC if a UK national
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration for teachers
- Verification of successful completion of induction period (for those who obtained QTS in the UK after 7 May 1999). This does not apply to NQTs or Early Career Teachers who are being supported by the School to achieve their QTS.
- Verification of fulfilment of National Service requirements for Nigerians who completed university degrees before the age of 30.
- A completed Disqualification Declaration form as updated in October 2014 in the statutory guidance 'Keeping Children Safe in Education' (DfE, 2018) if a UK national or the equivalent documentation from the country of residence if an expat from any other country.

### **Roles and Responsibilities**

It is the responsibility of the Board of Governors to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with Nigerian Educational guidance and BSO/COBIS legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the HR manager, Head Teacher and other senior leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure
- It is the responsibility of all potential and existing workers, including volunteers to comply with this document.
- It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.

It is the responsibility of the school's Human Resources department to:

- Deal with the administration of the police clearance and ICPC system for the school.
- Maintain an up-to-date Single Central Record of all staff and volunteers at the school.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head Teacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments but the final decision will rest with the Head Teacher. The Head Teacher may delegate the selection process of staff outside of the leadership group to other managers in the school but remains responsible for the decision to appoint.

## **The Procedure**

### **Advertising**

To ensure equality of opportunity, the school will endeavour to advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficiently qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate. Volunteers in school are also welcome to apply to internally advertised posts.

Absences due to short- and long-term sickness are usually covered using staff from within the school, if possible, in the first instance until it is known how long the member of staff is likely to be absent. Temporary positions will then be advertised within Nigeria for long-term absence positions.

### **Applications**

The school accepts CVs and other credentials in response to advertisements. The school requires candidates to account for any gaps or discrepancies in employment history. Where an applicant is shortlisted, these gaps will be discussed at the interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected.

### **References**

References for shortlisted candidates will be sent immediately after shortlisting. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity of a friend.

Only references from a trusted authoritative source will be acceptable. Reference requests will specifically ask:

- About the referee's relationship with the candidate.

- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at the interview. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are not likely to cause concern. More serious or recent issues are more likely to cause concern. A history of repeated issues or allegations over time is also likely to give cause for concern.

### **Self-declaration of convictions by job applicants**

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution. Such declarations will be made on an appropriate form and should be sent via email or submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Head Teacher, prior to the interview. The chair of the panel / Head Teacher will discuss relevant, positive declarations confidentially with the applicant at the interview.

### **Self-declaration of mental health ailments/issues.**

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare any issues that may touch on past or present visits to any mental health institution or medical practitioner. Such declarations will be made on an appropriate form and should be sent via email or submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Head Teacher, prior to the interview. The chair of the panel / Head Teacher will discuss relevant, positive declarations confidentially with the applicant during the interview.

### **Interviews**

The selection process will always include the following:

- Face to face interview/Virtual interview (for candidates based overseas),
- Young people panel/activity (providing the candidate is in the country)
- Proof of Identity
- Short-listed candidates will be required to provide proof of their qualifications and professional status by producing documentation on the day of the interview. The school will verify that candidates have obtained any legally required qualifications or deemed essential for the job and claimed in their application, by asking to see the relevant certificate or a letter of confirmation from the awarding body/institution.
- Proof of identity and other documentation will be verified by the chair of the panel / Head Teacher/Human Resources.

### **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, except for ICPC disclosures, the checks detailed above must all be completed before a person's appointment is confirmed. In the case of ICPC disclosures, the certificate must be obtained before or as soon as practicable after the appointment.

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances before employment commences.

### **Record Retention / Data Protection**

The school will retain all interview notes on all applicants for 6 months, after which time the notes will be destroyed (i.e.: shredded). The 6-month retention period will allow the school to deal with any data access requests, recruitment complaints, or respond to any complaints made to any employment tribunal.

The school will ensure that all data held on employees, agency workers, contractors, and other personnel are kept secure in line with the data protection and GDPR policies and guidelines.

### **Personal file records (including volunteers)**

For the successful candidate, the school will retain the following information, which will make up part of their file:

- ◇ Proof of identification (National ID card, Driver's License, or International Passport)
- ◇ Background Check and Reference Form
- ◇ Pre-Employment Medical Examination form or evidence of medical clearance
- ◇ References
- ◇ Proof of academic qualifications
- ◇ Proof of registration with the General Teaching Council (for teaching staff if a UK resident)

- ◇ Evidence of the ICPC clearance (for UK residents) or the appropriate Police Report/Criminal Records Check (for Nigerians and non-UK Nationals).

In line with the school's safer recruitment policy, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff, whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.

In the case of staff provided by an agency, the following minimum information will be required to be placed on each staff's file:

- ◇ Proof of identification (National ID card, Driver's License, or International Passport)
- ◇ A letter from the agency confirming compliance with the school's safer recruitment policy in the recruitment of the concerned staff. In addition, the letter will confirm the staff's medical fitness and completion of all necessary background checks (including criminal records checks).

The central record will indicate whether or not the following have been completed:

- ◇ Identity checks
- ◇ Qualification checks for any qualifications legally required for the job
- ◇ Additionally, for those applying for teaching posts, registration check with the GTC where appropriate
- ◇ Checks of right to work in Nigeria
- ◇ Police clearance check (for Nigerian nationals and non-UK nationals)
- ◇ ICPC checks if a British citizen
- ◇ Further overseas records where appropriate
- ◇ Medical check date

### **Probation periods**

Newly appointed teachers will be subject to the school's probationary period of 6 months. A newly appointed Head Teacher or Deputy Head Teacher will also be subject to a 6-month probationary period.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school follows UK Safeguarding regulations and procedures and any allegation is taken on a case-by-case basis and documented. All staff will be given a copy of Keeping Children Safe in Education and a signed registration record will be kept to evidence this.

### **Induction**

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address

issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.