



Sveti Duh 122, Zagreb, Croatia

SAFER RECRUITMENT POLICY

Introduction

Bright Horizons IBSZ we emphasise the importance of safeguarding the children in our care. This policy should be read in conjunction with the school Child Protection Policy.

Our safeguarding responsibilities inform our practices throughout the recruitment and selection process and beyond. We are committed to doing all we can to keep our children safe.

Aims

This policy is designed to facilitate safer recruitment and selection practices and to ensure that the school meets all legal requirements and best practice with regard to the safeguarding of children at our school.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment process. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

Roles and Responsibilities

The Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for the recruitment of all staff and volunteers.

The Headteacher, and anyone else involved in recruitment have the responsibility:

1. to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out
2. to promote the welfare of our pupils at every stage of the process.

The Governors are consulted and involved in the recruitment process.

Recruitment and Selection Procedure

Once a vacancy is identified, a Job Description and Person Specification are written or reviewed and updated as necessary.

- **Advertising:** Vacancies are advertised in a variety of media. All advertisements published will state “Bright Horizons School is committed to safeguarding and promoting the welfare of children at our school and expects all staff to share this commitment. Successful applicants will be subject to police checks and will need to provide proof of their suitability to work with children.”

The Job Openings section of our website states our commitment to safeguarding and promoting the welfare of children. The same statement that is published in advertisements can also be found on the school website. Additionally, the Child Protection and Safer Recruitment policies can also be found on the school website.

Candidates are made aware of the school’s commitment to safeguarding by the inclusion of both these policies in the Job Information Pack.

Updated Job Descriptions and Person Specifications can be found on the school website along with details of how to apply.

- **Application form:** All candidates are required to fully complete and sign the application form. We require information on full academic and employment

history; suitability for the role; referees and a declaration about Criminal Record Checks. We also clearly state that the provision of any false information is an offence and could result in the application being rejected or summarily dismissed if the applicant has been selected and possible referral to the police.

The receipt of all applications is acknowledged by email. Each application is checked for anomalies and discrepancies. Also, any gaps in employment history are highlighted. A shortlist is then drawn up by the recruitment panel which usually comprises the Head of Governors, Headteacher and Deputy Headteacher.

References

The references of shortlisted candidates are taken up immediately. Our application form states that referees will be contacted prior to the interview process. On receipt of references, the information provided is cross-referenced with the information provided by the applicant on the application form to check for accuracy. Any discrepancies or areas of concern will be discussed with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided. We do not accept open references, references from relatives or from those writing solely in the capacity of friend.

Interviews / Selection Days

All local applicants are asked to bring proof of identity with them along with the relevant original documents. Photocopies of originals are made and retained by the school. Documents for unsuccessful applicants will be destroyed at the end of the recruitment process.

Local applicants for teaching roles will be invited to attend a selection day. For all other roles, interviews will be held. Candidates for teaching roles will be asked to teach a lesson while being observed. They will also be interviewed by the recruitment panel.

Wherever possible, the same process will be followed for candidates applying from abroad. When candidates cannot attend a physical interview, interviews will be held via Skype.

All interviews cover the applicant's suitability for the role and will explore any gaps or anomalies in the application form as well as addressing any areas of concern regarding child safety. At least one member of the interviewing panel will have had safer recruitment training.

Before a decision is made by the recruiting panel, interview notes are collated and feedback from staff who met the candidate is taken into account.

The successful applicant is contacted by the Headteacher by phone or email. Unsuccessful applicants are advised via email.

Offer of Appointment

A conditional offer of appointment is made subject to the following:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications.
3. A satisfactory DBS Certificate at the enhanced level.
4. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
5. A probationary period of one year.
6. The application form responses proving to be complete and accurate.

All of the above are listed in a checklist on the candidate's personal file, which is kept in the school office, and verified by date and signature when each is complete. Once all requirements have been met, start dates are agreed.

Starting Employment

Upon starting employment, employees are required to complete and pass an Educare online course in Child Protection. In addition to this, the Headteacher will discuss the importance of safeguarding and the school's commitment to it – thereby fulfilling our obligations as an employer.

Record Keeping

All required employee information is kept in the employee's personal file. This includes a record of recruitment and vetting checks.