

Policy 3.2 Safer Staff Recruitment

Introduction

Panyathip British International School (PBIS) is committed to ensuring child protection and student welfare, and as part of its recruitment processes holds itself to a high standard of effective recruiting practices with specific attention to child protection.

The purpose of this policy is to set out a recruitment process which aims to

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Adequate time must be allowed for a rigorous selection process to be completed. PBIS must, and will, make strenuous efforts to ensure that Safeguarding practices are followed and kept under review.

Appointment Responsibility

1. The recruitment of international academic staff is the responsibility of the Campus Head and HR with final consideration from the CEO.
2. The recruitment of Campus Head teachers will be the responsibility of the CEO and the HR Manager/Lead.
3. The recruitment of Lao academic staff is the responsibility of the Lao Programme Head teachers and the HR Manager/Lead.
4. The recruitment of the non-academic staff is the responsibility of the appropriate Head of Department and the HR Manager/Lead.
5. All staff responsible for recruitment will receive training in 'Safer Recruitment'.

Applications for International Posts

Applications for teaching posts come from a variety of sources including unsolicited applications, word of mouth recommendation and advertisements in journals and on bulletin boards. All applications, however-so received, will be subject to the PBIS Safer Staff Recruitment Policy and Procedures. Where advertisements are used and on written job particulars the following statement will be included :

“PBIS is totally committed to safeguarding the welfare of children and young people and expects the same from its applicants. All applicants will be subjected to an enhanced pre-employment clearance check, including identity check, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and two satisfactory professional references which will be verified. Therefore, all applicants of the employment are contingent upon successfully passing a background and all teaching posts must have a teaching qualification.”

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

- Job description and person specification;
- PBIS's Child Protection Policy and Safeguarding code of conduct;
- Staff handbook;
- Application form.

All prospective applicants must provide a detailed cv which lists their career history.

Any gaps in employment must be discussed with the applicant in addition to any series of short term positions.

Any applicant who has had a series of short term employment positions should only be considered with the greatest of care.

The application form will include the following :

- The applicant's full name, age, date of birth, nationality, marital status
- The applicant's qualifications (with dates and names of colleges/universities)
- A list of schools attended as a pupil
- A complete career history with explanations of any career breaks

Job Descriptions and Person Specifications

A Job description is a key document in the recruitment process, and must be approved prior to taking any other steps in the recruitment process. It will set out the duties and responsibilities of the job role clearly and accurately. All job descriptions and person specifications state that safeguarding and promoting the welfare of children is the main priority of the role.

The person specification informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

Short-listing and References

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

A minimum of two references will be sought directly from the referees using a school reference form by HR and passed on to the relevant Campus headteacher.

One of these references must be from the candidate's most recent employer (or college, if NQT or equivalent). Referees should use their school or professional email addresses where possible; obviously this may not be possible for those who have retired.

References or testimonials provided by the candidate will not be accepted as an alternative to direct contact with a referee.

Where possible two of the referees should be contacted by telephone or through an agreed digital platform by the HR department to verify their identity and to confirm the reference. This is to clarify any anomalies or discrepancies. A detailed record will be kept of such exchanges and attached to the application.

PBIS 'Reference Form' includes 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 particular post;
- a declaration clarifying the professional relationship and years of service in regard to the professional relationship.

The Selection Process

The selection process will be determined by the nature and duties of the vacant post. All vacancies will require an interview of short-listed candidates.

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 any criminal records/police checks; ● to demonstrate their capacity to safeguard and protect the welfare of children and young people.

HR - Employment Checks

All successful applicants will be required:

- to provide proof of identity – a passport is ideal here since the expiry date should be checked to ensure there is sufficient time left in order to apply for a work visa.
- to provide proof of qualifications by showing original or notarised documents
- to provide a satisfactory police certificate from their last country of residence – DBS or whatever is available in their last country of employment. Ideally, police checks should be no older than 6 months before they have left their last country of employment. PBIS makes reference to the Criminal Background Check Procedures booklet published by CIS and other authenticated resources to verify documents. In addition PBIS asks to see all the Police Checks that the successful applicant has for countries s/he has lived in.
- to declare whether or not they have any health issues which might impact on their work and, if required, to undergo a medical examination
- to have satisfactory references - two of whom will be contacted by email or telephone and asked to complete the relevant form by the HR Department to ensure the accuracy and completeness of any written references.

Any offer of a job must be conditional on all the above being satisfied

Others working in School

External providers of Services to the School (eg ECA Teachers).

- The Provider will be asked to undertake appropriate background and criminal records checks with all their employees who will be working with Panyathip Students. They will confirm in writing that these have been undertaken and list the names and ID/Passport numbers of all such employees. This document will be stored in the HR Room. Providers may not begin their work until the written confirmation has been received. Whenever there is a change of personnel the external provider must update the written assurance.

Employees of other companies connected to the group who work in the school (eg Bandith)

- The appropriate Employer or Representative will be asked to undertake appropriate background and criminal records checks with all their employees who will be working with Panyathip Students. They will confirm in writing that these have been undertaken and list the names and ID/Passport numbers of all such employees. This document will be stored in the HR Room. Employees may not begin their work until the written confirmation has been received. Whenever there is a change of personnel the external provider must update the written assurance.

Board Members

- Board Members will be background checked on appointment and this information will be stored in the HR Office. Background checks will be renewed every three years in line with staff renewal. The School will meet the cost of the Board members' checks.

Induction

All staff who are new to the school should receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Training in Child Protection and Safe Guarding will be logged in each employee's file. Certificates of Attendance/Completion are awarded to local staff and these will be placed in employee files. Currently all expat staff complete Educare Child Protection Training online and with immediate effect their certificates will be placed in their files.

Regular meetings should be held during the probationary period of employment between the new employee(s) and the appropriate line-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.

Police Reports can vary from country to country. It should be remembered that any Police Report is unlikely to contain information about offences committed outside of that country and also are not likely to contain information about arrests made which did not lead to conviction.

Local hire Academic and Non-academic staff

Local staff are also required to be police checked as part of the school's vetting procedures. It is the employee's responsibility to provide a current police check (ie. within the last 3 to 6 months) at the time of employment.

All Lao applicants for posts have to complete an application form and provide copies of their qualifications and identity documents. The school requires this form to be countersigned and stamped by the Chief of the Village in which the applicant resides in order that some external and objective verification of the applicant's sound character is obtained.

Lao applicants are also required to make a declaration regarding their state of health from a doctor and/or hospital.

References from past employers are also taken.

The Lao Operations Manager oversees the process alongside the HR Manager and the appropriate Head of Department is also involved in the selection and interviewing of all non academic applicants.

The Lao Head Teacher and HR interviews all academic applicants. HR also checks with the previous school that the candidate is a suitable employer for Panyathip International School. This will usually be done by telephone and notes will be made on the applicants' application as a record of the conversation.

Document Storage and Disposal of Records

A Single Central HR Record is in place for all employees. Each individual's record is stored in the front of his/her file. The HR Department is responsible for overseeing this. Copies of all significant original documents will be retained in the individual's personnel file. All records of pre-employment and employment are stored securely in individual files in the HR Manager's Office. This office is kept locked when unattended.

Safeguarding Records are only retained for as long as is necessary according to local requirements. After an employee has left the School's employment the records will be retained for two school years, in accordance with Lao regulations, after which they are archived in the schools HR system.