

# ALMUÑÉCAR INTERNATIONAL SCHOOL



## Policy -Safer Recruitment Policy v7

Reviewed 2019, 2021, 2022, 2023, 2024, 2025 by F.Jacobs

Next review due August 2026

Changes from the previous version are highlighted

LUCTOR ET EMERGO

ALMUÑÉCAR  
INTERNATIONAL SCHOOL

## Safer Recruitment

### INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that 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.
- select the best person for the post based on the person specification for the post

### STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools - notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

### IDENTIFICATION OF RECRUITERS

The school will have at least one recruiter who has successfully received accredited training in safe recruitment procedures, currently the headteacher. Headteacher training online 2023 and at NABSS in 2025. Business manager attended an update meeting at NABSS conference March 2023

## INVITING APPLICATIONS

- Advertisements for posts - whether in newspapers, journals or on-line - will include the statement:

"The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure or an International Child Protection Certificate."

The meeting at NABSS regarding safeguarding raised concerns about how often the school can request updated police checks. Awaiting information.

- Prospective applicants will be supplied (as far as is possible), with the following:
  - job description and person specification
  - Information sheet about the school and area
  - the school's child protection policy;
  - the school's recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
- All prospective applicants must complete, in full, an application form, equal opportunities form.
- When recruiting staff, employers and governing bodies must not discriminate against any prospective employee on the basis of any protected characteristic (including race, sex or disability) in relation to appointments, pay and conditions. (U.K.) The Government Equalities Office provides detailed information about the Equality Act 2010, with advice on the Act, and the comprehensive guidance provided by the government in support of the Act can be found at Equality Act guidance. Advice for schools on how the Equality Act affects them and how to fulfil their duties under the Act can also be found on GOV.UK. Further Guidance for employers is provided by Acas which is intended to help prevent employers from unlawfully discriminating during the appointment process.
- Consideration should be given to using 'name blind recruitment' as part of the appointment process. This will address the issue of increasing social mobility and diversity in the workplace.

## SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. In exceptional circumstances phone references may be taken. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked 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 post.
- School employees are entitled to see and receive, if requested, copies of their employment references if the referee is permitting that it may be made open.

## THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. This procedure will be done by 2 Senior members of staff.
- Interviews will be face-to-face whenever possible. Skype interviews may be used if there is no possibility of face to face eg working abroad, or time limitation. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will 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 a CRB disclosure;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## EMPLOYMENT CHECKS

- All successful applicants are required:
  - to provide proof of identity
  - to complete a DBS/CEOPS disclosure application and receive satisfactory clearance or certificado de **delitos sexuales, Spain**
  - to provide actual certificates of qualifications
  - to provide proof of eligibility to live and work in Spain

## INDUCTION

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. These sessions will be held by members of the management team.
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF

- In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements.

The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- all employees who are employed as supply staff to the School whether employed directly or through an agency;
- all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.
- A designated person will be responsible for auditing the Single Centralised Register along with the headteacher.

## RECORD RETENTION / DATA PROTECTION

- The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in Spain, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.
- This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Schools office in a locked and secure cabinet.

- The same policy applies to any suitability information obtained about volunteers involved with School activities.
- The school will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998.

### ONGOING EMPLOYMENT

- AIS recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

### LEAVING EMPLOYMENT

- Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre employment checks that will be undertaken prior to employment being confirmed.

Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the National College for Teaching and Leadership.

## CONTRACTORS AND AGENCY STAFF

- Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.
- Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.
- The school will do as much work that requires contractors in school holidays.

## VISITING SPEAKERS

- The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.
- All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.
- The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regards to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

- In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin,

religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## VOLUNTEERS

- The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).
- Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.
- It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

## USEFUL LINKS

[DfE \(2016\) Keeping Children Safe in Education](#)

[Disqualification under the Childcare Act 2006 \(2015\)](#)

[Disclosure and Barring Service](#)

[NSPCC Safer recruitment in education course](#)

