



British standards for a world class education



Nottingham British School of Kuwait

SAFER RECRUITMENT POLICY

2023/24



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Safer Recruitment Policy

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.

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools with the Private Education Ministry of Kuwait – notably Principals of School and Vice Principals. These requirements change from time-to-time and must be met.

Reference: Keeping Children Safe in Education September 2021 – Part Three

Identification of Recruiters

With regards to the selection and interview panel, at least one recruiter will be from the UK and au fait with safer recruitment processes and another will be one of the governors of the school. They will sign and date interview paperwork at the point of interview and will check and sign all references.

Inviting Applications

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

“The school is committed to safeguarding children and young people. All postholders for employment and internal national security are subject to a satisfactory ACRO check.”

“This role will be engaging in regulated activity with children.”



Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification (though may initially be verbal);
- an application form via TES, or recruitment agency;

Successful applicants will additionally be supplied, as a minimum, with the following

- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;

All prospective applicants must complete, in full, an application form either via TES or registered recruitment agency.

Short-listing and References

1. Short-listing of candidates will be against the person specification for the post
2. All short-listed candidates will be required to complete a Self-Disclosure form on the TES form or from a designated recruitment agency.
3. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
4. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted as a formal reference for the applied position but may be used by candidate for support.
5. Where necessary, referees will be contacted by e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



6. 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.
7. 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.
8. School employees are entitled to see and receive, if requested, copies of their employment references.

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.

Interviews will always be face-to-face. 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). With regards to any application forms which have been received via email, we will ask the candidate to sign them at the interview as verification that the information contained within it has been provided by them.

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 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 as part of residency procedures.
- to complete an ACRO application and receive satisfactory clearance. This is completed before the start of employment with the school as part of work approval and residency procedures.
- to provide actual certificates of qualifications and transcript, legalised, apostilled by FCO and the Kuwait Embassy. ACRO also to apostilled by FCO and Kuwait Embassy.
- to complete a confidential health check before the start of employment with the school as part of work approval and residency procedures. Required by Kuwait Embassy for entry to Kuwait for work.

Induction

All staff who are new to the school will receive very thorough induction training prior to commencing duties that includes information about the school's safeguarding policies and guidance on safe working practices. Induction policy and the procedure is robust and regularly reviewed.



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