



Safer Recruitment Policy

1 . AIMS

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;
- identify and reject applicants who are unsuitable for work with children and young people
- ensure transparency and eliminate all possible conflict of interest.

CONFLICT OF INTEREST

- On application the applicant must declare if he/she has any connection or conflict of any kind with the school.
- The recruitment process cannot involve the spouse, partner, relative of the applicant.
- For line management the school endeavours to ensure that where there is a family connection the line manager/appraiser is not related to the subordinate.
- When there is a perceived and/or possible conflict of interest the Head of School must inform the Chair of the Board of Governors to advise and to ensure that all possible steps are taken to increase transparency. For such appointments these need to be approved by the Board of Governors.
- OBS does not discriminate against or towards the recruitment of teaching couples or family members. However, OBS takes all reasonable measures to avoid any possible misunderstandings, accusations of bias or perceived conflict of interest.

THE ADVERTISEMENT PROCEDURE

Teaching vacancies should always be advertised on the school website and in the Times Educational Supplement (TES) or a similar educational employment website.

All applications should be submitted directly to the school recruitment email account. At least 3 people will review the CVs and select a short list of 3-5 candidates to be interviewed.

Interviews will always be carried out by at least three people, preferably the Headmaster and Head of Section, as well as the relevant Head of Department. Recruitment agencies will only be used as a last resort and when there is not enough time to conduct an in-house recruitment process.

Non-teaching vacancies will always be advertised on the school website, but will normally only be advertised in the local press and, depending on the position, the interview/recruitment procedures may differ considerably.

THE APPOINTMENT PROCEDURE

The following list provides a summary of the appointment procedure at the OBS:

- evidence of identity, including name, address and date of birth;
- OBS Application pro-forma
- Updated curriculum vitae with check on any gaps in employment and a record that the reasons for any gaps are satisfactory;
- Criminal records
- (*if applicable*) number and date of DBS or List 99/ISA barred list check;
- Prohibition checks carried out by COBIS;
- two references (following a letter requesting referees to give any reason why the applicant should not be employed for work with children); if a reference is taken over the telephone, detailed notes should be taken, dated and signed by Headmaster or Head of Section. Referees should include the current employer.



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- evidence of qualifications;
- declaration of medical fitness (all employees are required to make a declaration, duly signed, that they are mentally and physically fit to discharge the responsibilities required by the post in question);
- Disqualification under Childcare Act 2006 - staff self-declaration (all employees will be required to sign this).
- evidence of permission to work in the host country (in the case of citizens of the EU a passport and/ or resident/ identity card is sufficient proof);
- evidence of checks provided by another country for an applicant who has worked abroad;
- evidence from the agency supplying the member of staff (if applicable);
- informing applicants that any previous employer may be contacted;
- references are sought directly from referees, either by email or by telephone;
- references should be followed up with a telephone call;
- making contact with the school at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving);
- to explain satisfactorily any gaps in employment;
- making clear that checks must be completed before an appointment can be confirmed*.

*Where a provisional appointment is made and work started on the strength of an existing DBS certificate or local CRC this is for a short period (usually up to three months). For an up-to-date check of any evidence that the person is not suitable to work with children, a List 99/ISA barred list check is made on behalf of the school by COBIS. The conditions for such a provisional appointment are that an application has been made for the school's own DBS or Criminal check, that all other checks are complete and that the person is *where applicable* under the supervision of one of the following (dependent on post) Head of School, Heads of Section, Business Manager or senior administrative staff. This supervision will be reviewed at least every two weeks (and the person in question is informed what these safeguards are). Where work starts under such conditions, a note should be added to the record of appointment.

2. REQUIREMENTS

For all non-teaching staff the stages relating to CVs, references and criminal record clearances (CRC in Portugal which the school requires after 3 months in residence for international members of staff and is to be renewed every year as per Portuguese legal requirement) and self-declaration of medical fitness will be the same as for the employment of teachers.

3. INVITING APPLICATIONS

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

The School is committed to safeguarding all children. Successful candidates will be subject to Disclosure and Barring Service (DBS) criminal record checks or country equivalent. Oporto British School is an Equal Opportunities employer.

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

- job description/ person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.



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4. THE SELECTION PROCESS

- 4.1 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.
- 4.2 Interviews will *usually* be face-to-face and will be conducted by at least three people. 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/ Skype). Senior positions of responsibility will always include at least two interviews and the process will be agreed by the Academic Committee. Where possible and at the school's expense, short-listed candidates will be invited to Porto for interview and to teach a demonstration lesson. Time is given for the candidates to meet staff and informally ask questions prior to a formal interview. The visit to the school will also offer an opportunity for the candidate to ask any questions concerning domestic arrangements. Interviewed applicants will be informed in writing of the outcome.
- 4.3 Candidates will always be required
- To provide all documents outlined in the procedures section.
 - 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 DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
 - to declare any perceived conflict of interest.

Those who do not require DBS checks or overseas equivalents are: visitors to the Head of School/other staff or those who have only brief contact with children in the presence of a teacher; visitors carrying out repairs or servicing equipment; building and other contractors (unless they come in contact with children); volunteers or parents who do not work with children frequently, regularly or overnight (for example, who only accompany staff at specific school events or on one-off trips not involving over-night stays); secondary school pupils on work experience or similar; those on the school site when pupils are not present; students aged eighteen or over in a normal student capacity.

Those supervising children in the Early Bird and/ or After Care Clubs are required to present proof of ID and a CRC renewed every year. The Head of School/ School Secretary will check the validity of the documentation.

Appointment of supply staff: the OBS will check with the relevant supply agency and obtain written confirmation that all appropriate checks have been carried out: identity, right to work in the host country, qualifications (if relevant) and suitability to work with children.

The Chair of Governors is required to present proof of identity and a *Certificado de Registo Criminal*. The school will take all reasonable steps to assure itself of the suitability of each individual who is responsible for the governance and leadership of the school.

***Checks on other members of the board:** The Chair of the governing body/ or on his/her behalf, the Head of School, is responsible for these checks, which are the same as those for the Chair.

5. INDUCTION

- 5.1 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.
- 5.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).



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Oporto British School supports the principle of equal opportunities and opposes discrimination on the basis of, gender, race, disability or religious belief.

ALL APPOINTMENTS

The primacy of host country checks, overseas certificates of good conduct and CRC/DBS and List 99/ISA barred list checks is such that, if suitability is not confirmed in one of these ways, appropriate action must be taken to safeguard the children at the school.

CONFIDENTIALITY

Evidence of CRC/DBS and other checks. The various items of evidence are provided with the consent of the applicant for the requirements of the appointment. Where a school keeps evidence (as original documents, signed and dated notes or photocopies) this is for professional reasons, such as the writing of subsequent references. The school must respect the confidentiality of such evidence and store it in a secure, reliable and accessible location.

Policy Evaluation and Review

This policy is to be reviewed annually by the Head of School and Business Manager/Heads of Section and approved by the Board of Governors. The procedures described therein will be evaluated in the light of experience and, where necessary, modified immediately.

Last Reviewed February 2018