



GENEVA ENGLISH
SCHOOL

SAFER RECRUITMENT POLICY

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Geneva English School (GES) is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, visiting teachers and volunteers to share this commitment. (Refer to the School's [Safeguarding and Child Protection Policy](#).)

In line with Swiss legal requirements, Keeping Children Safe in Education September 2018 (KCSIE) and The Standards for British Schools Overseas November 2016, the School takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to the implementation of a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, which includes their attitudes towards safeguarding and their ability to work with children in a way which promotes the safety and welfare of children;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance;
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks and by conducting the recruitment process in a way which prevents as far as possible the recruitment of individuals who are unsuitable to work with children.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying, with the provisions of this policy.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Board of Governors to:

- ensure the school has effective policies and procedures in place for recruitment of all staff, governors, visiting teachers and volunteers in accordance with DfE guidance and standards, and Swiss legal requirements;

- monitor the School's compliance with them.

It is the responsibility of the Head, Head of Human Resources (HR) and all Senior Leaders involved in recruitment to:

- ensure that the School operates safe recruitment procedures and make sure all appropriate checks are carried out on all staff, governors, visiting teachers and volunteers who work at the School;
- monitor contractors' and agencies' compliance with this document;
- promote the welfare of children at every stage of the procedure.

Please refer to the [Recruitment Procedures](#) for details of the procedures to be followed (Appendix 1).

REQUIREMENTS TO WORK AT A PRIVATE SCHOOL IN THE CANTON OF GENEVA

(See <https://www.ge.ch/enseigner-ecole-privee>)

1. Proof of right to work in Switzerland (a valid work permit) – see below
2. Proof of identity (valid passport)
3. Copy of the Casier Judiciaire (see below)
4. For inhabitants of the Canton of Geneva, a Certificat de bonne vie et moeurs (CBVM)

RECRUITMENT PROCESS AND VETTING CHECKS

Advertising positions

Advertisements for all permanent positions are placed on the School website (<http://www.geschool.ch/about/work-with-us>). In addition, adverts are published in other suitable places (e.g. local job websites or the TES jobs website) depending on the position available.

All job adverts make clear the School's commitment to safeguarding and promoting the welfare of children.

A link to our Safer Recruitment Policy is published alongside job adverts on the School website. A copy of the School's Safeguarding and Child Protection Policy is available on the School's website or in hard copy to applicants on request.

Application Form

All applicants for employment are required to complete an application form containing questions about their academic and employment history and their suitability for the role. The School will only consider candidates who have completed the application form in full. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form but may be submitted in addition.

References

All offers of employment are subject to the receipt of a minimum of two references that are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children (if applicable). Neither referee should be a relative or someone known to the applicant solely as a friend.

Referees are asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees are also asked to confirm that (to the best of their knowledge) the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" at paragraph 8 below). Referees are sent a copy of the relevant job description and person specification. If the referee is a current or previous employer, he/she will also be asked to confirm the following:

- the applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant, nor on open references or testimonials. Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference and to check that there are no child protection concerns.

Right to work in Switzerland

EU/EFTA citizens can freely enter Switzerland but must apply for a valid work authorisation. It is important to note that to get permission to work in Switzerland, different conditions apply for citizens who are from a country in the European Union or European Free trade Association (EFTA) (EU countries plus Iceland, Liechtenstein, Norway and Switzerland) and for citizens who are third-country nationals (non-EU/EFTA citizens). Non-EU/EFTA citizens will need to get a special residence permit with authorisation to work in Switzerland. Whether or not this authorisation will be granted usually depends on existing work quotas, educational level and work experience, and the non-availability of a suitable EU/EFTA candidate for the position.

Successful candidates will be able to apply for a valid work permit with the help of the Head of HR. They will need to have an address in local Switzerland or France, be able to supply a copy of their lease agreement/property deed, provide a copy of a valid passport, and for non-EU/EFTA citizens, a copy of a recent criminal records check.

The type of work permit requested will depend on the length of the contract with Geneva English School.

Identity Checks

These will be carried out on all appointments to the School's workforce before an appointment is made. All applicants invited to interview will be required to bring proofs of identity (refer to the procedures below).

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the School can verify the identity of candidates and check for any unexplained discrepancies in their employment and education history. The School does not discriminate on the grounds of age.

Should an applicant arrive for an interview without the above documentary evidence without good cause, the interview may be cancelled and the School may choose not to progress their application further even upon subsequent submission of the documentation.

Casier Judiciaire

All new appointees are subject to a check in the form of a Casier Judiciaire. With the assistance of the Head of HR, the successful applicant is required to obtain the Casier Judiciaire and an original copy must be provided to the School.

- For Swiss residents they can be obtained from:

https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en

There are two forms of the Swiss Casier Judiciaire; the standard excerpt and the 'special' one for employees who work with children. From September 2018, the School will require new appointees to obtain a copy of both extracts. Application for the special excerpt requires a document signed by the Head, which the Head of HR will provide.

- For French residents they can be obtained from:

<https://www.cjn.justice.gouv.fr/cjn/b3/EJE20>

Certificat de bonne vie et moeurs (CBVM)

A 'certificat de bonne vie et moeurs' is a certificate of good conduct delivered by the police of your canton of residence. Inhabitants of the Canton of Geneva can also apply online here:

https://ge.ch/policecbvm_public/formulaire/Controler?action=submit&documentId=demandeCbvm&mediaType=ji_html&sds=draftData&layout=normal&ids=userData,draftData#jsysInterview_RequestedField

Following advice from our QSC inspection of May 2018, from September 2018 the School will require inhabitants of the Canton of Geneva to provide a CBVM to the School.

To obtain this certificate, the successful candidate will need to have already resided in the area for a minimum of three months, be able to provide a recent copy of his/her criminal records check(s), a proof of address and a colour copy of a valid passport. If the successful candidate is new to the area, the Head of HR will request that you provide one of these certificates once you have been living in the Canton of Geneva for three months.

Disclosure and Barring Service (DBS) checks

On 11 June 2018 the School was informed by COBIS that enhanced and standard DBS checks are no longer available to British Schools overseas. Until that date, we had been able to use the COBIS service for obtaining DBS certificates.

While COBIS continues to lobby for a change in the position adopted by the UK Home Office (update from COBIS received 25 June 2018) the School will follow the advice issued by COBIS in June 2018, which is to complete:

- prohibition checks;
- International Child Protection Certificate (ICPC) checks,
- police clearance checks from previous country of residence;

for all members of staff, governors, visiting teachers and volunteers (paid and voluntary) who work with children.

In addition, GES will obtain local criminal records checks (Switzerland/France) and, as far as possible, clearance checks from other countries in which the candidate has lived.

If there is a delay in receiving any of these checks the Head has discretion to allow an individual to begin work pending their receipt. A risk assessment, including the need for appropriate supervision, will be completed and signed by the Head before the person starts work and will be updated every two weeks.

If a check identifies a criminal record, the Head will make a judgement about the candidate's suitability, taking into account only those offences which may be relevant to the particular job or situation in question, the nature of the offence, the nature of the appointment, the age of the candidate when the offence was committed, the frequency of the offence, and subsequent good behaviour and career. The Head will decide upon any mitigating actions or controls to be put in place. Further details on the School's policy on recruitment of ex-offenders are given below.

Members of staff at GES are made aware of their obligation to inform the Head of any cautions or convictions that arise subsequent to their commencing employment at the School (see [Staff Code of Conduct](#)).

Checks from countries other than the UK, Switzerland or France

Applicants with periods of residence outside the UK, Switzerland or France are asked to provide further information, including a criminal records / police clearance check from the relevant jurisdiction(s).

The School refers to the UK Home Office for guidance on what checks are available from different countries. From September 2018, extra references are requested for applicants from countries that do not provide criminal record checks.

Prohibition from teaching

The School uses the services provided by COBIS to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the National College for Teaching and Learning (NCTL).

In addition we ask all applicants for roles which involve 'teaching work' to declare in the application form whether they:

- have ever been the subject of a sanction, restriction or prohibition issued by the NCTL, or by any regulator of the teaching profession in the UK or any other country;
- have ever been the subject of proceedings before a professional conduct panel of the NCTL, or equivalent body in the UK or any other country.

The School recognises that a prohibition from teaching order may not last indefinitely. The School also notes that professional conduct panels do not always impose sanctions on the subject of the hearing. However, in order to fully assess the suitability of an applicant, the School considers it important that all such information is made available during the recruitment process. Where an applicant is not currently prohibited from teaching, but has been the subject of a professional conduct hearing whether that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The existence of any relevant information is not a bar to employment with the School.

The School carries out this check, and requires associated information, for roles which involve teaching work. In doing so the School applies the definition set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to teaching work:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;

- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

If in any doubt, or if the applicant has taught previously, or may teach in future, the check will be undertaken.

Prohibition from Management of Independent Schools

The School checks via the COBIS service whether applicants appointed to management positions are subject to a Section 128 Direction. This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school in the UK.

The scope of the barring directions covers the following staff positions: Headmaster, members of the Senior Leadership Team, Heads of Department and Subject Leaders.

In addition, we ask all applicants to declare in the application form whether they:

- have ever been the subject of a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- have ever been the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school in the UK.

The existence of any relevant information is not a bar to employment at the School. The School will consider whether the facts of a case render the applicant unsuitable to work at the School.

International Child Protection Certificate

Now that enhanced and standard DBS checks are no longer available to British Schools overseas, the successful applicant will, with assistance from the Head of HR, be required to apply for an ICPC via the following website for the ACRO Criminal Records Office: <https://www.acro.police.uk/icpc/>

Disqualification by Association

In view of the Disqualification under the Childcare Act 2006 regulations in force in the UK, we considered what the School's policy should be in the context of our location and of local and national legislation. Given that it would not be possible to apply for an Ofsted waiver, we decided not to ask members of staff to complete a self-declaration regarding disqualification by association.

New guidance from the DfE, which comes into force on 31 August 2018, removes disqualification by association for individuals working in childcare in non-domestic settings (e.g. schools and nurseries).

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before an appointment offer is confirmed. All successful applicants are required to complete a fit to work medical declaration and where appropriate a doctor's medical report may be required.

Qualifications

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Interviews

In addition to discussion of relevant skills and experience, candidates will be asked questions relating to child protection in order to ascertain the level of their knowledge and the suitability of their answers. It is recognised that not all interviewees will have child protection experience within schools. In such cases, questions will be adapted to test applicant's responses to hypothetical safeguarding scenarios. At least one member of staff involved with every appointment process will have received safer recruitment training (e.g. through Educare). In addition, any member of staff responsible for assessing pre-employment checks will have received the relevant training.

All candidates applying to work directly with children, either as teachers or teaching assistants, will be observed interacting with children.

Contractors and Supply Staff

The School will ensure that any contractor, or any employee of the contractor who is to work at the School, has been subject to the appropriate level of criminal records check. Contractors engaged in regulated activity (as defined in KCSIE 2018) or whose work provides them with an opportunity for regular contact with children will require criminal records checks. Occasional or temporary contractors not involved in regulated activity will not need a criminal records check but an appropriate level of supervision will be arranged.

'Supply staff' are staff supplied by a business or agency to work under the control of the School. Agencies who supply staff to the School must also complete the pre-employment checks that the School would otherwise complete for its staff (identity, right to work in Switzerland, qualifications where appropriate, suitability to work with children to the extent relevant to that person). The School requires confirmation in writing, obtained via its Background Checks Request Form, that these checks have been completed before an individual can commence work at the School. A copy of the criminal records certification must be seen by the School. In addition, the School will also verify (by asking to see identity documents) that the person presenting themselves for work is the same person on whom the checks have been made. Before the person commences work, the School will conduct an interview in order to satisfy itself that he/she is suitable for the work for which he/she is being supplied.

Visiting music teachers and other visiting teachers not supplied by a business or agency

Visiting teachers are subject to the same recruitment procedures and vetting checks as employed members of staff. Visiting music teachers and other visiting teachers who are not employees of the School must prove that they have status as an independent worker in Switzerland, certified by the AVS, before they commence working at the School. Visiting teachers who have independent status sign an agreement with the School on accepting a position at the School.

Volunteers

Volunteers engaging in regulated activity or whose work involves, or provides the opportunity for, regular contact with children will require the same level of recruitment checks as employed members of staff.

Prior to engaging a volunteer to carry out any activities for or on behalf of the School, the Head will decide what vetting checks are required, or whether it is appropriate to carry out a risk assessment. Appendix 3 (Vetting Checks on Volunteers) of the ISI Handbook for the Inspection of Schools will be used for reference.

Governors

All members of the governing body are required to have the same level of recruitment checks as employed members of staff.

Visiting Speakers

As is the case for all visitors to the School, visiting speakers will be accompanied by a member of staff for the duration of their time at the School. The Head and Designated Safeguarding Lead must be made aware in advance of any visiting speaker coming to the School. If the profile of the speaker or the topic on which he/she has been invited to speak indicates that he/she may, either intentionally or not, pose a risk of endorsing, condoning or inciting extremist political or religious views, the speaker's visit will not be permitted. In making an assessment of risk, the School will have regard to the Prevent Duty Guidance and to the definition of extremism set out in KCSIE, which states:

“Extremism is a 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.

Policy on recruitment of ex-offenders

The School undertakes to assess the suitability of all applicants for positions of trust fairly. We will not discriminate unfairly against any subject of a criminal records check on the basis of a conviction or other information received.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Criminal records checks are only requested where the School deems that it is both proportionate and relevant to the position concerned. For those positions where checks are required, all application forms, job adverts and recruitment briefs will contain a statement that checks will be requested in the event of the individual being offered the position.

Where criminal records checks form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head and we guarantee that this information will be seen only by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the School to ask questions about the entire criminal record, we ask only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The Head, Designated Safeguarding Lead and Deputy Designated Safeguarding Leads will receive training in identifying and assessing the relevance and circumstances of offences, and in the relevant legislation relating to the employment of ex-offenders.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position. Failure to reveal information that is directly related to the position sought could lead to withdrawal of the offer of employment.

We undertake to discuss any matter revealed in a criminal records check with the person seeking the position before withdrawing a conditional offer of employment.

Assessment criteria

In the event that relevant information, whether in relation to previous convictions or otherwise, is volunteered by an applicant during the recruitment process or obtained through a criminal records check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the age of the applicant when the offence was committed and the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- the applicant's subsequent career and good behaviour;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

In the event that relevant information, whether in relation to previous convictions or otherwise, is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The risk assessment form will be signed by the Head before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS or other appropriate body. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, and in accordance with our Data Retention Policy, we will:

- store disclosure information in locked, non-portable storage containers, access to which will be restricted to the Head and Head of HR;
- not retain disclosure information or any associated correspondence for longer than is necessary, which is generally for a period of up to six months. If, in exceptional circumstances it is considered necessary to keep disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.
- ensure that, once the retention period has elapsed, any disclosure information is destroyed by suitably secure means such as shredding. Whilst awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

In the School's Single Central Register we will keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested and the unique reference number of the disclosure.

Retention of records

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 Switzerland, 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. It will be retained for a period of ten years after employment terminates, after which it will be securely destroyed.

If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

Referral to the DBS and NCTL

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that apply to any offer of employment. Whilst these checks are carried out pre-employment, the School will also refer to the DBS:

- any applicant who has applied for a position at the School despite being barred from working with children;
- anyone who has harmed, or poses a risk of harm, to a child, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Where there are serious concerns about a teacher's suitability to work with children, separate consideration will be given to whether a referral to the NCTL should be made. This is the case irrespective of whether the DBS criteria have been met.

Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Head of Human Resources.

Authors: Head of Human Resources and Head

Approved by the Board of Governors: December 2016

Reviewed: August 2018

Review Date: July 2019 (or when legislation changes, whichever is the sooner).

Appendix 1

RECRUITMENT PROCEDURES

Vacancy

The vacancy and its requirements are discussed by the SLT. The following are agreed:

- How and where to advertise. Permanent positions are always advertised. Occasionally, if it is felt to be appropriate, we may use an agency to suggest candidates for interview.
- Composition of the interview panel, including the Chair. The Chair will always have undertaken safer recruitment training (e.g. via Educare).
- When to interview
- Who will read and shortlist applications (always including the Chair)
- Elements of the interview programme, including observed lessons, tours and which member of the panel will ask safeguarding and child protection questions. This person must have up to date child protection training to Level 3.

The Head appraises the Head of HR and the Head's PA.

The line manager/appropriate member of SLT/Head draw up the advertisement, job description and person specification, which are checked by the line manager, Head and Head of HR.

Advertisements

For internally advertised temporary positions (e.g. a maternity cover for which suitably qualified teaching assistants might apply) the Head sends an email to all members of staff with details of the post and how to apply.

In all other cases the advertisement, job description and person specification are placed on the school website by the Head of HR, via the Website Editor.

The Head of HR may also place the advertisement in other agreed locations. Permanent teaching positions are usually advertised in the TES online.

Applications

Applications are sent by email to the Head of HR, who acknowledges receipt. The Head of HR checks and collates applications in a folder on G Drive to which only the Head, Head of HR and members of the interview panel have access. If there is time, incomplete applications (or applications with unsuitable referees) will be returned to candidates by the Head of HR.

Interview programme

The line manager/Deputy Head/Assistant Head draws up a draft interview programme and circulates it to members of the interview panel, the Head of HR and the Head's PA before finalising. The programme should include an agreed time for the panel's decision meeting.

Shortlisting

Shortlisting of candidates for interview is carried out as soon as possible after the deadline for applications, having due regard to the School's commitment to equal opportunities and fair treatment for potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

From September 2018, the Head of HR will prepare a shortlisting form with the names of all candidates who have submitted a completed application form before the stipulated deadline. The shortlisting form, which includes items from the person specification, is checked by the line manager and Head and then placed by the Head of HR on G Drive alongside the applications.

All members of the shortlisting panel complete a shortlisting form independently, leaving the final (decision) column blank. At the shortlisting meeting, convened by the Chair, the Chair completes this final column of his/her 'master' form, noting reasons as appropriate for inviting/not inviting to interview. All the forms are then passed to the Head of HR.

Equal opportunities monitoring

From September 2018, candidates will be asked if they would complete an equal opportunities form alongside the application form and to send both documents to the Head of HR. Completion of this form is not obligatory but the information is helpful to the School in its commitment to ensuring equal opportunities. The Head of HR keeps the equal opportunities forms strictly confidential and does not disclose them to members of the interview panel.

The Head of HR uses the information provided on the forms to monitor equal opportunities. The Head provides an anonymous report on equal opportunities annually to the Board of Governors. See also our policy on Equal Opportunities, which is published on the School's website.

References

As soon as a shortlist of candidates to invite to interview has been drawn up, the Head of HR will request references (at least two for each candidate), taking due note of whether or not the candidate has given their consent for the School to contact referees before interview. The School asks referees to complete their reference using the School's reference request form.

As they arrive, the Head of HR will post references in the confidential folder on G Drive and send notifications to members of the interview panel.

The Head of HR compares all references with the information given on the application form. Any inconsistencies, anomalies, doubts about the validity of the reference, or expressions of concern about the candidate will be discussed with the Head and followed up appropriately.

The Head of HR makes direct contact, either via a work telephone number or face to face, with each referee to verify the authenticity of all references and to check that there are no child protection concerns, making a handwritten note (with initials and date) on a 'master' paper copy of the reference to show that this has been done. It is an offence to falsify references. Applicants or referees who are found to have submitted false references to the School will be referred to the local authorities.

Any offer made by the School will always be subject to the receipt of two references that are deemed satisfactory by the School and on satisfactory recruitment and medical checks.

From September 2018, for the successful candidate, the Head will check and initial the master copy of each reference and return to the Head of HR.

Invitation to interview

As soon as a shortlist of candidates to invite to interview has been drawn up, the Head of HR will contact the candidates by phone and/or email and follow up with an invitation to attend for interview.

Candidates will be asked to bring the following documents to interview:

- Current passport;
- Current driving licence OR ID card OR birth/marriage certificate;
- Proof of address;
- original documents confirming any educational and professional qualifications referred to in their application form;
- a copy of any currently held DBS, Casier Judiciaire or other criminal records/police checks;
- any currently held work permit for Switzerland.

Interviews

As part of the interview process the Chair of the panel will ensure that:

- a set of agreed questions and/or tasks is prepared before the interviews
- any identified gaps in candidates' education or employment record are followed up with the candidate. A candidate's explanation of any gaps will be recorded and initialled by the Chair on his/her paper copy of the application form, which will then be the 'master' that is returned to the Head of HR for filing.
- appropriate child protection questions are asked by a member of the panel who has up to date training in child protection to Level 3
- notes are made by members of the panel during the interviews (usually by those who are not asking the particular question at the time)
- notes are taken by members of the panel observing lessons or tasks

Panel meeting and decision

The Chair will conduct the panel meeting, which will lead to a decision about which, if any, of the candidates should be offered the position. The Chair will inform the Head of HR and the Headmaster's PA of the decisions made.

Interview assessment/decision forms

From September 2018, the Chair will complete interview assessment and decision forms for each of the candidates who has been interviewed. These forms will be kept by the Head of HR.

Verbal offer

The initial job and salary offer will be made by the Head/Chair of the panel by telephone (or in person) and then followed up with a brief email to confirm. Unless the offer is declined, the successful applicant should be reminded that the offer is conditional upon the receipt of two satisfactory written references (unless already received), satisfactory recruitment checks and a satisfactory response to the medical declaration form.

Formal written offer and acceptance of the position

Using relevant information provided by the Chair, the Head of HR will draft an offer letter ('letter of engagement') and contract/agreement. Once checked and agreed by the Head and by the Finance and Business Development Director, the Head of HR will send these documents by email, together with the medical declaration form. The successful applicant should return signed/completed copies to the Head of HR. The Head of HR will inform the Head/Chair when these documents have been received. From September 2018, the Head will initial and date the medical declaration form.

Recruitment checks

In accordance with this policy, the Head of HR will begin the process of applying for the appropriate recruitment checks for the successful applicant. See above for the School's policy on the action to be taken if there is a delay in receiving a disclosure or police check.

Unsatisfactory reference(s), medical declaration or recruitment checks

If the School deems a reference, medical declaration or recruitment check to be unsatisfactory, the Head will contact the successful applicant and speak to him/her directly, either face to face or by telephone/video call. Unless there is a satisfactory explanation (e.g. a mistake on the form) the offer of employment will be withdrawn and reasons for this decision will be given. See above for the School's policy on the recruitment of ex-offenders.

Informing unsuccessful candidates after interview

The Head will liaise with the Head of HR regarding contacting unsuccessful candidates after interview. This is sometimes done by the Head by telephone and/or email, especially if the School wishes to provide positive feedback. In other cases it may be done by email via the Head of HR.

Feedback to unsuccessful candidates after interview

Unless the School chooses to be proactive (see above), we do not generally undertake to provide detailed feedback to unsuccessful candidates after interview unless we feel that there is something we could say or some advice we could give that would be genuinely helpful.

Notices to staff and parents

The Head will communicate the result of recruitment process to members of staff via email/staff briefing/notices.

Parents will then normally be informed by letter and/or newsletter at the appropriate time.

Governors are informed of new recruits via the Head's termly reports to the Board of Governors.

Making contact with the successful applicant / arranging a visit

Once the process is complete, the line manager will normally make contact with the successful applicant to begin the process of induction and integration. If possible, at least one pre-employment visit to the School will be arranged. The line manager will take responsibility for this visit and will inform the Head, Head of HR, Head's PA, members of SLT and other relevant colleagues of the proposed date and programme.

Collation/retention/disposal of documents

If not already received, the Head of HR will remind members of the interview panel to return:

- all shortlisting forms
- all interview/observation notes
- any paper copies of application forms and references
- the interview assessment/decision forms

The Head of HR is responsible for collecting these documents and for retaining and/or securely disposing of them in accordance with this policy and the School's Data Retention Policy.

The Head of HR will also retain other documents associated with the recruitment process in accordance with the School's Data Retention Policy. These include application forms, references, equal opportunities forms, medical declaration forms, recruitment checks, shortlisting forms, interview programmes, interview notes, interview assessment forms, relevant correspondence with candidates, signed offer letters and signed contracts.

Any electronic copies of application forms, references, shortlisting forms etc held by members of the interview panel must be securely deleted immediately after the conclusion of the recruitment process.

Record of Appointment and Single Central Register

At the end of the process the Head of HR will complete a Record of Appointment (Appendix 2) and make the appropriate entry in the School's Single Central Register. In maintaining the Single Central Register the School makes reference to the guidance provided in Keeping Children Safe in Education and in Standards for British Schools Overseas November 2016.

Appendix 2

RECORD OF APPOINTMENT

Name: _____

Position: _____

Date of appointment: _____
(Start date in school)

Leaving date: _____
(Where applicable)

	Date/Reference Number/Details	Checked by
Identity checks		
Qualifications		
DBS/UK criminal records check		
Prohibition Checks		
Casier judiciaire		
Police checks from other countries		
Right to work in Switzerland		
References		
Application form		
Medically fit to work		
Head of HR's notes		

Appendix 3

DOCUMENTATION

In liaison with the Head, the Head of HR is responsible for reviewing and keeping up to date copies of all documentation associated with the School's recruitment process:

- Templates for job advertisements
- Application form
- Template invitation to interview
- Reference request forms
- Equal opportunities form
- Medical declaration form
- Template for acknowledging receipt of applications
- Template for writing to unsuccessful candidates after interview
- Interview assessment form
- Template for shortlisting forms
- Template for interview programmes
- Background check request form (for supply staff)
- Risk assessment form for volunteers
- Risk assessment form for staff commencing employment prior to receipt of criminal background check(s)
- Risk assessment form for employment of an ex-offender
- Contracts and agreements

The Head of HR will also keep an eye on the 'Work with us' pages of the School's website, ensuring (via the Website Editor) that the information published there is accurate and up to date.