



Safe Recruitment Policy

1. Rationale

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Traill International School is committed to safeguarding and promoting the welfare of all students in its care. **As an employer, the School expects all staff to share this commitment.**

2. Aims

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- 2.1 ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures;
- 2.2 ensure that all job applicants are considered equitably and consistently, in line with the School's Equal Opportunities Employment Policy;
- 2.3 to help identify, deter or reject people who might abuse students or are otherwise unsuited to working with young people by having appropriate procedures for appointing staff;
- 2.4 seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description;
- 2.5 recruit and select of staff in a professional, timely and responsive manner in compliance with current employment legislation in Thailand and influenced by best practice in the UK.
- 2.6 ensure any member of staff involved in the recruitment process who has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The objectives of this policy will be applied consistently and thoroughly during the recruitment process for all new employees at Traill International School.

This Policy should be read in connection with:

- Keeping Children Safe in Education (2023) [KCSIE]
- Working Together to Safeguard Children (July 2018, updated December 2020) [WTTSC]
- The Equality Act 2010



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3. Roles and Responsibilities

3.1 The School Board will:

- ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with the school's Safeguarding Policy
- monitor the school's compliance with the safer recruitment policies and procedures

Additionally, the Board ensures appropriate staff members have received up to date safer recruitment training.

3.2 The Principal has responsibility for the recruitment of academic staff in consultation with the Chairman of the Board.

3.3 Recruitment of Support staff and non-teaching staff is the responsibility of **HR**.

3.4 It is the responsibility of the Principal, Office Manager, Site Manager and HR Manager and any other staff member nominated by the Principal to:

- implement the school's safer recruitment procedures correctly;
- ensure **all staff** and volunteers working at the school undergo appropriate checks;
- monitor agency and contractor compliance with safe recruitment;
- promote the welfare of students at all stages of the process.

The school will ensure that at all times at least one person on the appointments panel has undertaken Safer Recruitment training.

4. Recruitment and Selection Procedures

4.1.1 Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible; normally this entails an external advertisement. Advertisements for overseas teachers are normally placed in the Times Education Supplement. Agencies such as TIC Recruitment have also been used with great success.

For Thai teachers, Teaching Assistants and English as a Second Language teachers, adverts will be placed on Ajarn.com.

4.1.2 Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

4.1.3 All documentation relating to applicants will be treated confidentially and stored in a lockable cabinet in the HR office (for Thai teaching and support staff) or the Principal's Office (overseas applications), until the shortlisting process has been completed. The data related to unsuccessful candidates will then be



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shredded. The data for successful candidates will form the staff member's personal file which will be kept by the HR office.

4.1.4 A recruitment agency may occasionally be used to help with the recruitment of staff provided that the school is satisfied that all the necessary Safer Recruitment policies have been followed. We currently have a close working relationship with Teach Anywhere and TIC Recruitment.

4.2 Applications

4.2.1 For overseas teaching applications, Traill International School uses the TES quick apply feature which outlines the candidate's full academic and employment history. A supporting statement should be included to support the application and will outline the candidate's suitability for the role. CVs will not be accepted without a completed TES application form.

4.2.2 Traill International School uses its own application form for all Thai teaching and support staff and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

4.2.3 All applications must include a recent passport photograph.

4.2.4 Overseas applications will be expected to complete a declaration regarding convictions and working with children.

4.2.5 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies both locally and abroad (in the case of overseas staff).

4.3 Information sent to candidates

Job Descriptions and Person Specifications

4.3.1 A job description must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

4.3.2 The person specification will help to inform 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 the candidate's suitability to work with children.**

4.3.3 All overseas applicants will receive a pack containing the following information when applying for a post:

- An email confirming receipt of the application and containing a statement of the school's commitment to ensuring the safety and well-being of the pupils



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- A copy of the job description and person specification (where applicable)
- The school's Safeguarding Policy
- The selection procedure for the post

4.4.4 All locally hired teachers will have the opportunity to tour the school and will be expected to deliver a demonstration lesson as part of the selection process.

4.4 References

4.4.1 References for overseas applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. A reference request email, together with the school reference form will be sent. In addition referees will be asked to comment specifically on:

- The candidates suitability to work with children and young people
- Any disciplinary warnings relating to the safeguarding of children and young people
- The candidates suitability for the post
- Sickness and attendance record
- Applicants current post and salary (where relevant)

4.4.2 For overseas applications, at least two professional references must be provided. **A character reference may be considered but only as an addition to the two professional references.** These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

4.4.3 One of the professional references must be obtained from the current employer. It may be necessary to collect this immediately after interview but prior to any formal offer of employment being made.

4.4.4 Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference, where possible.

4.4.5 The School does not accept open references, testimonials or references from relatives.

4.4.6 All references will be kept on file for the duration of the employee's employment. References for unsuccessful candidates will be destroyed.

4.5 Interviews

4.5.1 Face-to-face interviews will be conducted wherever possible, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or



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gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

4.5.2 Where a candidate is called to interview they will receive:

- An email confirming the interview and any other selection techniques (demonstration lesson, presentation, etc);
- Details of the interview day including details of the panel members;
- The opportunity to discuss the process prior to the interview.

4.5.2 There may be occasions when overseas candidates can only be interviewed via Zoom or Google Meet. The same panel (where possible) will interview all applicants for the vacant position.

4.5.3 Any information with regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

4.5.4 At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

4.5.5 All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted. When hiring overseas staff the recruitment panel will view and return all ID. Successful candidates will then be required to submit the original documentation at the commencement of the employment.

4.5.6 When hiring local staff photocopies of all ID will be taken. Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme.

5. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

5.1 Any offer of employment is subject to the receipt of:

- at least two professional references
- police clearance form (DBS/ICPC/local police check)
- copies of qualifications
- proof of identity
- medical check (where necessary)

5.2 Copies of the above documents will be retained in the staff member's personal file located at the HR office.

6. POLICE CLEARANCE

6.1 All overseas staff at Trail International School will be required to submit an enhanced DBS Certificate (or equivalent) before the commencement of employment . **This will apply whether they are hired locally**



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or directly from overseas countries.

6.2 All UK teachers will be required to submit a copy of the ICPC (International Child Protection Certificate) before the commencement of employment.

6.3 All local staff will be required to obtain a Thai Police Clearance Check before the commencement of any employment.

6.4 It is School's policy to re-check and update employee's certificates every FIVE years.

6.5 Members of staff at Traill International School are aware of their obligation to inform the School Principal, Chairman of the Board or the HR Department of any cautions or convictions that arise between these checks taking place.

6.6 The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their certificate to the Human Resources Department. This also applies to the ICPC.

7. DEALING WITH CONVICTIONS

7.1 The school operates a formal procedure if a DBS/ICPC Certificate or local police check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

7.2 A formal meeting will take place face-to-face to establish the facts with the Chairman, Principal and Head of Human Resources. A decision will be made following this meeting.

7.3 Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee the School's Staff Disciplinary Policy will apply.

7.4 Should any investigation lead to the dismissal of the staff member, the School will inform both local and overseas authorities.

8. MEDICAL FITNESS

8.1 Anyone appointed to a post involving regular contact with children is expected to possess the appropriate level of physical and mental fitness before any appointment offer is confirmed and where appropriate a doctor's medical report may be required.



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9. INDUCTION PROGRAMME

9.1 All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

9.2 All new staff are on a probationary period of 3 months. During this time successful candidates will undergo a period of close monitoring and will:

- Meet regularly with their Head of Faculty/Line Manager
- Meet regularly with the Head of Primary/Head of Secondary Curriculum
- Attend any appropriate training
- Read and acknowledge all relevant school policies and procedures.

10. SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF

10.1 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 maintained. This is kept up-to-date by the PA to the Principal and retained by the Human Resources Office. The Single Centralised Register will contain details of the following:-

- All employees who are employed to work at the school: dated information about their identity, previous employment history, medical fitness, right to work in Thailand, DBS/Police check details, references.
- All others who have been chosen by the school to work in regular contact with children. This will cover Support staff, volunteers, outsider providers (for the After School Programme) and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

10.2 The Principal will be responsible for auditing the Single Centralised Register and reporting his findings to the School Board annually.

11. RECORD RETENTION/DATA PROTECTION

11.1 All information retained on employees is kept centrally in the Principal's Office in a locked and secure cabinet.

12. ONGOING EMPLOYMENT

12.1 Trail International School 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 Performance Management and School Self Agreed 20/09/23

Review date 20/09/24



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Evaluation.

13. MONITORING AND EVALUATION

13.1 The School Principal, (in collaboration with the Human Resources Department), will be responsible for ensuring that this policy is monitored and evaluated throughout the school.