

BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Safer Recruitment Commitment / Protocol
Updated August 2024

Approved by:	Paul Farrell	Date: 30 th August 2024
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Recruitment and selection process

The Best Practice recruitment steps outlined below are based on Part three: Safer recruitment of Keeping Children Safe in Education 2024.

We ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

This protocol sets out the overarching principles and measures the school adopts to ensure safer recruitment. The school has a more comprehensive Safer Recruitment Policy for internal operation, which details practical actions and specific approach taken to implement this approach.

Internal managers must implement the Schools Full Safer Recruitment Policy, which should be read in conjunction with this summary document.

The following steps are in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All Advertising roles make clear:

- › Our school's commitment to safeguarding and promoting the welfare of children.
- › That safeguarding checks which will be undertaken.
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

All Application forms will:

- › Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).
- › Include a copy of, or reference to our child protection and safeguarding policy.

Shortlisting Processes will:

- › Consider any inconsistencies and look for gaps in employment and reasons given for them.
- › Explore all potential concerns.
- › Shortlisted candidates will complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage, signing a declaration to confirm that the information provided is true.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

Wherever possible we obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, the school will:

- › Not accept open references
- › Liaise directly with referees and verify any information contained within references with the referees.
- › Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Principal/ Headteacher as accurate in respect to disciplinary investigations.
- › Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- › Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- › Resolve any concerns before any appointment is confirmed.

Interview and selection

When interviewing candidates, we will:

- › Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this.
- › Explore any potential areas of concern to determine the candidate's suitability to work with children.
- › Record all information considered and decisions made.

Pre-appointment vetting checks

Pre-appointment checks carried out are recorded in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we implement procedures which will also:

- › Verify their identity (including original birth certificate).
- › Obtain (via the applicant) an enhanced DBS/ ICPC certificate, including barred list information for those who will be engaging in regulated activity. Within a school setting this is typically defined as those responsible, on a regular basis for teaching, training, instructing, caring for or supervising children.
- › Verify their mental and physical fitness to carry out their work responsibilities.
- › Verify their right to work in the UK/ host country.
- › Verify their professional qualifications, as appropriate.

- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- › There are concerns about an existing member of staff's suitability to work with children; or
- › An individual moves from a post that is not regulated activity to one that is; or
- › There has been a break in service of 12 weeks or more.
- › We will consult the Regional Head of Schools as to whether it is appropriate to refer to the Teaching Regulation Agency/ DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where we believe the 'harm test' is satisfied in respect of the individual (i.e., they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS/ ICPC/ police check, consistent with the approaches adopted for employees. This will usually be:

- › The appropriate legal documentation/ confirmation from the contractor that all employees have been subject to a 'clear' police check. Although additional checks may also be required / carried out, depending upon the type of work undertaken, relevant risk assessment for the work and potential contact with children.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Volunteers

We will:

- › Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- › Obtain an enhanced DBS/ ICPC/ police check with barred list information for all volunteers who are new to working in regulated activity.
- › Carry out a risk assessment when deciding whether to seek an enhanced DBS/ ICPC check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

School Board members

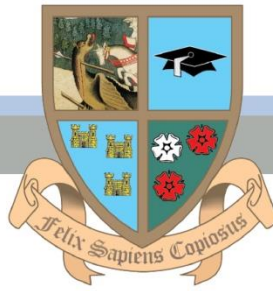
All School board members have an enhanced DBS/ police check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

Other Individuals with contact with Children i.e./Students staying with host families.

If the school makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced police checks on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

更安全的招聘承诺/协议

更新于 2024 年 8 月

批准人: Paul Farrell 日期: 2024 年 8 月 30 日

上次审查时间: 2023 年 8 月

下次审查时间: 2025 年 8 月

招聘及甄选程序

以下概述的最佳实践招聘步骤基于第三部分：2024 年保障儿童教育安全的更安全招聘。

我们确保那些参与招聘和雇用从事儿童工作的工作人员的人员已接受适当的、更安全的招聘培训。

本协议列明学校为确保更安全的招聘而采取的主要原则和措施。 学校有更全面的内部操作安全招聘政策，详细说明了实施该政策的实际行动和具体方法。

内部管理人员必须执行《学校全面安全招聘政策》，该政策应与本摘要文件一起阅读。

在招聘和甄选过程中，我们采取了以下步骤，以确保我们致力于维护和促进儿童的福利。

所有招聘广告上的岗位角色都明确：

- 、 学校承诺对维护和促进儿童福利
- 、 学校将进行哪些安全保障方面的核查
- 、 说明对该岗位的安全保障要求和责任，例如该角色涉及与儿童接触的程度

所有职位申请表格里包括：

- 、 一份声明，说明如果申请人被禁止从事与儿童有关的管理活动（如该职位涉及这类管理活动），则申请该职位即属违法。
- 、 一份关于学校的儿童保护和保障政策。

招聘入围程序将：

- 、 考虑任何不一致之处，寻找工作上的差距，并给出原因。
- 、 探索所有潜在的问题。
- 、 被列入候选名单的候选人将填写一份关于其犯罪记录或任何使其不适合从事儿童工作的信息的自我声明，这样他们就有机会分享相关信息，并在面试阶段进行讨论，同时签署一份声明，确认所提供的信息属实。

学校还将考虑对入围候选人进行在线搜索，以帮助确认网上公开的任何事件或问题。我们会告知入围候选人，学校可能会进行这些检查，这是我们尽职调查过程的一部分。

寻求推荐信，查看工作经历

我们尽可能在面试前取得推荐信。如有任何疑问，我们将与推荐人进一步探讨，并在面试时与候选人讨论。

在寻求推荐信时，学校将：

- 、 不接受公开推荐信
- 、 直接与推荐人联系，并与推荐人核实推荐书中包含的任何信息。

- › 确保所有推荐信都是由候选人现在的雇主提供的，并由一位资深人士填写。如果调查人员来自学校，我们会要求校长/教师主管确认有关纪律调查的参考资料的准确性。
- › 如果候选人目前并非从事与儿童打交道的工作，请确保其上次与儿童打交道的相关雇主撰写推荐信。
- › 将申请表上的信息与推荐信中的信息进行比较，并找出与候选人不一致的地方。
- › 在面试确定之前，学校会解决所有顾虑。

面试与选拔

在面试候选人时，学校将：

- › 调查应聘者在工作中是否有过空窗期，或者应聘者在哪些地方经常换工作或工作地点，并要求应聘者对此做出解释。
- › 探索任何潜在的关注领域，以确定候选人是否适合与儿童一起工作。
- › 记录所有考虑过的信息和做出的决定。

预约面试前的审查检查

预约面试前的审查检查将被记录在学校的数据管理记录中。在适当情况下，这些文件的副本将保存在个人的人事档案中。我们按照以下要求和最佳做法保留这些文件的副本。

新员工

在圆满完成必要的入职前检查之前，所有聘用要约都是有条件的。在任命新员工时，我们会执行以下程序：

- › 核实其身份（包括出生证明原件）
- › （通过申请人）获得加强版本的无犯罪记录/国际儿童保护执照证书，包括将从事受监管活动的人员的禁入名单信息。在学校环境中，这通常是指那些定期负责教学、培训、指导、照顾或监督儿童的人员。
- › 查证他们的精神和身体素质适合履行其工作职责。
- › 查证他们在英国/东道国工作的权利。
- › 酌情核实他们的专业资格。
- › 酌情对在英国以外居住或工作的候选人进行进一步的额外检查。这些措施可能包括：
 - 针对所有员工，包括教学职位：对海外申请人进行犯罪记录检查。
 - 针对教学员工岗：获得申请人所工作国家的专业监管机构的信件，确认他们没有对申请人实施任何制裁或限制，和/或了解到申请人可能不适合任教的任何理由。

现有员工

在某些情况下，我们会对现有员工进行所有相关检查，参考新员工入职检查。这些情况是：

- 、学校对现有工作人员是否适合从事与儿童有关的工作存疑，或
- 、个人从不受管制的工作岗位转到受管制的工作岗位
- 、有 12 周或更长时间的停工
- 、我们将咨询地区校长，以确定是否适合将我们认为符合“伤害测试”的人（即他们可能伤害儿童或脆弱成人或使他们处于伤害风险中）伤害或构成伤害风险的儿童或脆弱成人的人提交给教学监管机构/ 无犯罪记录

个人已被解除在受监管活动中的工作（有偿或无偿），或者如果他们就算没有离开也会被解除职位。

承包商

我们将确保在学校工作的任何承包商或承包商的任何员工都有合规的无犯罪记录/ 国际儿童保护执照/ 警方检查，与员工采取的方法一致。这通常是：

- 、承包商提供的适当的法律文件/ 确认书，证明所有员工都接受了警方的“明确”检查。虽然根据所从事的工作类型，也可能需要/ 进行额外的检查，对工作和与儿童的潜在接触进行相关的风险评估。

对于音乐教师或体育教练等自雇承包商，我们将确保进行适当的检查。如果我们认为某人不属于本条例的适用范围，且我们没有进行此类检查，我们将保留我们的评估记录。这将包括我们对任何风险的评估、采取的控制措施以及征求的任何建议。

志愿者

- 、不会让未经检查的志愿者在无人监管的情况下工作，或让他们从事受监管的活动。
- 、如果他志愿者从事的是受监管的工作，他们将接受加强版本的无犯罪记录检查，其中包括禁止名单信息。

学校理事会成员

所有学校理事会成员都有加强版本的无犯罪记录/ 警方检查，不包含禁止信息名信息。

如果他们从事受监管的工作，他们将接受加强版本的无犯罪记录/ 警方检查，包括查证他们是否在禁止名单上。

其他与儿童有接触的个人，如寄宿家庭。

如如果学校安排学生由非亲属关系的寄宿家庭提供照顾和住宿（例如，在国外交流访问期间），我们将要求对这些人进行加强的警方检查。

如果学校在海外组织此类寄宿安排，而寄宿家庭无法以同样的方式接受检查，我们将与国外的伙伴学校合作，确保在访问之前得到类似的保证。