BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Safer Recruitment Commitment / Protocol

Updated August 2026

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 Director of Education 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.