

BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

**Safer Recruitment Policy**

**Orbital Education Group Policy – Staff Safer Recruitment Version 10**

**Updated July 2024**

**Obligatory guidelines for schools**

<b>Approved by:</b>	Paul Farrell	<b>Date:</b> 30 <sup>th</sup> August 2024
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<b>Last reviewed on:</b>	August 2023
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<b>Next review due by:</b>	August 2025
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## Introduction

This document needs to be read in conjunction with the following:

- ITFC Expectations for School Communities – Statement of Commitment to Child Protection (Dec. 2021) <https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf>
- ITFCP Recommended Recruitment Practices and Screening <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- ITFCP School Evaluation 24 Essential Questions <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- Keeping Children Safe in Education 2024 [https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)
- Working Together to Safeguard Children 2023 [https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)
- Orbital Recruitment Practice Guidance for Schools 2022

The safety of children in our schools is paramount. This Safer Recruitment policy must be rigorously adhered to and **form the basis for each school's Safer Recruitment Policy, practice and procedures**. Any questions re the content or process, please contact either your RHOS, Group Head of HR or Head Office Designated Lead on Safeguarding and Child Protection: Michael Clack [michael@orbital.education](mailto:michael@orbital.education) +44 161 485 7091

As part of a process of continual review and development and especially in the light of the suspension of Enhanced DBS checks by COBIS and the review of KCSIE 2024 this document was further updated in July 2024.

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.
- deter prospective applicants who are unsuitable for work with children or young people.
- identify and reject applicants who are unsuitable for work with children and young people.

Experience has shown that most problems with staff appointments occur because they have been made in haste, late in the school year, as a desperate measure to ensure there is a body in front of a class. This **MUST** be avoided. The risks to children and the school are too great in such circumstances. It is essential adequate time be allowed for a rigorous selection process to be completed.

The appointment of internationally based teachers brings extra challenges and risks to our schools in the appointment process which must be fastidious, robust and rigorous in the selection of teachers. We must always make strenuous efforts to ensure that Safeguarding practices are followed by all recruiters and the process kept under constant review.

## Recruiters

Usually, recruitment of academic staff is the responsibility of the Principals or relevant member of SLT / Department Head (as assigned by the Principal). Orbital Head Office staff are always willing to assist. **Head Office representatives must be involved in the appointments for senior positions (see Delegation of Authority Manual).**

All involved in recruitment (SLT, teaching, admin, HR and Finance) must have successfully received accredited training in safer recruitment procedures such as through TES Develop Safer Recruitment for International Schools - Level 2 or provided by the RHoS. Successful completion should be recorded in the HR database. Other staff who may be involved in recruitment of administrative or non-academic staff should also complete an appropriate accredited course with completion also being recorded.

All recruiters must have read the documents ITFC **Expectations for School Communities – Statement of Commitment to Child Protection (Dec. 2021)** <https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf> and KCSIE 2024.

## Inviting applications

It is vital, as well as providing the appropriate “hooks” to attract candidates, that any advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“Britannica International School, Shanghai is committed to safeguarding children and young people. Rigorous checks are carried out during the recruitment process on all shortlisted candidates. All appointments are subject to Enhanced DBS or International Child Protection Certificate and Prohibition Checks (for people who have ever lived or worked in the UK) or Criminal Records (Police Check / Certificate of Good Conduct) disclosure from their most recent country of residence which must be provided on request by the candidate.”*

The advertisement should also include the safeguarding responsibilities of the post as per the job description and personal specification.

Copy of the advertisement should be sent to the Group HR [recruitment@orbitaled.com](mailto:recruitment@orbitaled.com) who will arrange for publication on the Orbital website and employment page of our other schools’ websites.

Wherever an advertisement is placed, it is essential that the same advertisement appears on the school’s own website. For Teaching vacancies, it must also be placed on TES, via the school’s TES portal. TES adverts should be placed locally by your local HR department in conjunction with sending a copy to Group HR for the websites. Additional guidance on placing adverts is included in the ‘Orbital Recruitment - Practice Guidance for Schools’ document.

What has also proved to be of enormous benefit in attracting candidates is to have a video available on the school’s website relating to living and working in the location. Head Office can advise on this.

Prospective applicants will be acknowledged and supplied, whenever practicable, with the following:

- Job description and person specification.
- Child Protection and Safeguarding Policy.
- Information about living and working in the country
- Candidates must be informed that for any candidate shortlisted, it will be a requirement of that a fully completed **school application form** must be returned to the school prior to any interview taking place.
- They will be required to provide either an Enhanced DBS or an International Child Protection Certificate <https://www.acro.police.uk/s/>
- They will be expected to produce a Police Report / Certificate of Good Conduct from the last country of employment **and for at least the previous five years of employment**
- Candidates should be informed that “... if they have not heard from the school by (date to be inserted), then they will have been unsuccessful on this occasion

Candidates **must complete a school application form**. Applicants may provide a CV which lists their career history. **It must be remembered that the CV only provides the prospective employer the information the candidate wishes to offer**. Any gaps in employment must be explored at interview with the applicant in addition to any series of short-term position and any employment under previous surnames. Any CV which contains a series of short-term employment positions should only be considered with the greatest of care and ideally should be discarded. We should avoid candidates with irregular work patterns and several short-term employment periods.

**It must be stressed that the safeguarding of students and staff is paramount and must come before any last-minute measure to fill any gaps in staffing**. We must take all measures possible to appoint staff who have the appropriate experience and, as far as we can tell, are fit and mentally stable enough to perform in a suitable manner.

It is preferable if a recent photograph should be attached to their application form.

### **Using agencies**

Great care must be taken when using agencies. Some are more efficient and robust in their checking procedures than others. Any candidate offered by an agency **MUST** still go through the Orbital Education Group checks prior to any offer being made. It is not sufficient to rely on agency checks.

Agencies should only be used in limited circumstances, as expressly agreed and approved in advance by your Regional Head of Schools and Group Head of HR, where ordinary recruitment processes are not able to yield a sufficient quality or quantity of applicants. See the ‘Orbital Recruitment - Practice Guidance for Schools Document’ for a list of preferred agencies which can be used.

## Short-listing and References

The School should:

- ensure that **at least two people** conduct the shortlisting exercise (it is recommended that those who shortlist conduct the interview for a consistent approach).
- consider any inconsistencies and look for gaps in employment and reasons given for them and explore all potential concerns.

Short-listing of candidates will be against the person specification for the post

Shortlisted candidates should be directed to complete an Application Form prior to interview/ appointment along with

- Scans of academic qualifications
- Scan of any available Police Report from previous countries of employment
- Copy of Passport – main information page
- Copy of Birth Certificate
- Proof of address in current country of employment
- Proof of address in home country

They should be informed that -

- A search may be made prior to interview in social media and that they be invited to declare anything which might be found which might be relevant to employment in the school
- To complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants should be asked to sign a declaration confirming the information they have provided is true.
- If they have ever lived or worked in the UK, an Enhanced DBS check or ICPC check will be conducted prior to any appointment being made
- Whilst copies of documents are sufficient for the time being, **originals are required** and will need to be seen at interview or prior to appointment (where necessary e.g., visa requirement documents may need to be apostilled).
- *At least two references (one from the current employer i.e., the Principal) will be sought prior to interview wherever possible unless the candidate indicates a problem with this. The school will also contact referees to confirm the accuracy, validity and provenance of the reference provided.*
- *Open Testimonials must not be accepted by the school in place of references.*

- *All information submitted by unsuccessful candidates should be retained in accordance with local regulations.*

Where possible, references should be taken up before the interview stage, so that any discrepancies can be probed during the selection stage.

**A minimum of two**, and ideally three, references will be sought directly from the referees. **One of these references must be from the candidate's most recent employer, i.e., the Principal/ Headteacher (or college if NQT).** References or testimonials provided by the candidate must never be accepted as an alternative to direct contact with a referee / previous Line Manager.

**Schools may well have their own format for references but attached as Appendix A is a proforma which details the minimum requirements required to be asked.**

**Referees must be contacted by telephone/e-mail** by the Principal or his/her authorised representative. This personal contact with the referee is vital to clarify any anomalies or discrepancies and offer an opportunity for further detail. **A detailed written note will be kept of such exchanges and attached to the application form.** For senior positions and in exceptional cases, the Principal and/or deputy should do this and not admin since some referees might not wish to discuss references with admin staff.

A written note will be kept of such exchanges and attached to the application form.

Referees should always be asked specific questions about:

- the candidate's suitability for working with children and young people.
- any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of children.
- the candidate's suitability for this post.
- reasons for leaving previous posts.
- would the referee re-hire the candidate

Any concerns about information obtained from referees **must** be discussed with the school's RHOS/Group Head of HR.

The Social Media search may also be conducted prior to interview so that any relevant issues can be discussed with the candidate.

### **The selection process**

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.

Interviews should always be face-to-face (which includes using Teams, Zoom or other video call systems). Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview (which may be via video call).

Prior to the interview, the recruiters should thoroughly examine the Application Form and agree what, if any, anomalies need to be explored.

Candidates should always be required:

- 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/ICPC/police check.
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- explain any employment undertaken with previous surnames.
- Lastly, whilst in UK the following would not be discussed, for an overseas position there may be personal issues which need to be explored e.g. are there any relationship issues which need to be clarified since there may be regulatory issues to be addressed if in an unmarried relationship; there may be visa issues for a non-teaching partner; will children be accompanying (if so, are places available in the school?); might there be a visa issue regarding someone's age; etc.
- Further guidance around Interview structure, questions and the interview process can be found within the 'Orbital Recruitment - Practice Guidance for Schools' document.

### **Employment checks**

All successful applicants are required at interview or prior to appointment:

- to provide proof of identity – passport is ideal here since the expiry date should be checked to ensure there is sufficient time left to apply for a work visa
- to provide their Birth Certificate
- to provide a satisfactory police certificate from their last country of residence and **for at least the previous five years of employment** – DBS/ICPC or whatever is available in their last country of employment (a new DBS/ ICPC will be applied for where relevant upon an offer being made)

- apostilled academic qualifications confirming approval to teach. Originals must be presented prior to appointment/on arrival
- proof of address in current and home country should have been checked prior to interview
- to complete a confidential health questionnaire/fit for work declaration if requested
- confirm that to the best of their knowledge, they can apply successfully for a work visa if needed in the country of employment
- UK-trained and -qualified teachers should be able to provide a DFE/DES/ GTC number. This should confirm the veracity of the qualifications i.e., confirming when and where they say they attended.

**(NOTE:** Any difficulty in providing a Police Report/ certificate **must** be discussed with the school's RHOS, Group Head of HR or Head Office Lead on Safeguarding).

A national rather than regional report which relates directly to working with children should be obtained wherever possible.

**It is the responsibility of the candidate to obtain and submit to the prospective employer such declarations.**

**NOTE:** When teachers have indicated they will be leaving our schools they should be advised to obtain an up-to-date Police Report/ certificate they can present to any future employer prior to leaving the country.

**Any offer of a job must be made clearly conditional on all the above being satisfied along with satisfactory references.**

#### **Prohibition check via COBIS and ACRO**

All schools are now registered with COBIS to use their services to obtain Prohibition Order check <https://www.cobis.org.uk/services/safeguarding-in-schools/safer-recruitment/prohibition-order-checks>

At the very least, schools should check the Teacher Regulation Agency/ Teacher misconduct website <https://www.gov.uk/government/collections/teacher-misconduct> (or equivalent in other countries e.g., <https://crimecheckaustralia.com.au/the-importance-of-background-screening-for-teachers/>) for any UK trained or teachers that have worked in the UK that have been subject to a prohibition order.

Since the suspension of Enhanced DBS checks through COBIS, all \*overseas applicants are required to obtain an ICPC, International Child Protection Certificate <https://www.acro.police.uk/icpc/>. Costs for the certificate are met by the candidate, **not the school**.

\* The International Child Protection Certificate (ICPC) is a criminal record check for UK nationals, or non-UK nationals who have previously lived in the UK, looking to work with children overseas. Where this does not apply the applicant must present an equivalent from the country of origin and the last country where the applicant is resident.



When an offer is being made to

- any teacher coming directly from the UK
- any candidate who has ever lived or worked in the UK, no matter what nationality

the ICPC check should be started in accordance with the guidelines ACRO [www.acro.police.uk](http://www.acro.police.uk)

*In addition, for the above category of employee, a **Prohibition Check** should also be conducted through COBIS*

If any information is disclosed on the ICPC certificate or through the Prohibition Check, this **MUST** be discussed with the school's RHOS, Group Head of HR or Head Office Safeguarding Lead prior to confirmation of appointment. A risk assessment will be made regarding how relevant or not any disclosure might be. Any correspondence and/ or risk assessment will be recorded/ maintained by both the Principal and RHoS.

### **iSAMS and the Single Central Record**

On appointment, or as soon after as is possible, all relevant information, including the Safeguarding evidence checks must be entered into the ISAMs HR fields. The importance of logging such information cannot be stressed too highly. Apart from being a crucial record for the school, the information is used by Head Office for a variety of purposes and should be an accurate record of people employed by the school.

#### **Single Central Record**

The SCR should contain details of all staff (teaching/non-teaching currently employed by the school) and School Board members.

We would expect the school to retain the information in staff files for at least three years after employment has ended in case the school needs to provide information to another employer, or in the event of a safeguarding investigation.

This document requires constant upkeep. **All entries should be dated and initialled by an approved HR representative (who has undertaken safer recruitment training) and regularly checked by the DSL and verified by the Regional Head of Schools/Group Lead for Safeguarding. We recommend at least once per term; as part of their regular termly meeting.**

The **Single Central Record (SCR)**, as a minimum must have the following information:

- an identity check (passport **and** birth certificate)
- a barred list check
- an enhanced DBS/ICPC check/certificate
- *a prohibition from teaching check – see notes/ guidance above*
- a professional qualification check

- a check to establish the person's rights to work in the United Kingdom/host country
- further checks on people who have lived or worked outside of the UK.

Other columns should include:

- medical checks
- reference checks
- training
- read and understood Keeping Children Safe in Education 2024 (part one)

This will be monitored by Head Office for Safeguarding purposes.

### Induction

**No new member of staff should begin employment until all checks have been conducted, recorded (or be in the process of being completed) and verified by a second recruiter.** In extraordinary circumstances, where all documents have not been received, the Principal must consult the RHoS and agree on monitoring and supervision arrangements. Until all checks have been received, at no time must a new member of staff be unsupervised in regulated activity.

Once the offer has been accepted, full details need to be given to the successful candidate regarding any issues specific to the school e.g., how to obtain relevant visa; arrangements for finding suitable housing; how to set up a mobile phone; date expected to be in location for Induction prior to regular INSET days; guidance on how costs of flights are to be reimbursed etc. It is also useful to set up a "Buddy System" so that questions which might be important to the new member of staff, but they might feel embarrassed asking the Principal, can be addressed.

On arrival, the new starter should be met at the airport and taken to either a hotel for a temporary period whilst finding an apartment or to their actual apartment where there should be a "Welcome Pack" of necessities waiting.

Prior to any regular organised INSET, staff who are new to the school should receive induction training which will include a variety of issues relating to school operations, domestic issues such as opening a Bank Account etc

There are certain documents which new starter must receive as a minimum. These include

- Copy of Staff Handbook including Code of Conduct, Disciplinary and Grievance procedures
- Copy of Child Protection procedure and any other Safeguarding policies
- Copy of Keeping Children Safe in Education September 2024
- Copy of Health and Safety policy including Evacuation and Lockdown procedures

**All new staff must complete courses on Child Protection, Anti-Bullying, Online Safety and Mental Wellbeing in children and young people course as soon as possible – currently we are using TES**

Develop (formerly EduCare) and for most schools, The National College. **Completion certificates should be entered into HR data base.**

Regular meetings should be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

Even though references have been obtained and confirmed and Police Reports provided, schools still need to be vigilant and behaviour should still be monitored carefully especially during the early period of employment. The quality of Police Reports can vary from country to country. It should be remembered that any Police Report is unlikely to contain information about offences committed outside of that country and is not likely to contain information about arrests made which did not lead to conviction.

### **Local hire staff, Volunteers and Board members/ Governors**

Schools should arrange for all local employees, volunteers, and Board members/Governors to provide a local Police Report according to local practice. These take on different forms depending on the country. Sometimes the employee applies for this, sometimes the employer.

Whatever the procedure, Police Reports should be obtained on all local members of staff, volunteers, (including outside people used for as part of the school's Co-Curricular programme), and Board members/Governors placed in the individual's file. Any issues arising from these reports should be discussed with the school's RHOS /Group Head of HR.

All Board members based in the UK undergo suitable checks and records are retained by the Group Head of HR and the Head Office Designated Lead on Safeguarding and Child Protection.

### **Policy Review**

This policy is to be reviewed annually, though any deficiencies or weaknesses in safer recruitment, safeguarding and child protection arrangements will be remedied without delay. The Head Office Designated Lead on SCP, Group Head of HR, Principals and Regional Heads of School (on behalf of the Board) will undertake an annual review of the school's Safer Recruitment, Safeguarding and Child Protection policies and procedures and of the efficiency with which the related duties have been discharged.

This policy was updated/revised December 2022.

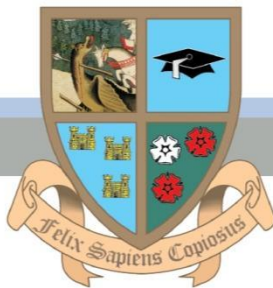
Next review date: September 2025

Reviewed: July 2023, July 2024

M. W. Clack

Head Office Designated Lead on Safeguarding and Child Protection

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BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

## 安全的招聘政策

Orbital 教育集团 政策 – 员工安全招聘第 10 版

更新于 2024 年 7 月

学校必须遵守的准则

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

## 序言

本文档需要与以下内容结合阅读：

- 儿童保护国际特别工作组(ITFCP)对学校的期望——儿童保护承诺声明（2021年12月） <https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf>
- ITFCP 推荐的招聘实践和筛选标准 <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- ITFCP 学校评估的 24 个基本问题 <https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection/safeguarding-standards>
- 2024 年儿童安全保障 [https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792fff71a83e8/Keeping_children_safe_in_education_2024.pdf)
- 携手守护儿童 2023 [https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)
- 2022 年欧必达学校招聘实践指南

孩子在校内的安全至关重要。这个更为安全的招聘政策必须被严格遵守，并**成为每所学校更为安全的招聘政策、实践和程序的基础**。如果对内容或流程有任何疑问，请联系您的区域总校长、集团人力资源主管或总部指定的安全保障和儿童保护负责人：Michael Clack [michael@orbital.education](mailto:michael@orbital.education) +44 161 485 7091

作为持续审查和发展过程的一部分，特别是考虑到 COBIS 暂停增强性犯罪记录检查和对 KCSIE 2024 的审查，本文件于 2024 年 7 月做了进一步更新。

本政策的目的是规定招聘流程的**最低要求**，旨在：

- 吸引最优秀的申请人填补空缺职位。
- 阻止不适合与儿童或年轻人一起工作的潜在申请人。
- 识别并拒绝不适合与儿童和年轻人一起工作的申请人。

经验表明，大多数由教职任命引发的问题都是因为**这些决策是在学年末匆忙做出的**，这是为了确保教室中有工作人员的不得已措施。应该要避免这种情况。这种前提下的任命，对儿童和学校的风险都太大。应该留出足够的时间来完成严格的选拔过程。

而聘用国际教师又给我们的学校带来了额外的挑战和风险，因为聘用过程必须一丝不苟、严格、严谨。我们必须始终努力确保所有招聘人员都遵守保障措施，并不断审查整个过程。

## 招聘人员

通常，招聘学术人员是校长或相关中层管理人员团队/部门主管（由校长指定）的职责。欧必达总部工作人员随时愿意提供帮助。**总部代表必须参与高级职位的任命（参见授权手册）。**

所有参与招聘的人员（中层管理人员团队、教学、行政、人力资源和财务）必须完成安全招聘程序的认证培训，例如通过 TES 制定的更安全的国际学校招聘 - 2 级或由区域总校长提供的培训。成功完成的培训应记录在人力资源数据库中。可能参与招聘行政或非学术人员的其他工作人员也应完成相应的认证课程，并记录完成情况。

所有招聘人员必须阅读 ITFC 对学校的期望——**儿童保护承诺声明（2021 年 12 月）**

<https://cdn.icmec.org/wp-content/uploads/2021/12/ITFCP-Expectations-for-School-Communities-Dec2021.pdf> 和 KCSIE 2024

## 邀请申请

除了提供适当的“饵”来吸引候选人外，至关重要的是，任何职位广告（无论是在报纸、杂志期刊还是在线）都应包含以下声明：

“上海不列颠英国外籍人员子女学校致力于保护儿童和青少年。在招聘过程中，我们会对所有入围候选人进行严格审查。所有任命均需接受增强型犯罪记录调查或国际儿童保护证书和禁令检查（针对曾在英国生活或工作过的人）或最近居住国的犯罪记录（无犯罪记录证明/良好行为证明）披露，候选人必须在要求时提供这些证明材料。”

广告还应根据职位描述和个人要求，明确阐述该职位的保障责任。

广告副本应发送至集团人力资源部 [recruitment@orbitaled.com](mailto:recruitment@orbitaled.com)，集团人力资源部将安排在欧必达网站和我们其他学校网站的招聘页面上发布。

无论在哪里发布广告，学校自己的网站上也有必要刊登相同的广告。对于教学职位空缺，还必须通过学校的 TES 门户在 TES 上发布。TES 广告应由当地人力资源部门在当地发布，同时将副本发送给集团人力资源部门以供网站使用。有关发布广告的更多指导包含在“欧必达招聘 - 学校实践指南”文件中。

事实证明，在学校网站上发布与当地生活和工作相关的视频也对吸引候选人大有裨益。总部可以就此提供建议。

我们会尽可能向潜在申请人提供以下信息：

- 职位描述和人员说明
- 儿童保护和保障政策

- 有关在该国生活和工作的信息
- 必须告知候选人，对于任何入围的候选人，必须在面试前将填妥的**学校申请表**返还学校。
- 他们将被要求提供增强型无犯罪记录证明或国际儿童保护证书 <https://www.acro.police.uk/s/>
- 他们将被要求出示上一个就业国家和**至少前五年就业**的无犯罪记录证明/良好行为证书
- 应告知候选人“……如果他们在（插入日期）之前没有收到学校的回复，那么他们这次申请就没有成功

候选人**必须填写学校申请表**。申请人可以提供一份列出其职业历史的简历。**必须记住，简历只向未来雇主提供候选人希望提供的信息**。除了任何一系列短期职位和任何以前姓氏就业的情况外，还必须在与申请人面谈时探讨任何就业空白期。任何包含一系列短期就业职位的简历都应谨慎考虑，最好将其丢弃。我们应该避免工作模式不规律且有多个短期就业期的候选人。

**必须强调的是，学生和教职员的安全是重中之重，这一点必须放在任何临时措施填补人员空缺之前。**我们必须采取一切可能的措施，任命具有适当经验的教职员工，并且据我们所知，他们身体健康、精神稳定，能够以合适的方式工作。

最好在他们的申请表上附上一张近期照片。

## 使用代理机构

使用代理机构时必须非常小心。有些代理机构的检查程序比其他机构更高效、更严格。代理机构提供的任何候选人在发出任何要约之前仍必须通过欧必达教育集团的检查。仅仅依赖代理机构检查是不够的。

代理机构只能在有限的情况下使用，并且必须事先得到地区学校负责人和集团人力资源负责人的明确同意和批准，在这种情况下，普通招聘流程无法产生足够符合需求的申请人。请参阅“欧必达招聘 - 学校实践指南文件”，了解可以使用的首选代理机构列表。

## 入围名单和推荐人

学校应该：

- 确保**至少有两人**进行入围名单筛选（建议入围者进行面试，以保持一致性）。
- 考虑任何不一致之处，寻找就业方面的差距及其原因，并探讨所有潜在问题。

候选人入围名单将根据职位的人员要求进行

入围候选人应在面试/接受任命前填写申请表，并附上



- 学历证书扫描件
- 以前就业国家/地区提供的任何可用无犯罪记录证明扫描件
- 护照复印件 - 主要信息页
- 出生证明复印件
- 目前就业国家/地区的地址证明
- 本国地址证明

应告知申请人：

- 面试前可能会在社交媒体上进行搜索，并邀请申请人声明可能发现的任何与学校就业相关的信息
- 填写一份自我声明，声明其犯罪记录或不适合与儿童一起工作的信息。应要求申请人签署一份声明，确认他们提供的信息属实。
- 如果他们曾经在英国生活或工作过，在进行任何任命之前，将进行增强无犯罪记录检查或 ICPC 检查
- 虽然目前文件副本就足够了，但**原件是必需的**，并且需要在面试或任命前查看（必要时，例如，签证要求文件可能需要加注）。
- *除非候选人表示对此有异议，否则在面试前将尽可能寻求至少两份背景调查（一份来自现任雇主，即校长）。学校还将联系背调人，以确认所提供被调函的准确性、有效性和出处。*
- *学校不得接受公开推荐信来代替背调函。*
- *未成功候选人提交的所有信息均应根据当地法规予以保留。*

如果可能，应在面试阶段之前收集背调函，以便在选拔阶段探究任何可能发生的差异。

**至少需要两份推荐信**，最好是三份，可以直接向推荐人索取推荐信。**其中一份推荐信必须来自候选人最近的雇主，即校长/校长（若持有英国教师资格证书，则应来自于学院）**。候选人提供的推荐信或证言绝不能作为直接联系推荐人/前直线经理的替代方法。

学校可能有自己的推荐信格式，而附件 A 是一份表格，详细说明了需要询问内容的最低要求。

校长或其授权代表**必须通过电话/电子邮件联系推荐人**。与推荐人的个人联系对于澄清任何异常或差异并提供进一步详细信息都至关重要。**此类交流的详细书面记录应被留档，并附在申请表中**。对于高级职位和特殊情况，应由校长和/或副校长进行该操作，而不是行政人员，因为一些推荐人可能不希望与行政人员讨论背调内容。

此类交流将以书面形式记录下来，并附在申请表中。



应始终向推荐人询问以下具体问题：

- 候选人是否适合与儿童和青少年一起工作。
- 任何与保护儿童有关的纪律警告，包括过期警告。
- 候选人是否适合这个职位。
- 离开之前职位的原因。
- 推荐人是否会重新雇用候选人

任何有关从推荐人处获得的信息的疑虑都**必须**与学校的 区域总校长/人力资源集团负责人讨论。

社交媒体搜索也可以在面试前进行，以便与候选人讨论任何相关问题。

## 选拔流程

选拔方式将根据空缺职位的性质和职责决定，但所有空缺职位都需要对入围候选人进行面试。

面试应始终以面对面的方式进行（包括使用 Teams、Zoom 或其他视频通话系统）。电话面试可用于入围阶段，但不能替代面对面面试（可通过视频通话进行）。

面试前，招聘人员应仔细检查申请表，并就需要探究的异常情况（如果有）达成一致。

应始终要求候选人：

- 令人满意地解释就业中的任何空白期。
- 令人满意地解释招聘人员可获得的信息中的任何异常或差异。
- 声明可能出现在无犯罪记录披露/国际儿童保护证明/警察检查中的任何信息。
- 证明他们有能力维护和保护儿童和年青少年的权益。
- 解释任何以以前的姓氏从事的工作。
- 最后，虽然在英国不会讨论以下内容，但对于海外职位，可能需要探讨个人问题，例如是否存在需要澄清的亲属关系问题，因为如果处于未婚情况下，可能需要根据政策定性；非教学伴侣可能会有签证问题；孩子会随行吗（如果是，学校有空位吗？）；是否存在与某人年龄有关的签证问题；等等。
- 有关面试构成、问题和面试流程的更多指导，请参阅“欧必达招聘 - 学校实践指南”文件。

## 就业检查

所有成功申请者在面试或任命前都需要：

- 提供身份证明 - 护照是理想的选择，应检查护照有效期以确保有足够的时间申请工作签证
- 提供出生证明
- 提供其上一个居住国出具的无犯罪记录证明，并证明既往至少五年的工作经历 – 无犯罪记录证明 / 国际儿童保护证明，或上一个工作过的国家提供的任何证明（在收到录用通知后，需要申请新的无犯罪记录证明 / 国际儿童保护证明）
- 经认证的学历证明，确认获准任教。必须在任命前/抵达时出示原件
- 面试前应检查当前国家和本国的地址证明
- 如果需要，填写健康问卷/适合工作的声明
- 确认据他们所知，他们可以在工作国需要时成功申请工作签证
- 在英国接受培训和合格的教师应能够提供 DFE/DES/GTC 号码。此号码可以用于确认资格的真实性，比如：确认他们所说的参加的时间和地点。

（**请注意：**如果在提供无犯罪记录证明/其他相关证明时遇到任何困难，**务必**与学校的区域总校长、人力资源部负责人或总部安全保障负责人讨论）。

应当尽可能获取与儿童工作直接相关的国家级的报告，而不是地区级的报告。

**候选人有责任获取并向未来雇主提交此类声明。**

**请注意：**当教师表示他们将离开我们的学校时，应建议他们获取最新的无犯罪记录证明/其他相关证明，以便在离开该国之前提交给下一任雇主。

**任何工作机会都必须明确满足上述所有条件以及令人满意的背景调查。**

### **通过 COBIS 和 ACRO 进行禁令检查**

所有学校现在都已在 COBIS 注册，可以使用其服务查询禁制令

<https://www.cobis.org.uk/services/safeguarding-in-schools/safer-recruitment/prohibition-order-checks>

学校至少应查看教师监管机构/教师不当行为网站

<https://www.gov.uk/government/collections/teacher-misconduct>（或其他国家/地区的同等网站，例如 <https://crimecheckaustralia.com.au/the-importance-of-background-screening-for-teachers/>），查找任何在英国接受过培训或在英国工作过并受到禁令约束的教师。

自通过 COBIS 暂停增强型无犯罪记录检查以来，所有\*海外申请人都必须获得 ICPC（国际儿童保护证书）<https://www.acro.police.uk/icpc/>。证书费用由申请人承担，**而不是学校**。

\* 国际儿童保护证书 (ICPC) 是针对英国公民或之前在英国居住过、希望在海外从事儿童工作的非英国公民的犯罪记录检查。如果此证书不适用，申请人必须出示原国籍国家和申请人最近居住的国家的同等证书各一份。

应当向以下人员发出录用通知时：

- 任何直接来自英国的教师
- 任何曾经在英国生活或工作过的候选人，无论国籍如何

应根据 ACRO ([www.acro.police.uk](http://www.acro.police.uk)) 的指导方针开始 ICPC 检查

此外，对于上述类别的员工，还应通过 COBIS 进行**禁制令检查**

如果在 ICPC 证书或禁制令检查中获得了任何信息，必须在确认任命之前与学校的区域总校长、人力资源集团负责人或总部安全保障负责人讨论此事。需要对披露的相关性进行风险评估。校长和区域总校长将记录/保留任何通信和/或风险评估。

## **iSAMS 和中央数据库**

在任命时或任命后尽快，将所有相关信息（包括安全保护证据检查）必须输入到 ISAM 人力资源库中。记录此类信息的重要性再怎么强调也不为过。除了作为学校的重要记录外，这些信息还被总部用于其他各种目的，所以它应该是一个被雇佣者准确的信息记录。

## **中央数据库**

中央数据库应包含所有员工（学校目前雇用的教学/非教学人员）和学校理事会成员的详细信息。

我们希望学校在雇佣关系结束后至少将信息保留在员工档案中三年，以防学校需要向其他雇主提供信息，或者在发生保护调查时需要查询。

此文件需要不断维护。所有条目都应由经批准的人力资源代表（接受过更安全的招聘培训）注明日期并签名，并定期由 DSL（儿童安全负责人）检查，并由地区学校负责人/安全保障小组负责人核实。我们建议每学期至少检查一次；作为定期学期会议的一部分。

中央数据库 (SCR) 至少应包含以下信息：

- 身份检查（护照和出生证明）
- 禁止名单检查
- 增强型无犯罪记录证明/国际儿童安全证书检查/其他证书

- 禁止教学检查 – 请参阅上文的注释/指南
- 专业资格检查
- 检查以确定该人在英国/所在国工作的权利
- 对在英国境外生活或工作的人员进行进一步检查。

其他栏目应包括：

- 医疗检查
- 背景调查
- 培训
- 阅读并理解 2024 年保障儿童教育安全（第一部分）

总部将出于安全目的对此进行监控。

## 入职培训

**新员工只有在完成所有检查、记录（或正在完成）并由第二位招聘人员验证之后，才能开始工作。**在特殊情况下，如果未收到所有文件，校长必须咨询区域总校长并就监管和监督安排达成一致。在收到所有检查结果之前，新员工在任何时候都不得在受监管的活动中处于无人监督的状态。

一旦录用，需要向成功的候选人提供有关学校特定问题的完整详细信息，例如如何获得相关签证；安排寻找合适的住房；如何设置手机；期望在常规在职培训之前到岗的日期；关于如何报销航班费用的指导等。建立“伙伴系统”也很有用，这样可以解决对新员工来说可能很重要但他们可能不好意思问校长的问题。

抵达后，应在机场迎接新员工，并带他们到酒店住一段时间，同时寻找公寓或到他们实际的公寓，那里应该有一份“欢迎礼包”等必需品。

在任何定期组织的在职培训之前，新入职的员工应接受入职培训，其中包括与学校运营有关的各种问题、开设银行账户等民生问题

新生必须至少收到某些文件。这些包括

- 员工手册副本，包括行为准则、纪律和申诉程序
- 儿童保护程序和任何其他保障政策的副本
- 2024 年 9 月如何在教育中贯彻保护儿童安全的副本
- 健康与安全政策副本，包括疏散和封锁程序

所有新员工必须尽快完成儿童保护、反欺凌、网络安全和儿童及青少年心理健康课程——目前我们使用的是 National College 平台。结业证书应输入人力资源数据库。

新员工和相关经理应在入职前三个月定期举行会议。

即使已经获得并确认了推荐信，并提供了无犯罪记录证明，学校仍需保持警惕，并应仔细监测其行为，特别是在入职初期。无犯罪记录证明的质量因国家而异。应该记住，任何无犯罪记录证明都不太可能包含有关该国境外犯罪的信息，也不太可能包含有关未导致定罪的逮捕的信息。

### **当地雇员、志愿者和理事会成员/理事**

学校应安排所有当地雇员、志愿者和理事会成员/理事根据当地惯例提供当地无犯罪记录证明。这些报告的形式因国家/地区而异。有时是雇员申请，有时是雇主申请。

无论采用何种程序，都应获取所有当地雇员、志愿者（包括用于学校课外活动的外部人员）和理事会成员/理事的警方报告，并将其存入个人档案。这些报告中出现的任何问题都应学校的区域总校长/人力资源集团负责人讨论。

所有位于英国的董事会成员都经过适当的检查，记录由人力资源集团负责人和总部指定的安全保障和儿童保护负责人保留。

### **政策审查**

本政策每年审查一次，但任何安全招聘、保障和儿童保护安排方面的缺陷或不足都将立即得到纠正。总部 SCP 指定负责人、人力资源部集团负责人、校长和地区学校负责人（代表理事会）将对学校的安全招聘、保障和儿童保护政策和程序以及相关职责履行的效率进行年度审查。

本政策于 2022 年 12 月更新/修订。

下次审核日期：2025 年 9 月

审核时间：2023 年 7 月、2024 年 7 月

M. W. Clack

总部指定安全保障和儿童保护负责人

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