

Staff Recruitment Policy

Purpose

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

- attract the best possible candidates to vacancies within all job descriptions and person specifications;
- identify and reject applicants who are unsuitable to work with children and young people;
- adhere to UK Visas and Immigration regulations; and
- ensure at least one member of the panel has received Safer Recruitment Training

Inviting Applicants

Advertisements for posts, whether online in newspapers or journals, will include the following statements:

- Post is subject to an enhanced DBS check and will include a statement enforcing the School's commitment to safeguarding and promoting the welfare of children and young people.
- Halcyon London International School is committed to supporting, inter developing and promoting diversity and equality in all of its employment practices and activities. (See Appendix 1 for Halcyon's policy on the recruitment of ex-offenders).

The timeframe for job advertisements is approximately 4 weeks, or until the role is fulfilled. Halcyon has the right to close job advertisements sooner.

All prospective applicants will be given the Job Description and Person Specification and other key policies and will be required to complete the online Halcyon Application form.

If no suitable candidate can be found from the resident workforce Halcyon will consider, where appropriate, sponsorship and employment of migrant workers.

Short listing & Referencing

Short listing of candidates will be against the person specification of the post. All candidates must complete the Halcyon Application Form.

Where possible, references will be taken up before the interview phase to form part of the selection phase.

References will be sought directly from the referee, who will be contacted via email or telephone.

Where necessary previous employers who have not been named as referees may be contacted in order to clarify any anomalies, employment gaps or discrepancies.

Records of references will be kept on file.

Referees will be asked, the following specific questions:

- I. **candidate's suitability to work with children and young people**
- II. **any disciplinary warnings including time-expired warnings, that relate to safeguarding**
- III. **candidates suitability to the post**

Selection Process

The School's selection process for interview will be determined by the suitability of the candidate for the nature and duties of the advertised post. Shortlisted candidates will be invited for interview. Role dependable, second stage interviews may be arranged.

Interviews will always be face to face, which includes visual electronic interviews. Panel members are required to record their feedback and comments on the interview question form for each candidate. NB: In addition to role-specific questions, the Interview will seek to ensure the candidate's understanding of the values of the School, and of student safeguarding.

Applicants are required to:

- identify and explain any gaps in employment
- declare any information that is to appear on the DBS clearance check

Mandatory Employment Checks

Employment is subject to satisfactory pre-employment checks. Successful candidates will be required to:

1. Provide evidence of their right to work in the UK
2. Overseas police checks (if applicable)
3. Provide proof of their identity
4. Provide proof of their qualifications, including QTS (if applicable)
5. Provide 2 references, one must be current or most recent employment
6. Apply for Halcyon DBS Enhanced Disclosure
7. Checked against Teaching Regulations Agency and S128 (if applicable)
8. Complete a confidential pre employment health questionnaire
9. Complete mandatory training with Educare

Original documentation is required for all of the above.

All volunteers working with students in our school will be subject to the above checks and be required to undertake a risk assessment

Record Keeping

Successful candidates to be added to the School's HR Information System. Data of unsuccessful candidates will be held on file in accordance with Data Protection and the GDPR Policy.

After commencement of duties

All staff who are new to the School will:

1. receive induction training that will include key policies, including safeguarding, and they will be required to sign acknowledgement and confirmation of reading the key policies.
2. be subject to periods of observation
3. receive ongoing training and appraisal
4. be subject to a six-month **probationary period**.

Appendix 1. Recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Services (DBS) and/or Disclosure Scotland to assist in assessing applicants suitability for positions of trust, Halcyon London International School (Halcyon) complies fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. Halcyon will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. Halcyon actively promotes equality of opportunity for all and selects all candidates for interview on the basis of their talent, skills, qualifications and experience. Halcyon welcomes applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, Halcyon encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows Halcyon to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
6. Halcyon ensures that everyone involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. Halcyon also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, Halcyon ensures that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. Halcyon undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for Halcyon. This will depend on the nature of the position and the circumstances and background of the offences.

As the law is subject to change, this policy statement is subject to review and Halcyon reserves the right to amend this policy without prior notice.