



# Safer Recruitment Policy (Simplified Version)

Updated October 2025

## **Purpose of the Policy**

This policy sets out safer recruitment expectations across ISP, our regions, schools, and offices. Its aim is to:

- Create a safe culture and environment for students.
- Ensure safe and fair recruitment of all employees, volunteers, contractors, and third-party staff.
- Prevent unsuitable individuals from working with children.
- Support our Safeguarding, Code of Conduct, and Whistleblowing policies.

This policy is reviewed at least annually and applies to all recruitment processes across ISP.

## **Principles of Safer Recruitment**

We aim to:

- Attract high-quality, suitable candidates.
- Deter unsuitable applicants.
- Identify and reject anyone who may pose a risk to children.

Any behaviour that harms or may harm a child, may be criminal, or indicates a safeguarding risk must be reported to the Regional Managing Director (RMD) and relevant authorities.

If an employee, volunteer, or contractor leaves due to misconduct involving a child, the school must report this to local authorities and include relevant information in references.

## **Roles and Responsibilities**

### **Group Heads**

- Ensure safe recruitment at central and senior levels.
- Ensure staff complete safer recruitment training annually.

### **Regional Managing Director (RMD)**

- Oversee safe recruitment processes in all schools.
- Monitor compliance and ensure practices meet local laws.
- Conduct spot checks of the Single Central Register (SCR).

### **Regional Head of HR**

- Act as regional expert in safer recruitment.
- Support school's compliance with ISP procedures.
- Ensure HR teams are trained and supported.
- Lead onboarding for new schools and senior leaders.

## **Principal / Head of School**

- Ensure effective recruitment procedures aligned with local law.
- Verify all background/Police checks on employees, volunteers, and contractors.
- Review new starter documents and approve entries on the SCR.
- Monitor contractor and agency compliance.
- Promote safeguarding at every stage of recruitment.

## **Hiring Manager & School HR**

- Check application forms for gaps and inconsistencies.
- Conduct online due-diligence searches for shortlisted candidates.
- Review references and clarify concerns before offering a job.
- Ensure required criminal background checks are completed.
- Record all background/Police checks accurately and promptly on the SCR.

## **Recruitment Procedure**

### **Advertising**

All job adverts must include the safeguarding statement:

*"This school is committed to safeguarding and promoting the welfare of children and young people..."*

All jobs vacancies must be posted on Jobvite.

### **Application Process**

Three key sections are provided in Jobvite:

**Section 1:** Job description and person specification.

**Section 2:** Explanation of how safeguarding attitudes will be assessed at interview (motivation to work with children, boundaries, resilience, behaviour management, etc.).

**Section 3:** Information about required background checks, references, and the consequences of providing false information.

**CVs are not accepted in lieu of an application form.**

### **Recruitment Panel**

All panel members must have completed safer recruitment training within the last year.

### **Shortlisting & References**

- Shortlisting must be completed by at least two trained staff.
- At least two references must be obtained before an interview (including current or most recent employer if possible).
- References must come from a professional email and include attendance and disciplinary record.
- Any discrepancies or safeguarding concerns must be explored.

## **Interview Process**

All shortlisted candidates must take part in a face-to-face interview (or online followed by in-person if needed).

Candidates must :

- Explain employment gaps or inconsistencies.
- Declare information likely to appear on background checks.
- Demonstrate safeguarding understanding and alignment with ISP values.

Additional tasks (e.g., lesson observation, exercises) may be included.

## **Employment Checks**

A conditional offer is made only after the candidate agrees to provide:

- Proof of identity
- Criminal Background Check from all countries lived/work in for the last 10 years
- Proof of right to work
- Professional status and qualification certificates

All checks must be:

- Confirmed in writing
- Stored securely
- Recorded in the Single Central Register

Employment begins only once all checks are complete.

Exceptional cases require a risk assessment approved by the RMD.

## **Onboarding**

All new employees and volunteers must:

- Receive safeguarding and safe-working practice information.
- Complete generalist child protection training.
- Meet regularly with their onboarding tutor or line manager.
- Sign to confirm understanding of safeguarding policies.

## **Supply Staff, Contractors & Volunteers**

All must follow ISP safer recruitment procedures:

### **Supply Staff**

- Subject to 10-year background checks.
- Must complete child protection training.

### **Contractors and Volunteers**

- Must undergo the same 10-year background checks.
- Must complete child protection training.

### **Third-party / Outsourced Staff**

- Their employer must provide current criminal checks or written confirmation that checks have been made
- Schools must audit compliance and record certificate numbers and dates.

### **Single Central Register (SCR)**

The SCR must record register/have on record **all adults** working regularly with children, including:

- Employees
- Volunteers
- Contractors
- Third-party staff
- Visiting adults working weekly

The record must show evidence of all safer recruitment checks.

### **Background Checking Guidance**

#### **10-year Criminal Background Checks**

- Required for all successful candidates.
- Must cover all countries lived, worked, or studied in over the past 10 years.
- Repeated every 2 years

#### **Special Cases**

- UK applicants must provide an **International Child Protection Certificate (ICPC)**.
- Spain: only the Sexual Offences Certificate is valid.
- USA: checks every 5 years.

#### **Transfers Between ISP Schools**

The originating school must share check dates and certificate numbers so the process is not repeated unnecessarily.

#### **If a Check Cannot Be Obtained**

- Ask the candidate for a recent certificate (within 6 months of leaving the country).
- If unavailable, complete an **exemption form**, approved by the Principal and Regional Head of HR.

### **Summary of Expectations**