

## Group Safer Recruitment Policy

### Rationale

This policy has been developed to embed safer recruitment practices and procedures at Manthan and to support the creation of a safer culture by reinforcing our responsibility for the safeguarding and wellbeing of all children and young people in our care.

This policy reinforces the expected conduct outlined in our Code of Conduct, which all employees are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of this document.

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, employees and others within Manthan and aims to ensure both safe and fair recruitment and selection of all employees and volunteers by:

1. attracting the best possible candidates/volunteers to vacancies
2. deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
3. identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

We are committed to using procedures that deal effectively with those adults who fail to comply with our safeguarding and child protection procedures and practices.

Any abuse against an employee will be dealt with in accordance with local guidance or law and will be reported to the relevant Regional Managing Director. ISP guidance will be followed if Manthan employee, volunteer or contractor has:

1. behaved in a way that has harmed a child, or may have harmed a child
2. possibly committed a criminal offence against or related to a child
3. behave towards a child or children in a way that indicates he or she will pose a risk of harm if they work regularly or closely with children.

As an employer in a child centered business, we have a responsibility to safeguard all children that may come into contact with a previous employee or volunteer who has been dismissed or resigns because of misconduct towards a child. Therefore, in consultation with the Group Head of Safeguarding schools must report to relevant authorities in their area any such behaviours and ensure such behaviours are reported in any reference applied for by future employers.

### **Roles and responsibilities**

The Principal will:

- ensure the school has effective procedures in place for the safe and fair recruitment and selection of employees and volunteers and that these are reviewed on a regular basis to ensure that they meet local laws.
- ensure that all appropriate checks have been carried out on employees and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

### **Safer Recruitment Procedure**

Recruitment is a process of finding and attracting potential resources for filling up the vacant positions in an organization.

#### **1. Recruitment Planning**

The hiring process begins by identifying a need. This need varies from filling a vacated position, better managing a team's workload, or expanding the reach of organizational tasks.

##### **A. Identifying Vacancy**

The identification is done by preparing the recruitment plan grade wise and by allocating the no. of sections in hand among the existing staff and getting verified by dept heads. Also, Subject Leaders prepare a teacher allocation sheet and accordingly a requirement is provided. Similar exercise is done for non-teaching and administrative roles as well.

##### **B. Inviting Candidates**

All advertisements, paid or unpaid, will include the following statement;

Manthan and ISP are committed to safeguarding children and young people. All postholders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

The vacancies in Manthan are managed through a recruitment system, Jobvite. Along with Jobvite other sources for inviting applications are being used for e.g. Employee Referral system, job portals, internal promotions etc.

#### About Jobvite:

Every time a new vacancy arises a requisition is created in Jobvite, and the required details below must be completed. Internal and external candidates will use Jobvite to search for vacancies and access relevant information on roles available.

The Application form and supporting information will be accessible within Jobvite and consists of three main sections:

#### Section 1

The role profile / job description and person specification will be shown on the requisition details.

#### Section 2

Explanatory notes on how the requirements of each role will be tested and assessed during the selection process. Details of this will also be included on any invites to interview attendees. For example:

'in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including their:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviour;
- attitudes to use of authority and maintaining discipline;
- any relevant information about the organisation and the recruitment process, and other relevant policies such as the Child Protection and Safeguarding Policy;
- any specific terms and conditions relating to the post;

- general policy and practice in relation to safeguarding and promoting welfare’

### Section 3

The application process also makes it clear to potential candidates that:

- 10-year background checks will be required for all posts (this is included on all applications as standard).
- If the applicant is short listed any relevant issues arising from his or her references will be taken up at interview.
- We will seek references on short-listed candidates and may approach previous employers for information to verify experience or qualifications before interview.
- If the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired”, (e.g. where a warning could no longer be considered in any new disciplinary hearing) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, then contact will be made with that employer who will be asked about these issues;
- Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and referral to the police.

A curriculum vitae will not be accepted in place of a completed application form.

## **2. Identification of the Recruitment Panel**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

### **A. Shortlisting and References**

#### **The selection process**

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates. Interviews will, where possible, always be face-to-face and may include additional interview techniques such as observation or exercises. Where this is not possible, an initial online interview will be conducted, followed by a face-to-face meeting with shortlisted candidates.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the Criminal Background check or equivalent.

- Qualify the written assessments
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote the ISP/School core values.

### Written Assessment

Once the application form is assessed, the candidate is called for taking up written assessment which includes subject related questionnaire, English proficiency test and general aptitude test. Together it takes about 1.5 hour. If the candidates qualify for the written assessment, they sit for the next level of interview. During the written interview it is ensured that the candidate is not taking help from any source to solve the assessment.

### Subject Specific Interview

In this round, the candidate is scheduled for the interview with a subject specialist to assess candidate knowledge and conceptual understanding of the subject applied for. In the round the subject related questionnaire taken by the candidate is also discussed.

Shortlisted candidates are further lined up for demonstration to students in presence of Subject Teacher and Teacher Leader. The topic and the grade for which demo is to be taken is being provided by us. Generally, 1 to 2 days of time is given to prepare the topic. After clearing demo the candidates qualify for the final round. Candidates will be shortlisted against the person specification for the post. Shortlisting should be carried out by a two-person panel, at least one of whom will have undergone safer recruitment training.

At least two references, covering a minimum of three years, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the line manager of the previous organisation, not a colleague, and should be sent from a professional email address).

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people, if applicable
- Any substantiated allegations

- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and criminal background checks.

### **Invitation to interview**

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

### **Employment Checks**

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Provide Criminal Background Checks or equivalent covering any country they have lived and worked in during the last 10 years.
- Provide proof of professional status
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the country of employment

The above must be included in the conditional offer letter clearly stating that failure to comply will result in the offer being withdrawn.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Register
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

In exceptional circumstances an action plan/risk assessment can be put in place to ensure the employee is supervised until all checks are in place, this must be authorised by the Group Health and Safety Director before employment begins.

Any failure to follow this process will be handled via the disciplinary procedure.

### **Onboarding**

All employees and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new employees' onboarding training.

All successful candidates will undergo a period of onboarding and will:

- meet regularly with their line manager; and
- attend appropriate training including generalist child protection training.

### **Supply Staff**

All supply staff will be subject to the 10year background checking policy and will be required to complete the generalist child protection training

### **Peripatetic Staff**

Will be required to provide a current criminal background check or equivalent for the country they are working in and complete the generalist child protection training

### **Contracted Staff**

The contracted company will be required to provide a current criminal background check or equivalent for the country they are working in for every member of their staff working in the school or a letter confirming that they have these on file and will be kept up dated every three years.