



PEGASUS SCHOOLS, EKET, AKWA IBOM STATE, NIGERIA

RECRUITMENT POLICY

Approved/reviewed by	
The Head of Schools	
Date of review	January 2024
Date of next review	January 2025

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff to share this commitment. This Policy is made with guidance from Keeping Children Safe in Education (September 2022) [KCSIE] and the Council of British International Schools Guidelines.

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

1. follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the background checks.
2. ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures;
3. ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position measured against the job description and person specification;
4. help deter, identify and reject prospective applicants who are unsuitable for work with children.

ADVERTISING

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails an external advertisement. Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children and state that safeguarding checks will be undertaken. A copy of our Safeguarding Policy can be found on the School's website.

The School will not normally follow an external recruitment process in the case where employees on temporary contracts are being made permanent. The Head of Schools may designate some posts as suitable development opportunities for existing employees. These posts will not be advertised externally. All documentation relating to applicants will be treated confidentially in accordance with data protection legislation.

RECRUITMENT AND SELECTION

Prospective job candidates must complete a comprehensive application form as part of the employment process. This form delves into their educational background, work history, and aptitude for the position. Any gaps in these records necessitate a satisfactory explanation. Notably, a curriculum vitae will not substitute the application form.

Moreover, applicants will receive essential documents, including the job description, person specification, and information about the school's ethos and mission. They will also be provided with the

school's Safeguarding policy and the recruitment Policy, along with the deadline for submitting application forms.

Following the application review, selected candidates may be invited to a formal interview. This interview will scrutinize their relevant skills and experiences in depth. Additionally, shortlisted applicants will face questioning about their suitability for working with children. These interviews will be conducted by the HR Manager and other pertinent figures, such as the Head of Schools, Key Stage Coordinators, Principal, or Head Teacher.

INTERVIEW SHORT LISTING

Once HR has collated the relevant application forms for a particular job role, a selection panel will shortlist applicants against the 'Person Specification' for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree on the applicants to be invited to interview.

INTERVIEWS

Prior to the interview, the selection panel will collaborate with the HR department to establish the interview format. Selection methods will be tailored based on the characteristics and responsibilities of the open position; however, all vacancies will necessitate interviews for short-listed candidates. Candidates must bring identification and qualification certificates for verification during the interview. Interviews will predominantly be conducted in person, encompassing platforms like Zoom and Microsoft Teams for candidates residing beyond the jurisdiction. Moreover, for teaching positions, a supplementary round of practical interviews might be mandated, such as conducting a lesson demonstration.

Candidates invited to interview will receive:

- Communication confirming the interview and any other selection techniques
- Details of the interview day and time
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

During the selection process, questions will focus on gathering evidence of candidates' alignment with the Job Description and Person Specification. Each applicant will be evaluated against all criteria outlined for the position. These questions will remain consistent for every candidate and will not contain any discriminatory elements related to protected characteristics. Additionally, each candidate will be assessed on their comprehension of child safeguarding matters, ensuring a thorough examination of their suitability for the role.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel

- To declare any information that is likely to appear on a background check
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The recruitment documentation will be retained. After 6 months, all information about unsuccessful candidates will be securely destroyed.

PRE-APPOINTMENT

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

1. An offer letter from the school indicating the role, salary and pre-employment checks required to take up the post.
2. The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment.
3. Verification of qualifications, whether professional or otherwise, which the school takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not, to be provided at interview stage
4. A copy of the curriculum vitae. We check any gaps in employment and record the reasons if any gaps are satisfactory
5. Evidence of identity, including name, birth certificate, National Identity Number, address and date of birth.
6. A police clearance will be sought and an additional Bank Verification Number (BVN)
7. Two references one of which must be a recent employer. Where the staff is new to employment, a reference from their former lecturer and a character reference will suffice.
8. A Guarantor reference which must be a level 15 public servant with employer identification card and other relevant identification such as National Insurance Number or a Driver's license.
9. Evidence of police checks provided by another country for an applicant who has worked abroad (if applicable)

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where safeguarding strategies have been put in place by the Head of Schools which will comprise of a risk assessment form. This will be allowed if all other checks have been completed.

OFFER OF EMPLOYMENT

The offer of employment school and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer of written communication confirming that the appointment is subject to satisfactory completion of these checks and a contract of employment for signing.

Newly hired staff will undergo an induction program encompassing essential aspects of school policies, notably those concerning the safeguarding and promotion of children's welfare, child protection protocols, whistleblowing procedures, and related matters. Before completing their first month of employment, employees are required to access and familiarize themselves with all school policies available on the institution's website.

Furthermore, within the initial month of employment, all staff members must engage in a minimum of three Continuing Professional Development (CPD) courses offered by TES online. Additionally, during the first week of employment, they are obligated to participate in Safeguarding training sessions conducted by the Designated Safeguarding Team. The school provides access to a comprehensive array of online training modules relevant to working in an educational environment with children.

Notably, child protection training is recurrently updated on an annual basis to ensure staff members remain informed and competent in safeguarding practices. This structured approach ensures that new hires are adequately equipped with the knowledge and skills required to fulfil their roles effectively while prioritizing the safety and well-being of the students. By adhering to these mandatory requirements, staff members contribute to maintaining a secure and supportive educational environment for all children under the school's care.

POLICE BACKGROUND CHECK

Due to the nature of the work and emphasis on safeguarding children, the school applies for a police background check for all prospective staff members and contractors. Where a staff is hired from outside jurisdiction from places like the United Kingdom, such staff will undergo a Prohibition Order check through the Council of British International Schools, who manages the checks for teaching and managerial roles.

STAFF FILES

The recruitment information pertaining to the successful candidate will be securely and confidentially retained throughout their employment tenure. This data, as outlined in the pre-employment checklist, will be stored in the employee's personnel file. The school adheres to the Keeping Children Safe in Education guidelines by maintaining a Single Central Register (SCR) for employment checks. All pre-employment checks for staff and volunteers currently engaged with the school are documented in the SCR and must be completed before the employee commences their role. These checks include the dates of receiving the necessary documents. Despite potential local restrictions on police checks, the school is committed to obtaining the required documents promptly. In the event of a delay in receiving the local police criminal check (police clearance), the Head of Schools initiates a safeguarding strategy and implements appropriate measures. The SCR is regularly updated to reflect the receipt dates of the relevant documents prior to employment commencement.

CONTRACTORS

Contractors hired by the school are obligated to undergo identical screening procedures as the school's own staff. Verification of these screenings is mandatory before contractor employees can begin working at the school premises. Additionally, the school will conduct independent verification of the identities of personnel provided by contractors or agencies. A dedicated file will be maintained by the school containing pertinent information on all contractors, which includes their National Identity Number, safeguarding certificates, credentials (if applicable), and police background checks. This ensures compliance with necessary regulations and standards, promoting a safe and secure environment for all individuals involved in the school community.