



THE BRITISH SCHOOL OF
ALMERÍA

Safer recruitment

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| TOPIC AREA: | HEALTH & SAFETY |

A. PURPOSE

ISP and THE BRITISH SCHOOL OF ALMERIA considers the safety of its students of paramount importance and we make a commitment to protecting the children with/for whom we work. To this end, and in addition to a Child Protection and Safeguarding Policy in our school, we recognise the need to ensure, where possible, the safety of our students when we employ, and continue to employ, persons responsible for the delivery of teaching and learning, care of students in our school, or those persons who interact with our students on behalf of the school.

B. SCOPE

This document applies to all employees (including consultants and contractors) involved in the delivery of teaching and learning, care of students in our schools and those who may visit our school from time to time. This Application Note with the rules set out herein, shall be interpreted by the school in accordance with the policy of the ISP Group, subject to such modification, if any, as may be notified in territories to accommodate local laws and practice. Please also refer to your in-school Administration Department or HR representative for guidance.

C. PROCESS

This Background Checking Application Note comprises of three distinct areas; all of which must be satisfied. It is the employee's responsibility to satisfy these requirements and they will be supported by the school and its representatives whenever possible and permissible.

For the avoidance of doubt, all Offers of Employment and Employment Contracts are subject to the Employee satisfying and continuing to satisfy the requirements of this Background Checking Application Note. Failure to satisfy the requirements of this Background Checking Application Note may result in the employee having their offer of employment withdrawn or being suspended from their duties until the full requirements are met, or their employment may be terminated for failing to adhere to their Employment Contract obligations.

For clarity and for the purpose of this application note, 'in-school Administration Department' refers to the person(s) or department within a school who manage the general employment administration.

D. PROCEDURE

The three distinct areas of the Background Checking Policy are:

Criminal Background Checks

- a) This will involve the employee consenting to and undertaking a criminal background check. The employee will facilitate, or assist the Company, in obtaining criminal background checks covering the ten years prior to their start date with the school and will cover all countries of residence during that period. This process will be repeated every three years during the employee's employment with the school, to cover the previous three years of employment e.g. a teacher is employed in Almeria, during the recruitment process the 10-year checks will be provided, after three years of employment only a Spanish check will be required, the full 10 years does not need to be repeated.
- b) If an employee transfers to another ISP school, then the leaving school needs to provide certificate numbers and dates of certificates on record to the new school so that the 10-year process does not have to be repeated.
- c) The in-school Administration Department or HR representative will support the employee with this process and keep all results, records and documents secure and confidential and comply with local data protection laws.
- d) Countries vary in the process and policy in providing employers with details of an individual's criminal record. To ensure the employee satisfies the requirement of this Background Checking Application Note they must liaise with the in-school Administration Department or HR representative.
- e) The nature of our business attracts many UK residents and for such employees a Disclosure and Barring Service (DBS) background check must be undertaken. This is an on-line process that is instigated by the school and performed by the employee, this takes approximately 1 to 6 weeks to complete. The result of the DBS check is sent directly to the employee, via the ISP London office; who is then required to disclose a copy of the result to the Company.
- f) Reasonable costs associated with criminal background checks may be claimed back by the employee through the schools' expenses process.

g) Third Party Staff/ Volunteers

For third party staff/Volunteers engaged in school-based activities, a current and up-to-date local criminal background check only is required.

h) Contracted/Outsourced Staff

It is a requirement, and should be included in contracts, for all contracted companies with employees that are regularly working in and around students that local criminal background checks are carried every three years. It is the school's responsibility to obtain certificate numbers and dates from the company and carry out ad-hoc audits to ensure the Contractors are complying

Employment References Checks

- a) The employee is required to submit the details of at least two previous employers as referees, covering a minimum of four years employment, or all of their employment if the employee has less than four years of experience. One of the referees must be the employee's most recent employer and one must be a direct line manager.
- b) The Company will attempt to contact the referees for an employment reference. If the school fails to obtain employment references, it is the employee's responsibility to contact the referees personally and ask that they provide the reference.
- c) The in-school Administration Department or HR representative will support the employee with this process and keep all employment references secure and confidential.

Qualification Checks

- a) All employees are required to provide copies of certificates that demonstrate their academic achievement or professional qualifications.
- b) Some governing authorities have local rules that require such certificates to be attested as a condition of being granted the right to work. In such cases it is the employee's responsibility to obtain these attestations and pass them directly to the in-school Administration Department or HR representative.
- c) The school reserves the right to have any certificates or claims of academic and professional qualifications authenticated.
- d) The in-school Administration Department or HR representative will support the employee with this process and keep copies of all certificates secure and confidential.
- e) Any costs associated with attesting academic and professional qualification certificates may be claimed back by the employee through the Schools Expenses Policy. The School will not reimburse the employee for the cost of obtaining copies of academic or professional qualification certificates.

E. RECORD KEEPING

Each employee will have their own individual 'Personal Employment Record' held locally by their in-school Administration Department or HR representative. Details gathered to satisfy the requirements of the Background Checking Application Note will be held in these personal records and audited regularly by ISP's Central HR Team. It is a condition of employment that the employee agrees and consents to these arrangements.