

## SMMIS Safer Recruitment Policy

### **Safer recruitment**

The safe recruitment of staff at SMMIS is essential to safeguarding and promoting the welfare of the pupils in the school's care. SMMIS is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share in this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to attract the best possible applicants to vacancies, deter prospective applicants who are unsuitable for work with our students and identify and reject applicants who are unsuitable for work with our students.

SMMIS seeks to achieve a diverse international workforce, which includes people from all backgrounds, with different skills and abilities. SMMIS is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Recruitment must observe the Singapore Fair Consideration Framework 2014 and comply with the Tripartite Guidelines on Fair Employment Practices.

### **Interview panel**

At least one recruiter will have successfully received accredited training in safer recruitment procedures.

### **Advertising & inviting applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “SMMIS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All posts are subject to satisfactory enhanced Disclosure & Barring Service (DBS) clearance. A similar statement is also included on the job description.

Prospective applicants will be supplied with or directed to, as a minimum, the following:

- job description and person specification;
- the school's safeguarding policy;
- the school's recruitment policy (this document);
- an application form.

All prospective applicants must complete, in full, an application form. CVs alone will not be accepted. Any gaps in employment must be explained and unsatisfactory answers or missing information will be questioned during the recruitment process including at interview.

## SMMIS Safer Recruitment Policy

### **Short-listing and references**

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the interview process.

References will be sought directly from the head of the organisation, eg Principal, using an official postal or email address. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

For teaching posts, the status of each shortlisted candidate will be checked against the DFE teacher record list prior to interview. This check will include prohibition and conditional orders.

### **The selection process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## SMMIS Safer Recruitment Policy

### Enhanced Criminal Checks

An enhanced criminal check will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:-

- a) Are responsible on a daily basis for the care or supervision of children.
- b) Regularly work in the school at times when children are on the premises.
- c) Regularly come into contact with children under 18 years of age.

### Pre-employment Checks

SMMIS will take implement the following procedures as part of its pre-employment checks against potential candidates for vacancies:

- a) The Principal will assess the suitability of prospective employee's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- b) Obtaining a certificate for an enhanced criminal check country equivalent check with barred list information where the person will be engaged in regulated activity.
- c) Obtaining a separate barred list check if an individual will start work in regulated activity before the criminal check, or country equivalent, certificate is available.
- d) Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Singapore Government.
- e) Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
- f) Checking the person's right to work in Singapore, e.g. if there is uncertainty about whether an individual needs permission to work in Singapore.
- g) If the person has lived or worked outside Singapore, making any further checks that the school considers appropriate; this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.
- h) Checking professional experience and qualifications as appropriate. In addition to the above,

### SMMIS will ensure that:-

- a) A criminal check, or country equivalent, certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken.
- b) An enhanced criminal check or country equivalent certificate and barred list check will be obtained for all trainee teachers. An enhanced criminal records check will be carried out on each member of the Trustees.
- c) The school will refer to the Child Protection Service anyone who has harmed a child, poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity.
- d) A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

## SMMIS Safer Recruitment Policy

- e) For those who have lived or worked outside of Singapore, additional checks regarding teacher sanctions or restrictions will be conducted; this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.

### **Induction**

All staff who are new to the school will receive full induction training that will include the school's safeguarding policies, reporting procedures and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee and their line manager or appropriate senior staff

Prepared by: Elaine Robinson

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