EL ALTILLO INTERNATIONAL SCHOOL

PART OF ISP SCHOOLS

SAFER RECRUITMENT

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Introduction

This policy has been developed to integrate safe recruitment practices and procedures at El Altillo International School and to promote a safer culture by reinforcing our responsibility for the protection and well-being of all children and young people under our care.

This policy has been approved by the ISP Executive Committee (ExCo) and the Senior Management Team (SMT), and it will be reviewed regularly, to ensure that it remains aligned with recognized best practices.

This policy reinforces the expected conduct established in our Code of Conduct as well as in our Whistleblowing Policy, both of which all employees must be familiar with. All candidates selected for paid or voluntary positions will be informed of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, employees, and other members of the El Altillo International School community. Its purpose is to ensure the safe and fair recruitment and selection of employees and volunteers by:

1. Attracting the best candidates/volunteers for the available positions.
2. Deterring unsuitable candidates/volunteers from applying.
3. Identifying and rejecting candidates/volunteers who are not suitable to work with children and young people.

We are committed to using procedures that effectively address any adult who fails to comply with our child protection procedures and practices.

Any abuse against an employee will be handled in accordance with local laws or regulations and will be reported to the Principal. ISP guidance will be followed if any employee, volunteer, or contractor has:

1. Acted in a way that has harmed or may have harmed a child.
2. Possibly committed a criminal offense against or related to a child.
3. Behaved towards a child or children in a way that indicates they may pose a risk if working regularly or closely with them.
4. Accessed inappropriate websites or content.
5. Engaged in inappropriate conversations about or in the presence of children.

As an employer within a child-centered organization, we have a responsibility to protect all children who may come into contact with a former employee, contractor, or volunteer who has been dismissed or has resigned due to misconduct involving a minor. Therefore, in consultation with the Group Director of Operational Risk, regions and schools must report any such behavior to the relevant authorities and ensure that it is also mentioned in any reference requested by future employers.

Diversity, Inclusion, Equity, and Belonging

At El Altillo International School, we are committed to creating and fostering a safe, welcoming, inclusive, equitable, and diverse community that represents and responds to different cultures and groups, and where each of us has the opportunity to thrive, contribute, and bring out our best selves.

We recognize and value the benefits of having a diverse team and continually seek to improve our recruitment strategies to ensure they reach and appeal to both internal and external candidates, regardless of gender, ethnicity, sexual orientation, gender identity or expression, age, disability, neurodivergence, socioeconomic background, or other demographic characteristics.

At El Altillo International School:
• We treat everyone with care and respect, support one another, embrace our differences and similarities, and promote the well-being of each individual.
• We are friendly and, most importantly, we listen and act accordingly.
• We demonstrate the sensitivity, awareness, and ability to understand the values, attitudes, and practices across different cultures, which enables us to learn and work effectively together.

Roles and Responsibilities

The School Principal:

• Will ensure that the school has effective procedures in place for the safe and fair recruitment and selection of employees, contractors, and volunteers, and that these are regularly reviewed to ensure compliance with local legislation.
• Will ensure that all relevant checks on employees, contractors, and volunteers within the school have been completed.
• Together with the school's HR department, will review all documentation for new employees and approve all new hires in the Single Central Register to confirm that all new appointments are safe for the school.
• Together with the HR department, will check and assess that all supporting documents, such as risk assessments and waiver forms, have been completed as fully and accurately as possible.
• Will oversee compliance with safer recruitment practices by third parties and agencies.
• Will promote the safety and well-being of children and young people at every stage of the safer recruitment process.

The School Recruitment Officer:

• Will check that the CV/application form contains no gaps or inconsistencies, address them during the interview, and ensure that references or other evidence covering any gaps are obtained before appointment.
• Will conduct an online search, in accordance with ISP's safer recruitment guidelines, on shortlisted candidates and raise any questions that may arise during the interview.

• Will review references to ensure they are relevant, meaningful, free from adverse comments or inconsistencies, and will raise any concerns with the applicant before confirming the start date.
• Will review candidates' CVs and ensure that all relevant criminal background and police checks are provided.

• Will complete all necessary supporting documentation—such as risk assessments and waiver forms—fully and accurately to comply with the safer recruitment policy.
• Will ensure that all selected candidates are added to the SCR (Single Central Register) once the offer has been accepted and that all check results are recorded accurately and promptly in the SCR.
• Will promote the safety and well-being of children and young people at every stage of this process.

Safer Recruitment Procedure

1. Invitation to Candidates

All advertisements, will include the following statement:

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate selection processes, including an online due diligence search, references, and satisfactory criminal record or equivalent background checks covering the last 10 years of employment history."

All vacancies at El Altillo International School are managed through our recruitment system, Workday. Whenever a new vacancy arises, a request must be created in Workday, and the required details must be completed as outlined below. Internal and external candidates will use Workday to search for vacancies and access relevant information about available positions.

The El Altillo International School application form and supporting information will be available on Workday and consist of three main sections:

Section 1

The job profile/job description and person specification will be displayed in the job posting details.

Section 2

Explanatory notes on how the requirements for each position will be assessed and evaluated during the selection process. Details of this will also be included in the interview invitation letters. 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;
• Their ability to form and maintain appropriate relationships and personal boundaries with children and young people;
• Their emotional resilience when dealing with challenging behavior;
• Their attitude toward the use of authority and maintaining discipline;
• Any relevant information about the organization and the selection process, as well as other pertinent policies, such as the Child Protection and Safeguarding Policy;
• Any specific terms and conditions related to the post;
• The general policy and practice relating to safeguarding and the promotion of welfare."

Section 3

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

• A background check covering the last 10 years will be required for all positions (this is included in all applications as standard).
• If the applicant is shortlisted, any relevant issues arising from references will be addressed during the interview.
• References will be requested for shortlisted candidates, and former employers may be contacted to verify their experience or qualifications prior to the interview.
• If the applicant is currently working with children, either in a paid or voluntary capacity, their current employer will be asked about any disciplinary offenses related to children, including those where the sanction has "expired" (for example, when a warning can no longer be considered in any new disciplinary hearing), and whether the applicant has ever been the subject of any child protection concerns. If so, the outcome of any investigation or disciplinary procedure will also be requested. If the applicant is not currently working with children but has done so in the past, that employer will be contacted to inquire about these matters.
• Providing false information is a criminal offense and may result in the rejection of the application or summary dismissal if the applicant has been appointed, as well as referral to the police.

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

Selection Committee Identification

All members of the selection and recruitment committee must have successfully completed safer recruitment training within the past year.

Shortlisting and References

Candidates will be shortlisted based on the personal requirements necessary for the position. Shortlisting must be conducted by a panel of two people, all of whom have received safer recruitment training.

At least two references will be requested, covering a minimum of three years, one of which should be from the applicant's current or most recent employer, where possible. These references should be obtained prior to the selection stage so that any discrepancies can be investigated during this phase (note that references must come from the applicant's direct supervisor at their previous organization, not a colleague, and must be sent from a professional email address).

References will be requested directly from the referee, and where necessary, the referee will be contacted to clarify any anomalies or discrepancies. Detailed written records of such exchanges will be maintained. Whenever possible, references will be requested before the interview.

Where necessary, previous employers not listed as referees may be contacted to clarify any anomalies or discrepancies. Detailed written records of these exchanges will also be kept.

Referees will be asked specific questions about the following:

• The candidate's suitability to work with children and young people, where applicable.
• Any substantiated allegations.
• Any disciplinary warnings, including expired warnings, relating to the protection of children and young people.
• The candidate's suitability for the position.

Reference requests will include the following information:

• Applicant's current position and salary.
• Attendance record.
• Disciplinary record.

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

Interview Invitation

Candidates invited to interview will receive:

• An email confirming the interview details.
• An additional copy of the candidate profile description.
• Details of any tasks to be completed as part of the interview process.
• The opportunity to discuss the process prior to the interview.
• A request to present proof of identity.

Selection Process

Selection techniques will depend on the nature and duties of the position, but all vacancies will require an interview with shortlisted candidates.

Interviews will, whenever possible, be conducted in person and may include additional techniques such as observation or practical exercises. When this is not possible, an initial online interview will be conducted, followed by an in-person meeting with shortlisted candidates.

Candidates will be required to:

• Explain any gaps in their employment history.
• Satisfactorily explain any anomalies or discrepancies in the information available to the panel.
• Declare any information that may appear in the criminal background check or equivalent.
• Demonstrate their ability to safeguard and promote the welfare of children and young people, as well as their ability and willingness to uphold the core values of El Altillo International School.

Employment Checks

The offer of employment will be conditional, and all selected candidates must:

- Provide proof of identity.
- Provide criminal record certificates or equivalent covering any country where they have lived and worked during the past 10 years.
- Provide proof of employment status.
- Provide genuine qualification certificates.
- 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 withdrawal of the offer.

All checks will be:

- Confirmed in writing.
- Documented and kept in the personal file.
- Recorded in the school's Single Central Register (SCR).
- Followed up if not satisfactory or if any discrepancies arise in the information received.

Employment will commence only once all checks and procedures have been successfully completed.

In exceptional circumstances, a risk assessment may be conducted with an action plan to ensure that the employee is supervised until all checks have been completed. This must receive final approval from the Regional Managing Director (RMD) before employment begins.

Any failure to follow this process will be managed through the appropriate local disciplinary procedure.

Induction

All new employees and volunteers at the school will receive information on the school's safeguarding policy and procedures, as well as guidance on safe working practices, including expectations regarding appropriate conduct and behavior. These expectations will form part of the initial induction training for new staff.

All appointed candidates will undergo an induction period and will:

- Meet regularly with their induction mentor; or
- Meet regularly with their immediate supervisor; and
- Attend appropriate training, including general safeguarding training.

Staff will also be required to sign to confirm that they have received and understood the school's policies and training, and a record of this will be kept on file.

Supply Staff

All supply staff will be subject to the 10-year background check policy and reference process and must complete general safeguarding training.

Contractors / Volunteers

All contractors/volunteers directly engaged by El Altillo International School will be subject to the 10-year background check policy and reference process and must complete general safeguarding training.

Third Parties / External Staff

The external company must provide an up-to-date criminal background check or equivalent for the country in which each staff member working at the school is employed, or a letter confirming that these are on file and will be updated every three years. Staff working at the school must also complete general safeguarding training.

Single Central Register (SCR)

All El Altillo International School employees will be recorded in Workday.

It is the responsibility of the school principal, stage coordinator, HR department, and recruitment leads to ensure that all these adults are vetted and monitored in accordance with the safer recruitment policy.

Appendix

All appointed candidates must undergo a criminal background check covering the ten years prior to their start date with the school, which must include all countries of residence during that period (i.e., all countries where they have lived, worked, or studied). Candidates are expected to cooperate fully in this process and assist El Altillo International School in obtaining the necessary information.

This process will be repeated every three years during the employee's tenure at El Altillo International School, covering the previous three years of employment.
For example, if a teacher is hired in Abu Dhabi, the 10-year background checks will be provided during the recruitment process, but after three years of employment, only a background check from the UAE will be required, without needing to repeat the full 10-year process.
In Spain, only the Sexual Offenses Certificate is accepted, as it is the only valid certificate that permits individuals to work with minors.
In the United States, checks will be renewed every five years, in line with general practice.

If an employee transfers from another ISP school, the departing school must provide the certificate numbers and dates registered at the new school so that the 10-year process does not need to be repeated, and the SCR location in 360 can be updated for the new school. From then on, the process must be repeated every three years. The school's HR department will assist the employee with this process and will securely and confidentially maintain all results, records, and documents in compliance with local data protection laws.

Useful guidance on obtaining criminal background checks by country can be found on the following UK and Canadian government websites:

- **UK Guidance (Countries A–F):**

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/countries-a-to-f-applying-for-a-criminal-records-check-for-someone-from-overseas

- **UK Guidance (Countries G–P):**

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/countries-g-to-p-applying-for-a-criminal-records-check-for-someone-from-overseas

- **UK Guidance (Countries Q–Z):**

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/countries-q-z

- **Canada Guidance – How to Obtain a Police Certificate:**

https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html

Note**:** International schools must request that any potential employee who has lived or worked in the United Kingdom obtain an International Child Protection Certificate (ICPC)**.** This certificate can be obtained from https://www.acro.police.uk/s/, but it is important to request the *International Child Protection Certificate (ICPC)* and not the standard police certificate.

In a small number of cases, it may be impossible to obtain certain criminal background certificates once the candidate has left the country. The first step should be to ask the candidate whether they possess a certificate issued within six months of their departure from that country. If so, it may be accepted. If not, a waiver form must be completed and submitted for approval to the principal before being forwarded to the Regional HR Director for review and final approval by the RMD**.** The waiver form must clearly state the steps taken to try to obtain the certificate and the reasons why it could not be obtained.

Contractors / Volunteers

Contractors/volunteers directly employed by ISP or the school are expected to fully comply with background checks and safer recruitment requirements.

Third Parties / Subcontracted Staff

It is a requirement, and must be included in contracts, that all external companies with employees who regularly work with or around students undergo local criminal background checks every three years. It is the school's responsibility to obtain the certificate numbers and dates from the company.