



**Bangkok Prep Policy Document**

# Safer Recruitment Policy





# SAFER RECRUITMENT POLICY

**Policy Reference**

**WSSA002**

**Extent of Policy**

**Whole School**

**Produced/Last Reviewed**

**January 2023**

**Produced by**

**Safeguarding Committee**

**Reviewed by**

**ALT**

**Next Review Date**

**January 2025**

**Cycle**

**Biennially**

**Approved by**

**Duncan Stonehouse**

**Signed**

**Role**

**Head of School**

**UN Global Goals**



The procedures outlined in this policy are in line with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#). All Bangkok Prep policies adhere to relevant child protection legislation - such as the [Child Protection Act of 2003 \(Thailand\)](#) - and draw on key safeguarding guidance from the United Kingdom and internationally, including: the [International Task Force on Child Protection's Final Report and Recommendations](#), [Working Together to Safeguard Children](#), and [Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings](#)





# Vision and Mission

## OUR VISION STATEMENT

To be an outstanding learning community that is internationally-minded, inspiring all members to achieve their potential.

## OUR MISSION

At Bangkok Prep we will ensure that:

- learners will reach their full potential both academically and in preparation for life beyond Bangkok Prep;
- we will provide an enriched curriculum in which innovation, sustainability, creativity and health are highlighted;
- we will inspire students to achieve their best through collaborative learning in a safe and enjoyable learning environment;
- we will develop globally minded, passionate learners who uphold the Bangkok Prep Life Values of being honest, holding high moral standards, and having integrity and empathy towards others.



## 1. INTRODUCTION

Bangkok Prep is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the school expects all staff and volunteers to share this commitment. The aim of the policy is to deter and reject people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

## 2. ADVERTISEMENT

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

At present the school uses the following statement to deter unsuitable applicants:

*Bangkok Prep is committed to the safeguarding of children and all applicants will undergo thorough background checks. Appointment is subject to successfully obtaining an International Child Protection Certificate (if the candidate has lived in the UK) and equivalent background checks for all other countries inhabited (irrespective of whether you have worked in those countries).*

All documentation relating to applicants will be treated confidentially and conform to the Thailand Personal Data PDPA act June 2022.

## 3. APPLICATION

All teaching applicants are required to apply via the TES portal. All administrative staff apply via JobsDB. Job applications are retained in both databases.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

## 4. JOB DESCRIPTIONS

A Job Description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

Included in the Job Description are the personal attributes required for this role, with details of skills, experience, abilities and expertise that are required to do the job. This also includes



specific reference to suitability to work with children.

## **5. REFERENCES**

References for shortlisted applicants will be sent immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made.

For Support Staff, references will be sent upon offer.

At least two professional / character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Where this is a gap of more than six months in a CV, a character reference will be sought from someone who can testify to the candidate's good nature during this period. All references must be sent and received from a corporate email address. The reference request form asks whether the referee conducted background checks on the candidate when they employed them to ensure a higher level of risk aversion.

Direct contact by phone will be undertaken with one referee to verify the reference. A record of verbal references will be recorded on the Single Central Register (SCR). All the verbal referees will be asked whether they believe the applicant is suitable for the job for which they have applied for and whether they have any reason to believe that that applicant is unsuitable to work with children and young people.

The school does not accept open references, testimonials or references from relatives. References both written and verbal should be sought for all full time, part time and volunteer employees.

## **6. INTERVIEWS**

Where possible, there will be a face-to-face interview for most applicants and the same panel will see all the applicants for the vacant position. Online interviews take place if the person is unable to be interviewed in person.

The interview process will explore any anomalies or gaps in working history that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions



will be discussed and considered in the circumstance of the individual case during the interview process. Wherever possible, at least one member of any interviewing panel will have undertaken safer recruitment training. A record of who has undertaken safer recruitment training will be recorded on the Single Central Register (SCR).

All successful applicants will be required to provide evidence of their:

- identity;
- address;
- qualifications.

Original documentation will need to be provided for those in Thailand. For interviews conducted virtually, a scanned image is sufficient, but an original must be presented upon meeting.

## 7. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROTOCOLS

The appointment of all new employees is subject to:

- Satisfactory 10-year background police checks covering all countries the candidate has lived, worked and/or studied in for longer than 6 months.
- the receipt of a satisfactory [International Child Protection Certificate](#) if the applicant has ever lived or worked in the UK;
- satisfactory criminal records checks from each country of residence as recommended by the [UK government](#);
- At least 2 references including one from the most recent Head of School;
- a verbal reference to confirm one written reference;
- Following updated guidance in KCSIE 2022, an online digital search of the candidates will also be conducted to assess the digital presence is appropriate
- medical checks, copies of qualification and proof of identity.

A personal file checklist will be used to track and audit paperwork. The checklist will be retained on personal files.

For Support Staff and volunteers, a police check must be obtained prior to commencing employment.

## 8. UPDATING CRIMINAL CHECKS

It is the school's policy to ensure employees undergo a police check every two years. This came into effect in May 2020. A record of police checks will be recorded on the Single Central Register (SCR).



Members of staff are obliged to inform the Head of School of any cautions or convictions that arise between these checks taking place.

From January 2021, the school must obtain proof that an applicant has contacted the professional regulating authority in the overseas country or countries in which the applicant has worked. This is to confirm that there have not been any sanctions or restrictions imposed upon the applicant teaching, and that there is no reason why the applicant may be unsuitable to teach.

## **9. SELF DECLARATION FORM**

The self declaration form will include the applicant's declaration regarding convictions and working with children. This form must be completed during the application process.

## **10. DEALING WITH CONVICTIONS**

The school operates a formal procedure if any other check is returned with details of convictions. Consideration will be given to:

- whether the offence excludes the candidate from working with children;
- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances;
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head of School. A decision will be made following this meeting.

## **11. INDUCTION PROGRAMME**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection and Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. All staff will be expected to sign the school's Safer Working Practice Code of Conduct.



## 12. SINGLE CENTRAL REGISTER (SCR)

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained by a member of the Human Resources Team. The Central Register will contain details of the following:

- All employees who are employed to work at the school;
- All employees who are employed as supply staff to the school whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: ECA staff, Visiting Music Teachers, bus drivers, bus monitors, catering staff etc.

## 13. RECORD RETENTION / DATA PROTECTION

All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet. The ISAMS Human Resources Manager is also used to store data and the information is confidential. Data will be retained for 10 years.

## 14. LEAVING EMPLOYMENT AT BANGKOK PREP

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect), the School's Child Protection Policy will apply.

In cases of allegations against members of staff, the school will examine the allegation internally and refer to external agencies, if necessary.

Most allegations result in one of four outcomes:

- The allegation could be upheld - this means that there is identifiable evidence to prove the allegation on the balance of probability.
- The allegation could be unsubstantiated - this means that there is insufficient identifiable evidence to prove or disprove the allegation on the balance of probabilities. The term does not imply guilt or innocence.



- The allegation could be unfounded - this means that there is no evidence or proper basis that supports the allegation being made, or there is evidence to prove that the allegation is untrue.
- The allegation could be deemed to be malicious - this means that the allegation was made with deliberate intent to deceive or cause harm.

In cases of dismissal (or resignation) due to the above behaviour, the school has an obligation to include details in verbal and written references.

## **15. MONITORING AND EVALUATION**

The Head of School will be responsible for ensuring that this policy is monitored and evaluated throughout the school.