



## **THE ALICE SMITH SCHOOL**

### **Safer Recruitment and Selection Policy Implementation Guidelines**

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#### **1. Rationale**

This policy aims to ensure that both safe and fair recruitment and selection is conducted for all positions. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating a safer environment for children and young people. It is important to note that this policy will be subject to annual reviews.

#### **2. Safer Recruitment and selection policy statement**

The School is committed to safeguarding and promoting the welfare of children and young people through safer recruitment practices and expects all staff, service providers and volunteers to share in this commitment.

**As a school with a diverse collective of experts, we uphold recruitment protocols that adhere to the highest possible international standards. We conduct thorough pre-employment checks on candidate references and verify qualifications. Please refer to the “Pre-Appointment Checks” section for specific details as the process may vary for different nationalities.**

**We prioritize the careful scrutiny of checks as they are essential in ensuring a safe and secure environment for our students. By maintaining stringent recruitment practices, we aim to provide a nurturing and protected learning environment for all our students.**



The School is dedicated to attracting, selecting, and retaining employees who will make valuable and high-quality contributions to our Purpose through working together to push the boundaries of education and lead learning for an ever-changing world. We recognize that a motivated and committed workforce, equipped with the appropriate knowledge, skills, experience, and abilities, is critical to the school's overall performance and essential for delivering an outstanding education.

### **3. Aims and Objectives**

The School will:

- Meet its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- Ensure that the recruitment of all staff is conducted in a fair and effective manner;
- Ensure the most cost effective use is made of resources in the recruitment and selection process;
- Ensure those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### **4. Roles and Responsibilities**

This policy applies to all the school employees responsible for and involved in recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the Head of School. The Council of Governors has delegated the responsibility to the Head of School for appointing all staff, including senior teaching and non-teaching staff at Principal and Director level. The Council of Governors will be involved appropriately in the selection and recruitment process of senior teaching and non-teaching staff at Principal and Director level.

### **5. Guiding Principles**

The following guiding principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service;
- The job description and person specification are essential tools and will be used throughout the process;
- Employees will be recruited based on the knowledge, experience and skills needed for the job;
- Selection will be carried out by a panel with at least two members but preferably with three; It is essential to ensure that at least one panel member has undergone formal safer recruitment training.



- For all roles, it is mandatory to submit a completed application form. Certain positions may necessitate additional documents to support the selection process. For further details, please refer to the "Applicant and Shortlisting" section.
- Review and evaluation are essential for assessing the effectiveness of the process;
- Certain roles will be advertised internally to foster staff growth and development; however, this is subject to the Line Manager's discretion.

## **6. Equal Opportunities**

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of age, disability, marriage, pregnancy and maternity, race, religion or belief.

The School acknowledges that unfair discrimination may arise on occasion and, therefore, will ensure that the Equal Opportunity Policy serves as the foundation for recruitment procedures.

## **7. Pre-recruitment Process**

The objective of the pre-recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants;
- Give successful applicants a clear understanding of the post and what is expected of them;

## **8. Advertising**

To promote equal opportunities, KLASS will typically advertise all vacant posts on preferred recruitment platforms or internally, as decided by the line manager. This approach aims to attract a diverse range of candidates and ensure a wide field of applicants for each position.

- A clear job description outlining the required role will be created for all positions, detailing the necessary qualifications and requirements for the post.



## 9. Applications and Shortlisting

- All applicants will be required to complete an Application Form. Certain positions may necessitate additional documents to support the selection process and are listed as follows:
  - Academics:
    - A cover letter
    - Updated CV/Resume with copies of certificates
    - Three (3) written references and One (1) verbal reference
    - Shortlisted teaching applicants will be requested to complete additional online assessments to further support their application.
  - Educational Professionals and Professional Services
    - Updated CV/Resume with copies of certificates
- For certain positions, pre-interview sessions (visual online, Phone Calls, etc) will be conducted in advance to gain deeper insights into the candidates. If successful, candidates will then be invited for a formal interview (visual online or Face to Face). Alternatively, interviews can be conducted on campus in Kuala Lumpur or at an external venue/location.
- In situations where there is only one candidate, and unless extenuating circumstances prevent this, the candidate may be shortlisted if he/she meets the qualifications and requirements for the post.
- Where a candidate is known personally to a member of the selection panel it must be declared before shortlisting takes place. With this disclosure, it may then be necessary to have different arrangements and this will be discussed with the People and Culture department.

## 10. Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people.

When a physical face-to-face interview is not possible (for example, travel restrictions prevent this from happening), a visual online interview will be conducted and all other requirements will be adhered to prior to any appointment as usual.

Applicants are made aware that providing false information is an offense and could result in an application being rejected.



## Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people, as well as their ability to support the school's agenda for safeguarding and child protection while promoting the welfare of children, are crucial factors for the panel to consider. It is essential for the panel to take notes of the candidate's responses during the interview, as this information will be referred to when making the hiring decision or if any concerns emerge during the candidate's employment. Notes should be recorded in the Planned Interview Questionnaire.
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee (only academics) will be carefully considered by the panel during the selection process.
- If the candidate wishes to declare anything in light of the school's policy to complete safeguarding and medical checks
- If the role includes child benefits for education, any issues concerning the education of dependent children that may impact their enrollment with the school will also be taken into consideration.
- If, for whatever reason, academic references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. For all other roles, full references will be obtained and scrutinized before a person's appointment is confirmed via the offer of a contract.

## 11. Interview Panel

A minimum of two interviewers will constitute the interviewing panel, but preferably three interviewers will be involved. Additionally, it is considered good practice to have gender representation on interview panels to promote equality.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- One of the panel members is trained in safer recruitment training;
- Panels should meet before the interview(s) to:
  - ☐ Reach a consensus about the required standard for the job to which they are appointing;
  - ☐ Consider the issues to be explored with each candidate and who on the panel will ask about each of those;
  - ☐ Agree their assessment criteria in accordance with the person specification.



Where a candidate is known personally to a member of the interview panel it must be declared before the interview takes place. With this disclosure, it may then be necessary to have different arrangements and this will be discussed with the People and Culture department.

## **12. References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will be sought and obtained directly from the referee via the People and Culture department.

References will be sought on all shortlisted candidates and will be obtained whenever possible so that any issues of concern they raise can be explored further with the referee, and/or taken up with the candidate.

Referees will be asked whether they believe the applicant is suitable for the job that they have applied for. They will also be asked the following:

- ☐ The applicant's position held, reason for leaving.
- ☐ Their relationship to the applicant;
- ☐ Whether they have reason to believe that the applicant is unsuitable to work with children;
- ☐ Whether the applicant has ever been subject to any disciplinary procedures especially related to the safety and welfare of children or young people.

KLASS will not accept references obtained directly from the referee, and testimonials will not be relied upon. Instead, references must be completed using the school's reference form provided.

## **13. Conditional Offer of Appointment: Pre Appointment Checks**

An offer of appointment to the successful candidate will be conditional upon the following:

- Completion of the Alice Smith School application form, with satisfactory records for reasons for any gaps in employment.
- The receipt of at least three (3) satisfactory written references. For teachers, and additional one (1) reference must be a verbal check conducted with the most recent Head of School. A record of the call should be provided along with the summary.<sup>1</sup>
- Verification of the candidate's identity, which includes:

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<sup>1</sup> In some instances, the Head of School may act as both the written and verbal referee. It is essential to prepare a distinct set of questions specifically for the verbal reference. These questions and the responses obtained should be documented and recorded as part of the verbal and written reference record.



- Expatriates : providing original passport, birth certificate, and driver's license;
  - Local Malaysian : An identity card and birth certificate
- Verification of eligibility to work in Malaysia will be conducted, and if a work visa is required, the approval will be subject to the Immigration Malaysia granting the work visa.
- Verification of the candidate's medical fitness.
- Verification of qualifications against original certificates.
- Verification of professional status where required, such as GTC registration, QTS status (unless properly exempted), NPQH, Chartered Accountant, SHRM, and others.
- Verification of Child Protection Checks (Only for Teachers):
  - UK Citizens : including a satisfactory DBS Enhanced Disclosure<sup>2</sup>, COBIS Prohibition Check and International Child Protection Certificate;
  - Local Malaysians : A Certificate of Good Conduct by the Ministry of Foreign Affairs<sup>3</sup> and a background check by a service provider
  - Other Nationalities : A similar Child Protection check will be conducted in the local residing country, along with the highest value of police checks <sup>4</sup>for the last 10 years where the individual has worked or lived before. In cases where a police check is not available, a non-criminal background check will be considered.

For Malaysian candidates who have worked or lived in other countries in the last 10 years, the verification of Child Protection checks will follow the guidelines for Local Malaysians, Other Nationalities, and UK Citizens checks, depending on where the candidate was based.

These conditions ensure the thorough and comprehensive evaluation of the successful candidate's suitability for the role and their commitment to child protection and safeguarding. The conditional offer of appointment will be implemented fully effective 1 September 2023.

All checks will be:

- Confirmed in writing.
- Documented and retained on the personnel file.
- Recorded on the school's Single Central Register.JD
- Followed up where they are unsatisfactory or there are discrepancies in the information provided. However, if any staff member fails to provide or is missing a relevant check or reference, a formal risk assessment form should be completed and agreed upon by the Head of School.

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<sup>2</sup> The DBS Enhanced Disclosure should be within 3 months of the date.

<sup>3</sup> Certificate of Good Conduct by the Ministry of Foreign Affairs should be issued within 3 months of the date if the candidate's last employment is in Malaysia.

<sup>4</sup> Highest value of Police check available from the country e.g., national , federal or enhanced where available.



## 14. Post Appointment Induction

There will be a mandatory induction program for all staff newly appointed to the school, regardless of previous experience. As part of this induction, all new staff will receive Safeguarding training before working with children. Renewal of the safeguarding training will be required annually. Additionally, all new staff will be briefed on the Health & Safety Policy at the school. An acknowledgement form will be signed upon completing the Safeguarding and Health & Safety session. These forms are filed at the People & Culture department.

In addition to the general induction, other relevant training will be provided based on job categories:

- Teachers: All new staff will receive information and training on the Collective Agreement, Job description, Professional Growth and Accountability (PGA), and KLASS Code of Professional Conduct.
- Educational Professionals and Professional Services: Departmental briefing on the specific requirements of the role and responsibilities.

## POLICY MANAGEMENT

Title:	SAFER RECRUITMENT AND SELECTION POLICY		
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