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## **SAFER RECRUITMENT POLICY**

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### **1. OBJECTIVE**

The Asia Pacific School considers the safety of our students of paramount importance and we make a commitment to protecting the children with/for whom we work.

To this end, this policy has been developed to embed safer recruitment practices and procedures throughout The Asia Pacific School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy reinforces the school's Whistleblowing Policy (reflected in the Safeguarding Policy) that all staff are expected to be familiar with. All successful candidates for paid employment or volunteers will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers. It aims to:

- attract the best possible candidates/volunteers to vacancies;
- deter prospective candidates/volunteers who are unsuitable from applying for vacancies; and
- identify and reject those candidates/volunteers who are unsuitable to work with children and young people.

The Asia Pacific School is committed to using procedures that deal effectively with those adults who fail to comply with school's safeguarding procedures and practices.

### **2. PROCEDURES FOR DIRECT HIRES**

#### **a. INVITING CANDIDATES**

All vacancy advertisements, whether paid or unpaid, will include the following statement:

*Asia Pacific School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. All job holders are subject to appropriate vetting procedures and a Criminal Background Checks or equivalent covering the previous ten (10) years of employment history.*

Prospective candidates will be supplied or made aware of, as a minimum, with the following:

- A statement of the school's commitment to ensuring the safety and well-being of the students;



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- Job description and person specification;
- Safeguarding policy;
- Safer recruitment policy;
- An application form for employment; and
- The selection procedure for the post.

Prospective candidates must complete and return a signed application form. Incomplete application forms will be returned to the candidate for re-completion. This document will be needed in addition to a resume.

#### b. IDENTIFICATION OF THE RECRUITMENT PANEL

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment and child protection.

#### c. SHORT-LISTING AND REFERENCES

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. Referees must be in current and/or former supervisory position.

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

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

Referees will be asked specific questions about the following:

- the candidate's suitability to work with children and young people;
- any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- the candidate's suitability for the post;
- any disciplinary record

All appointments are subject to satisfactory references, Malaysian police clearance (where applicable), ICPC clearance for British passport holders or for candidates who had lived or worked in the UK, or any other home country police clearance for non-British passport holders.



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#### d. THE SELECTION PROCESS

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

Where possible, interviews will be face-to-face, and may include additional interview techniques such as observation, role-plays or exercises. Where this is not possible, an initial Teams interview will be conducted, followed by a face-to-face meeting with shortlisted candidates.

During the interview process, candidates will be required to:

- explain any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- declare any information that is likely to appear on the criminal background check or equivalent; and
- demonstrate their ability to safeguard and protect the welfare of children and young people.

#### e. INVITATION TO INTERVIEW

Candidates called to interview will receive:

- written confirmation of the interview and any other selection process information;
- details of the interview day including details of the panel members;
- details of any tasks to be undertaken as part of the interview process; and
- the opportunity to discuss the process prior to the interview.

#### f. EMPLOYMENT CHECKS

An offer of employment will be conditional, and all successful candidates will be required to:

- provide proof of identity;
- provide criminal background checks or equivalent covering any country they have lived and worked in during the last ten (10) years;
- provide proof of professional status;
- provide actual certificates of qualifications; and
- provide proof of eligibility to live and work in the country of employment.

All checks will be:

- confirmed in writing;
- documented and retained on the personnel file;
- recorded on the school's Single Central Record; and
- followed up if they are unsatisfactory or if there are any discrepancies in the information received.



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Employment will commence subject to all checks and procedures being satisfactorily completed.

g. INDUCTION

All new school staff will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

All successful candidates will undergo a period of monitoring and will:

- meet regularly with their line manager; and/or
- attend any appropriate training including generalist child protection trainings; and
- undertake educate training at initial hire and at every three (3) year cycle.

### 3. PROCEDURES FOR INDIRECT HIRES

a. Supply staff (e.g. temporary hires, cover teachers)

All supply staff will be subject to the ten (10) year background checking policy and will be required to complete the generalist child protection training.

b. Peripatetic staff (e.g. individual who work remotely)

All peripatetic staff will be required to provide a current criminal background check or equivalent for the country they are working in and complete the generalist child protection training.

c. Contracted staff (e.g. Cezars)

The contracted company will be required to provide a current criminal background check or equivalent for the country they are working in for every member of their staff working in the school or a letter confirming that they have these on file and will be kept updated every three (3) years.

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Approved by: Rob Reed, Executive Principal

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