

Version: 2.12.22-1
Approved date: April 2022
Review date:

The British School of Gran Canaria

Safe Recruitment

Policy Document



Contents

1.	Scope	1
2.	Definitions	1
3.	Rationale	1
4.	Roles and responsibilities	2
5.	Recruitment and selection procedures	3
6.	Single Central Register	5
7.	Induction Programme and On-going Support	6
8.	On-Goring Responsibilities	7
9.	Visiting Speakers (and Prevent Duty)	7
	Appendix A – Recruitment Checklists	8
	Appendix B – BSGC Application Form	8
	Appendix C – Possible Safeguarding Questions for Interviews	8
	Appendix D – Notes on Background Checks	8
	Appendix E – KCSIE and outlined in the school’s Safeguarding Policy	10
	Appendix F – BSGC Guidance for Visitors form	12

THE BRITISH SCHOOL OF GRAN CANARIA

SAFE RECRUITMENT POLICY

1. Scope

To cover all procedures and processes related to the recruitment and appointment of personnel to positions within the school. These processes extend to appointments, honorary positions and invitations extended to visitors who are not under close supervision.

2. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

The School – The British School of Gran Canaria, including the sites in Tafira and Maspalomas.

BSGC – The British School of Gran Canaria.

Governors – members of the school's governing body.

Head – the Head of the British School of Gran Canaria

Heads of Sector (HOS) – line managers responsible for assigned sectors of the school i.e. Tafira Primary, South School and Secondary Assistant Head Teachers.

Human Resources Supervisor – manager responsible for Human Resources within the school, including the collection of employment background checks.

Safeguarding Lead – senior manager with specific responsibility for monitoring and ensuring the Child Protections and Safeguarding Policy is fully applied and implemented within the school.

DfE – Department for Education, the UK Government department responsible for education.

KCSIE – The UK Government document - Keeping Children Safe in Education.

SCR – Single Central Register.

ICPC – International Child Protection Certificate that confirms that a person has no criminal convictions that preventing working with children.

EEA – European Economic Area.

Enhanced DBS - also known as Enhanced Disclosure & Barring Service Checks, are the highest level of UK based background checks and are generally required for positions that involve working with vulnerable groups, such as children, or vulnerable adults and the elderly.

3. Rationale

The British School of Gran Canaria is committed to safeguarding and promoting the welfare of all pupils in its care; the safe recruitment of staff is the first step in ensuring this standard of care. As an employer, the School expects all staff and volunteers to share this commitment.

The following policy is based on **Part 3 of DfE : Keeping Children Safe in Education (statutory Guidance), 2021** and the **Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance)** whilst contemplating that BSGC operates within Spain and is subject to Spanish laws and customs.

The BSGC aims to recruit the best possible staff based on their merits, abilities and suitability for the position and to ensure that all applicants are considered equally and consistently.

4. Roles and Responsibilities

In order to ensure the effective implementation of this policy, specific responsibilities are outlined below.

It is the responsibility of the Governors to:

- Ensure the school has effective policies and procedures for the recruitment of staff and volunteers, in accordance with Spanish law and DfE guidance.
- Monitor the school's compliance with its policies and procedures in this area, including the identification of a Governor with assigned responsibility to supervise this monitoring.
- Monitor the School's Single Central Register.
- Ensure the periodic review and update of the school's Safe Recruitment Policy.

It is the responsibility of the Head to:

- Oversee the process and policy implementation.
- Maintain the SCR.
- When required documentation is lacking, deny permission for a new appointee to begin work.

It is the responsibility of the Safeguarding Lead to:

- Monitor staff and school procedures to ensure safety of BSGC students.
- Advise staff on recruitment process, background checks and any concerns.
- Ensure new staff have training and information related to Child Protection and Safeguarding.

It is the responsibility of the Human Resources Supervisor to:

- Oversee and monitor the collection of key documentation prior to the appointment of all school personnel.
- Oversee and monitor the collection of key documentation for any interns, volunteers, extra-curricular staff and governors prior to them commencing their tenure in the school.
- Before a new appointee is permitted to start work, notify the Head and relevant Heads of Sector if any required documentation is lacking.

It is the responsibility of the Head, Heads of Sector, school's Human Resources Supervisor and staff with responsibility for administration, maintenance, kitchen and cleaning to:

- Be fully conversant with this policy and procedures, and failing that, to ask the Head for training.
- Ensure the implementation of all safe recruitment procedures set out in this policy.
- Ensure the collection and collation of the required background checks and documentation, as identified within this policy, for staff and volunteers working within their area of responsibility.
- Monitor the compliance with these expectations of contractors and agencies who work within their area of responsibility.
- Promote the welfare of children and young people at every stage of the procedure.

5. Recruitment and Selection Procedures

Searching and Advertising – the school uses local and international recruitment avenues and agencies to share information on school vacancies in order to solicit high quality and appropriate applications for school posts.

Advertisements will include a statement declaring the school's commitment to rigorous safe recruitment procedures and to a strong safeguarding and child protection commitment. Similarly, an exit statement declaring the school's commitment to equality and equally opportunities.

Application Forms – a BSGC Application Form must be completed by all applicants. The application form provides the school with details on the applicant's academic and employment history. Any gaps or discrepancies in their employment history require explanation.

Governors and student teachers will submit a full and current CV.

In addition to background and previous employment information, the Application Form contains signed declarations from the applicant pertaining to:

- Acceptance that all required documentation must be presented prior to starting work at the school.
- Self-certification of medical fitness for their position.
- Acknowledgement of GDPR expectations.
- Declaration regarding previous criminal convictions.

The applicant must also confirm that they are not barred or prohibited from working with children as it is unlawful for the school to employ anyone who is barred in this regard and it is a criminal offence for any person who is barred to apply for a position at a school. The applicant is also informed via the application form, that they are obliged to immediately inform the school if they are convicted of an offence that prevents or restricts their ability and appropriateness to work with children. (La Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia). Failure to do so could result in dismissal.

In addition to the above declarations, the Application Form also clarifies that providing false information is an offence and could result in an application being rejected, the applicant being summarily dismissed if already appointed, and that they could be referred to the police and/or relevant authorities.

The Application Form must be signed by the applicant, as confirmation of the above declarations. As many applicants are not living on Gran Canaria and the application form is sent electronically, this signing can be done on arrival to the island, before starting work at the school.

Job Descriptions - A job description is a key document in the recruitment process as it clearly and accurately sets out the duties, responsibilities and expectations for a post and, therefore, is provided for all positions.

BSGC Job Description must be written to ensure no gender bias and that the school's commitment to equality and inclusivity is communicated openly and clearly.

References - References are required for all appointees, usually requested after shortlisting, and must be submitted using the BSGC reference form. The only exception being when an applicant indicates on their application form that they do not wish their current employer to be contacted. In such cases, the reference will be sought after interview. All offers of employment will be subject to the receipt of a minimum of two references that are considered satisfactory by the school. A verification check will also be made on the reference, with a follow up phone call made to the referee.

If a telephone reference is sought then this must be recorded on the school Telephone Reference Form.

The following guidelines clarify the school reference expectations.

- One of the references must be from the applicant's current or most recent employer, if they have been previously employed. Someone who has not been previously employed will provide one reference from their last educational institution.
- Posts directly related to working with children must include a reference from the employer with whom the applicant most recently worked with children.
- The referee cannot be a relative.
- References are requested directly from the referee by the school.
- The reference request's objective and factual information to support appointment decisions.
- Referees will need to state whether they believe the applicant is suitable for the job for which they have applied and if there are any reasons to believe that the applicant is unsuitable to work with children.
- Referees will have to confirm that the applicant has not been radicalised and that they do not support terrorism or any form of 'extremism'.
- References followed up with a phone call to verify authenticity and confirm facts.

The school does not accept open references, testimonials or references from relatives.

Social Media – the school will conduct an internet search of applicant for inappropriate social media content.

Interviews – Whenever possible, the school will conduct face-to-face, in person interviews, and a minimum of two interviewers will see the applicants for the vacant position. However, as on-line interviews are often conducted, the face-to-face nature of an interview may be via webcam but at least two interviewers must continue to be involved in the process.

The interview will explore the applicant's ability to fulfil the position, as outlined in the job description and person requirements. The interview will enable the interviewers to explore any anomalies or gaps in an applicant's employment history and ensure they meet safeguarding expectations. See Appendix B for potential questions.

If there are any past disciplinary action or allegations, cautions or convictions, these will be raised during the interview process and considered in the circumstance of the individual case.

All questions must be carefully considered to ensure that gender bias is eliminated and a positive commitment to equality communicated.

Background Checks - In accordance with the recommendations set out in KCSIE, BSGC carries out a number of pre-employment checks on prospective employees. If an offer of employment is made after a formal interview, then this will be conditional on satisfactory completion of the following:

- Completed BSGC Application Form.
- Receipt of two references that the school considers satisfactory and confirms the applicant's suitability to work within a school setting.
- Verification of the applicant's identity – must include their current passport and birth certificate, which must be seen in-person and verified prior to the start of their contract.
- Confirmation of the right to work in Spain.
- Certificates of qualifications required for the post.
- Spanish background check - '*Certificado de Delitos de Naturaleza Sexual*'.
- If the applicant has worked or lived in the UK, an **Enhanced DBS** is required. When applying for this check it must include **Children's Barred List** check for all staff, a **Prohibition from Teaching** check for all teaching posts and a **Prohibition from Management – Section 128** check for all positions of responsibility. (See Appendix C for UK Company that makes these checks and issues clearance certification).
- Applicants who have previously worked in a country other than Spain or UK for longer than 12 months, are required to provide a police background check from that country, or a certificate of good conduct of a similar status. (See Appendix C for website providing links for issuing authorities in numerous countries.)
- Additionally, staff who have worked outside UK and Spain, and these countries are included in those covered within the ICPC check, should also provide this certification. (See Appendix C for list of countries included in ICPC check.)

In all cases, only original documents are accepted and these must be checked by HR prior to the person taking their position in school. Photocopies will be taken and stored in SCR.

6. Single Central Register (SCR)

The SCR is the school's register of information and documentation pertaining to the recruitment and background checks for:

- All school employees;
- Anyone employed on a temporary basis as substitute cover for school staff;
- Anyone who enters the school and is in regular contact with children. This includes Governors, interns and university student placements and those contracted to provide additional teaching or instruction for pupils but who are not BSGC staff e.g. sports coaches.

The SCR is an electronic register recording the collection dates of all the required documentation prior to work commencement. Additionally, a physical file storing the collated documentations, forms, photocopies and signed checklists is maintained.

In order to support the efficient and timely collection of documentation, a Recruitment Checklist (Appendix A) is used to record and monitor the recruitment process for each employee, volunteer and governor. The use of this checklist guides and clarifies responsibilities for BSGC staff and helps to ensure that checks are complete **before employment, or commencement of a position within the school.**

The first section of the Recruitment Checklist is completed by the line-manager responsible for the school area where the new person will work; the second part is the responsibility of the Human Resources supervisor. On receipt of the Application Form, the line-manager will review the applicants background, identifying the required background checks and making these on the checklist prior to passing onto HHRR

On receipt of each identified document, the person responsible must sign and date the Checklist. On completion of their area of responsibility, the line manager must sign that they have completed their section of the checklist before passing on to the next responsible person.

When all information and documentation is collected and signed-off, the Human Resources supervisor will pass the documentation and checklist to the Head for 'signing off'; confirmation that all checks have been completed appropriately. The Head will enter the information and dates of the checks into the SCR spreadsheet, and store the hardcopy file of documents in the secure filing cabinet.

Each term the assigned Governor for Safe Recruitment will monitor the implementation of the Policy and the maintenance of an accurate and up-to-date SCR, reporting to the Board of Governors on compliance and any identified issues.

Ongoing Employment – BSGC recognises that safe recruitment and selection is part of the school's larger policy framework. The school, therefore, provides ongoing training and support for all staff that includes an Induction Programme and a Performance Development Process. Intrinsically linked to the Safe Recruitment Policy, and read in conjunction, are the following school policies:

- Child Protection and Safeguarding Policy.
- Safe Working Practice Policy.
- Health and Safety Policy.
- Concerns and Complaints Policy.
- Whistle Blowing Policy.
- Anti-Bullying Policy

7. Induction Programme and On-going Support

All new employees will participate in an induction programme that will identify and clarify school policies and procedures, including the Child Protection and Safeguarding and Safe Working Practice Policies, and outline expectations that will govern how staff carry out their roles and responsibilities.

All new teaching staff, as part of Induction, will participate in the school's Performance Development Process that includes professional reflection and self-evaluation, lesson observations and feedback

meetings. These opportunities provide a forum from which professional expectations can be clarified and aligned, as well as professional judgements made as to the suitability of the new staff member.

Regular training on Safeguarding and Child Protection is a feature of the school, as is the desire to encourage vigilance and openness for sharing concerns without reproach.

8. On-going Responsibilities

If an employee is convicted of an offense that restricts or prevents their working with children, it is their legal responsibility to inform the school. Failure to do so could result in disciplinary procedures or a dismissal.

The school will periodically, every 3-4 years, request an updated copy of each employee's 'Certificado de Delitos de Naturaleza Sexual' as a way of controlling and monitoring the appropriateness of staff.

9. Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance (2015) requires the school to have clear protocols to ensure visiting speakers are suitable for a school and the age of the students involved, and that they are always appropriately supervised. When considering and inviting in a visitor, the school will always pay close attention to the Prevent Duty Guidance (including the definitions of extremism and radicalisation) and the guidance outlined in the school's Child Protection and Safeguarding Policy (See Appendix D).

The school does not require full background checks for visiting speakers who do not engage in regulated activity or who are infrequent visitors. However, the school will obtain reasonable formal or informal background information about them in order to decide whether to invite/ permit them to attend the school. If the school is happy with the information gleaned, the visitor will be asked to sign an agreement form that clearly states the expectations of the ethos of the school and what is acceptable conduct when interacting with students (see BSGC Guidance for Visitors form Appendix F).

All visiting speakers will follow the school's protocols, including signing in and out at Reception, wearing a visitor's badge at all times and being escorted by a member of BSGC staff at all times.

Appendix A – Recruitment Checklists

1. [Appointment Documentation Checklist](#)
2. [Reference Form](#)
3. [Telephone Reference Form](#)

Appendix B – BSGC Application Form

1. [BSGC Application Form](#)

Appendix C – Possible Safeguarding Questions for Interviews

The following bank of questions can be used to select the most appropriate when interviewing prospective personnel for the school, in order to probe their understanding and commitment to safeguarding.

- What attracted you to teaching?
- How do you think your own childhood may have influenced your opinion or your work practice? How/why/what is the impact?
- Tell us about your interests outside work?
- What do you think are the professional challenges facing school staff today?
- Have you experienced any of the following – specific situation? How did you deal with this? What would you do to prevent them?
- What would you do if you were concerned about a colleague's behaviour towards children?
- What makes the school a safe and caring place? How could you contribute to this?
- What policies are important to support a safe environment and why are these important?
- What are staff responsibilities to protecting children?
- Tell us what you've done in the past 12 months to actually promote child protection in the workplace?
- Young people can develop crushes: how would you deal with this? Have you ever experienced this? How did you deal with it?

Appendix D – Notes on Background Checks

1. Enhanced DBS Check

All applications that have lived or worked in the UK will need to complete an Enhanced DBS check. This check is carried out on the behalf of The British School of Gran Canaria by Checks Direct <https://checksdirect.co.uk/>.

Additionally, prohibition orders from teaching and management can also be checked using the Enhanced DBS Check

- **Prohibition from Teaching (covered in Enhanced DBS Check)**
This check confirms that the teacher is not excluded and prohibited from teaching.
- **Prohibition from Management (covered in Enhanced DBS Check)**

Also known as the Section 128, this checks that the person has not been prohibited from positions of management in schools.

2. Certificado de Delitos de Naturaleza Sexual

This certificate is a requirement for all adults who work in schools and/or with children. It is issued in Spain by Spanish authorities but includes information on background checks completed within all EU countries (and also in countries which are members of the EEA).

Spanish law (1110/2015) states: *El Registro Central de Delincuentes Sexuales constituye un sistema de información, de carácter no público y gratuito, relativo a la identidad, perfil genético, penas y medidas de seguridad impuestas a aquellas personas condenadas en sentencia firme por cualquier delito contra la libertad e indemnidad sexuales o por trata de seres humanos con fines de explotación sexual, incluyendo la pornografía, regulados en la Ley Orgánica 10/1995, de 23 de noviembre, del Código Penal, con independencia de la edad de la víctima. Esta información se referirá a las condenas dictadas tanto en España como en otros países, en particular los Estados miembros de la Unión Europea y del Consejo de Europa.*

3. Criminal Background Checks from Countries Outside UK, Spain and EU

Applicants who have worked outside of the EU and UK need to provide criminal record checks or good character references from all the countries in which they have worked.

Information on where and how to obtain these checks is available on the following link;

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

4. A letter of Good Character

A letter of good character can be accepted in the place of an overseas criminal record check should the applicant not be able to obtain the relevant police check. This letter should be written by someone who knows the job applicant professionally and well, and can vouch for their work ethic, skills, and character.

5. The International Child Protection Certificate (ICPC)

The ICPC is a criminal record check for UK nationals, or non-UK nationals who have previously lived in the UK, intending to work with children overseas. The ICPC is a criminal record check against police and intelligence databases in the UK. The school will request an ICPC check if the applicant is unable to obtain police checks or letter of good Characters from past employers.

The ICPC is issued following a check of relevant information held by the police and other law enforcement agencies in the UK. Certificates are prepared in accordance with the ACRO step-down model. Please note that certificates will contain impending prosecutions and offences that are under investigation. The certificate may also contain criminal conviction information about offences committed in other countries where such information has been disclosed to the UK through existing exchange mechanisms. Additionally, as part of the ICPC process, NCA-CEOP will make an assessment of available intelligence and information and disclose on the certificate anything it deems relevant in the interest of child protection.

Appendix E - KCSIE and outlined in the school's Safeguarding Policy

Prevent Duty Guidance (2015)

Key definitions (adapted):

Extremism: Vocal or active opposition to fundamental democratic values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Prevention: Reducing or eliminating the risk of individuals becoming involved in terrorism [...].

Radicalisation: The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Vulnerability: open to moral or ideological attack or being susceptible to radicalisation.

In order for schools and childcare providers to fulfil the Prevent Duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g., drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. Schools and childcare providers can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, schools should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. For Early Years childcare providers, the statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

BSGC Safeguarding Policy Guidelines

At BSGC we recognise that children must be protected from being radicalised or exposed to extremist views. All staff are asked to maintain an attitude of "it could happen here" in relation to vulnerability to radicalisation.

The school will ensure that staff have an understanding of what radicalisation and extremism are and why we need to be vigilant in school. This will be a part of any formal training on safeguarding provided to staff. Staff will be briefed and updated (at least annually) on their duty to report those students that may be at risk of being radicalised or exposed to extremism to the DSLs.

The Head and the DSL will assess the risk of pupils being drawn into extremist views. This risk assessment will consider the school's curriculum, the use of school premises by external agencies and the systems in place for keeping pupils safe from extremist material when accessing the Internet in our school by using effective filtering and monitoring the correct implementation of the school's E-Safety Policy.

Visitors to the school will be considered carefully and vetted in order to ensure they do not have any obvious extremist views or affiliations. Visitors will be asked to sign a document to ensure that they understand the School's stance on radical and extreme views. Please refer to the School's Guidance on Visitors for further information.

The school will ensure that the DSLs undertake Prevent awareness training and are able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

The DSLs must be used as a first point of contact for any safeguarding concerns in our school. This also applies to any concerns about a child that may be at risk of radicalisation. The usual Safeguarding and Child Protection procedures will be followed in these cases by the DSLs.

Appendix F - BSGC Guidance for Visitors form

Guidance for Staff Inviting Visitors into the School

BSGC recognises the value and importance of talks and presentations from visitors (e.g. speakers, charity representatives, volunteer workers and visiting school-based workshops). Although embracing the opportunities, the school expects careful consideration from staff when making an invitation to ensure the safeguarding our pupils. These expectations are set out below:

- Reasonable measures must be taken to ensure that the visitors are appropriately qualified and prepared to talk to the children. This can be accomplished by obtaining a recommendation from a trusted source; checking published or online materials; asking for details of previous workshops/talks. This is to identify potential situations in which the content of a visiting speaker/ activity/ workshop/charity is likely to undermine the values and aims of the school (such as using discriminatory language), or if the visitor is associated with any organisation that advocates extremist views.
- After the background check is completed and no concerns have materialised then Form 1 should be completed and given to the relevant Head of Sector / Senior Teacher (Secondary), at **least one week** prior to the intended visit.
- When a visit is approved and an invitation extended, *Form 2: Visitor Information Sheet* should be sent to the invited person/s. The form provides basic safeguarding expectations and outlines the requirement to uphold and support the school's aims and values. The visitor must read Form 2 prior to coming to the school and they will be given a copy on the day of the visit that must be signed, confirming that they have read and understood the guidance. This signed copy of the form must be submitted to the Head of Sector / Senior Teacher that authorized the visit.
- All visitors must bring personal photographic identification on the day of the school visit, such as a passport, driving licence or *tarjeta de residencia*.
- Visitors must sign in at the school office, showing their proof of identity, and will be issued with a visitor's badge that must be displayed prominently throughout their visit. They will also be given an 'Emergency Procedures' card, which also has details of the safeguarding team on the back. The visitor must be met by a member of staff at the school office, and escorted to the location of their interaction with students. **Under no circumstances should visitors be left unsupervised at any point (unless they have provided the school with the full legal documentation that is required by Spanish law to work with children)**. It is essential, if this has not been completed beforehand, that the Form 2 is signed and agreed.
- Informing school personnel of a school visitor is important, enabling staff to be prepared and vigilant in the care of students. The office should be aware of the arrival time of the visitor, and know the receiving staff member's location at this time, so they can be contacted if necessary.

1. [Form 1 - Guidance for Staff inviting Visitors to School and Form 1](#)
2. [Form2 - Visitor Information Sheet](#)