



Safer recruitment and selection policy

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Chartwell International School

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Introduction

This policy has been developed to embed safer recruitment practices and procedures 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 and Safeguarding policies that all staff are expected to be familiar with. All successful candidates will be made aware of these documents.

Aims

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 applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

With regard to the provisions we make for safeguarding and safer recruitment, the school takes into account the nature, age range and other significant features of the school, including EYFS students.

The Safer Recruitment and selection policy is based on and conform to statutory and non- statutory guidance contained in

- 'Keeping Children Safe in Education 2026',
- 'Standards for British schools overseas 2024',
- 'COBIS Handbook 2024',
- and relevant Serbian documentation.

Throughout the selection and recruitment procedure, Chartwell International School will have regard to the guidance as set out in the aforementioned documents as well as the current COBIS guidelines. The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply generally as well as specifically to EYFS students.

Inviting applications

Advertisements for posts for cross border staff– whether in newspapers, journals or on-line, application forms and on the school website will include the statement:

At Chartwell International School there is a culture of vigilance, openness, trust and transparency in which any concerns about the conduct of staff, visitors and other adults in school can be shared and dealt with in an appropriate and sensitive manner. We use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Applicants must be ready to complete thorough child protection screening. This includes providing references from previous employers, verifying identity and qualifications, and undergoing enhanced DBS, ICPC, or equivalent international or local background checks.

In the case of locally hired staff the advertisements will make it clear that applicants will be subject to enhanced Serbian police background checks.

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Additionally, we will request that all applicants:

- complete an application form
- provide identifying details (passport)
- National Insurance / identity number
- a full, chronological career history since leaving secondary education
- any relevant or required qualifications
- a declaration of existing contacts in the school
- details of referees

Identification of the recruitment panel

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

Short-listing and references

Candidates will be shortlisted against the job description for the post.

Two references, one of which must be from the applicant's current/most recent employer, and a second professional reference (personal references are not accepted) will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

Candidates will seek references directly from the referee(s), and the school will contact them to validate and/or clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. We will ensure that all referees are contacted via formal professional channels, including professional email addresses, school/work-based telephones and via school/ professional websites and social media channels. We should not contact referees via personal email or telephone unless no other alternative is available. Additional background checks to establish the authentic identity of referees may be required.

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

All appointments are subject to satisfactory references, vetting procedures and ICPC/local police clearance.

As part of the selection process, we will also carry out additional online background checks on candidates, including social media presence, professional and personal websites and other online activities as may be pertinent to their suitability for employment at the school.

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The selection process

Selection techniques 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. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a ICPC disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The selection committee will review each application on an individual basis, paying close attention to career history, the personal statement and background check information. In the case of teaching couples, applying together, no preference will be given to either candidate on the basis of their partner. All candidates will be assessed individually.

Initial shortlisting may involve a short, online, interview to narrow the selection field.

Rejecting candidates

Only shortlisted candidates will be invited for an interview.

The school will not change their decision to interview an applicant because they disclose a disability or protected characteristic. It will also not change the way the candidate will be interviewed e.g. cutting the interview short, unless the change is to make a reasonable adjustment.

A disabled candidate could be legitimately rejected if they are unable to demonstrate the appropriate ability, skills or experience (unrelated to their disability) and when another candidate has more suitable skills and experience for the role. School may also reject a disabled candidate if their disability makes him/her substantially less suitable for the position even after reasonable adjustments to overcome the effect of the disability have been considered.

Invitation to an interview

Candidates called to interview will receive:

- Written confirmation of the interview and any other selection techniques.
- Details of the interview day including details of the panel members.
- Details of any tasks to be undertaken as part of the interview process.
- The opportunity to discuss the process prior to the interview.

Interview

Interviews will normally be carried out online, but will be in person, where reasonably practicable. We will normally use Zoom or an equivalent platform, with video link both ways.

Written records of all interviews, and observations and any skills tests will be kept on the successful applicant's

personnel file.

The candidate should also be asked at interview if there is anything they wish to declare or discuss in light of the questions that will be put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.

They will also be asked about any medical conditions which may affect their ability to carry out the post to the school's satisfaction. The school will also need to take into account any medical conditions and disabilities which may be impacted upon by the specifics of the school sites and conditions in Serbia.

Additional interview questions will be pertinent to the specific requirements of the post.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of all appropriate checks listed and provision of original documents as listed above.

Employment checks

All successful applicants are required to provide the following documents (please note, originals and/or certified/legalised/apostilled copies may be required):

- Show proof of identity
- Provide proof of professional status for UK teachers
- Provide actual certificates of qualifications. Candidates who do not have a diploma from Serbian University must have the diploma recognition process completed (nostrifikacija) in order to complete the application and employment procedure
- Obtain a 'DBS enhanced level check (including ICPC) with child barred list' or equivalent through COBIS (UK employees) and evidence of checks provided by another country for an applicant who has worked abroad
- Provide an equivalent background check from the country where they are currently employed (Non-UK employees)
- All UK and equivalent non-UK background checks must be dated the year the employee joins the school
- Provide at least two references, one being from current employer
- Evidence of permission to work in the host country (candidates must fulfil set immigration criteria in order to be granted permission to work in host country)
- Any further documents or checks as may be deemed appropriate including medical checks.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record (SCR)
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

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Appointment procedure

Chartwell International School adheres to the following procedure relating to staff prior to the first day at work:

Career history

Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Employment section of the Application Form.

References

CIS will request a minimum of two professional references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. Ideally, these should cover roughly five years in a person's career history. References should be taken up **before** appointment and most references will be followed up with a telephone call.

Referees will be asked to state the following in the School's Reference Form:

- Any disciplinary or child protection issues;
- Any reasons why the candidate should not be employed for work with children;
- The candidate's reasons for leaving.

Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate;

- If a reference is taken over the telephone, detailed notes will be taken, dated and signed;
- CIS will not accept references from relatives or referees writing solely in the capacity of friends.

ID check

This is carried out in line with ICPC requirements. Candidates will be asked to provide the following:

- Passport or ID card
- Birth certificate (for non-local staff)
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the ICPC will be followed. Copies will be taken and kept on the candidate's file.

Right to work in Serbia

The school will follow all legal regulations relating to right to work in Serbia, including the completion of residency forms and work permits as required by the office for foreign residents' police department.

ICPC check

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS or ICPC check. A check against the barred list will be undertaken on all staff, either within the enhanced DBS disclosure or separately. Until the school has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

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If the DBS/ ICPC is delayed, the Executive Principal may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- The member of staff cannot work alone unsupervised with children
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file
- A separate Barred List check is made and kept with the Risk Assessment
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- The member of staff and their immediate colleagues are informed as to what these safeguards are.

Overseas candidates

If a candidate has lived overseas for **more than** three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country.

Qualifications check

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file. If no original is to be found, the school will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file. As a rule of principle, all checks will be made in advance of appointment or as soon as practicable after appointment.

Candidates who do not have a diploma from Serbian University must have the diploma recognition process completed (nostrifikacija) in order to complete the application and employment procedure.

Appointment and safeguarding procedures for other adults

Visiting professionals

Individuals such as psychologists and other public sector staff will have been checked by their employing organisation. The school will, therefore, simply ask for confirmation of employment from their employing organisation and request that the individual brings the following proof of ID upon arrival:

- Passport / ID card

However, if the individual is self-employed, the same checks will apply as those for staff.

Advisory board

The school will carry out the following checks on all new members of the Advisory Board:

- Enhanced Serbian criminal record check
- ID Checks (in line with school recruitment policy)
- Overseas Checks (where appropriate)

Staff from other organisations

CIS will ensure that their contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself.

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Vetting check exemptions

In line with the standard best practice, the school will not conduct vetting checks on the following:

- Visitors to the SLT/other staff
- Those who have only brief contact with children in the presence of a teacher
- Students aged under 16 on work experience or similar
- Those on the school site when students are not present
- Secondary school students on work experience or similar
- The school does not re-check staff returning from maternity leave or similar because they are still on the school staff roll. If they have left school employment, they will be rechecked after three months.

Single central record

The school keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff at the school, and the members of the Advisory Board. This includes all appropriate checks and documents as outlined in the policy above.

Staff employed since September 2000 joined the school prior to the current safer recruitment procedures being in place and for whom references were not obtained will go through the process of 'Reference Risk Assessment'. This assessment is mainly related to two aspects:

1. Whether there are incident or complaints made by students, parents, other members of staff about this staff member, especially if potentially of a safeguarding nature.
2. Whether there are any current concerns about the member of staff from a safeguarding perspective.

As of August 2025, all of these employees have submitted an application form, dated with a current date, and provided two references that were verified in accordance with our established procedures. This information has been recorded in the Single Central Record (SCR).

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 senior line managers
- Attend any appropriate training
- The school's administrative staff will check for updated relevant information about staff every 3 years.

Evaluations of professional staff

The Advisory Board recognises that the teaching process and the administration thereof is an extremely complex one, and that the appraisal of this process is a difficult technical function. But because the Advisory Board believe that good teaching is the most important element in a sound educational program, teacher appraisal must be done as one means of ensuring the quality control of instruction.

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The Advisory Board delegates to the Heads of School responsibility for developing and implementing a continuing school program for evaluating the induction process, which shall consider the following guidelines:

- 1) Evaluation should be based on the total performance and effectiveness of the teacher. It must include, but should not be limited only to, classroom observation.
- 2) All those being evaluated should be aware of the instrument being used. There should be no changes to the instrument once the academic year has begun.
- 3) At least one written evaluation will be made each year for teachers employed at the Chartwell International School. Each completed evaluation should be reviewed by the teacher and the evaluator and each written evaluation should become a part of the teacher's personnel file. This evaluation will be completed no later than May 15 of each academic year.
- 4) The evaluation should be a positive process, which enables the teacher to become more aware of his/her strengths and weaknesses. S/he should be assisted in capitalising on his/her strengths and eliminating or overcoming his/her weaknesses.
- 5) Findings of the evaluations should be taken into account in the assignment of teaching duties.

Policy review

This policy will be reviewed on a regular basis and updated in line with any major changes to guidance documents of Serbian law.