



Townshend International School

Safer Recruitment Policy

Introduction of Policy

Townshend International School recognizes the vital importance of adopting safer recruitment procedures to deter, reject or identify people who might abuse children. This policy describes in detail those checks that are, or may be, required for any individual working in any capacity at the school. The Townshend Management Team will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including; police clearances, references and interview information.

Recruitment, selection and pre-employment vetting

Townshend International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Townshend International School is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable its students to learn and thrive in a happy, caring and safe environment.

When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training.

All staff employed at Townshend International School, including volunteers and year of service staff, will be required to submit a police clearance from their home country and/or the country they have resided in during the previous 2 years (British DBS check if applicant lived or worked in the UK).

All applicants for any post within the school will be required to complete an application form; a curriculum vitae will not be accepted in place of this.

All applicants will be asked to provide at least two references, one of whom should be the applicant's current or most recent employer. If the applicant is not

currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. All applicants being shortlisted will have references taken up.

References will not be accepted by relatives or friends.

During the short-listing process, it is important that applications are scrutinised, that information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted, and will be returned for completion. References will be sought directly by TIS administrative staff. Open references and testimonials will not be accepted.

During the interview process, any discrepancies noted from the short-listing, including gaps in employment, will be explored. If the interviewing panel is not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- verification of the candidate's identity;
- verification of the person's right to work in the Czech Republic
- DBS disclosure if candidate from UK or police clearance received from all other overseas candidates
- verification of the candidate's medical fitness;
- verification of professional qualifications
- Receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people
- Non-teaching posts - satisfactory completion of the probationary period.

There is a central record kept in school detailing every member of staff. It includes details of the rights of individuals to work in the Czech Republic.

During orientation for all staff, procedures for Safeguarding Children and reporting concerns are shared.

The monitoring of the recruitment process and orientation arrangements will be carried out by the School Director of Townshend International School.

The School Director will be responsible for reporting staff turnover and reasons for leaving, carrying out exit interviews, and monitoring the attendance of new staff at Child Protection training.

It is important that this policy is read in conjunction with the school's Child Protection and Safeguarding Policy.

If agency/contracting staff are used (e.g. drivers, cleaning staff) then checks will be made regarding ensuring that agencies provide written evidence of police clearance.

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