



SAFER RECRUITMENT POLICY

We will record all information on the checks carried out in the school's single central record (SCR) Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

When appointing new staff, we will:

- › Verify their identity
- › Obtain (via the applicant) an International Child Protection Certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- › For locally hired staff obtain a criminal record check via Czechpoint.
- › Verify their mental and physical fitness to carry out their work responsibilities
- › Verify their right to work in the Czech Republic We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- › Verify their professional qualifications, as appropriate
- › Ensure they are not subject to a prohibition order if they are employed to be a teacher
- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: criminal records check for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked if applicable
- › Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

It is essential that all candidates complete a standard application form and any gaps in work history are scrutinized by more than one person. CV's may be accepted in the case of local hires, but no appointment can be confirmed without an application form and check for gaps. If necessary, a final interview will be scheduled.

All completed application forms should be carefully scrutinized by more than one person and any inconsistencies or gaps should be noted, so that the candidate can be rejected or the concerns explored at interviews.

At least 2 references should be taken up prior to interview, if possible, one of which should be from the person's most recent employer. The referee should always be asked a direct question about whether there have been any safeguarding concerns in relation to the applicant.

Once a reference has been supplied, the referee should be contacted to clear up any grey areas and to confirm that it was he or she who completed the reference form; - usually by telephoning the referee.

Regulated activity means a person who will be:

- › Responsible, on a regular basis in the school for teaching, training, instructing, caring for or supervising children; or
- › Carrying out paid, or unsupervised unpaid, work regularly in the school where that work provides an opportunity for contact with children; or
- › Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the authorities anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- › We believe the individual has engaged in relevant conduct; or
- › The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- › The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- › The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, self-employed contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of ICPC check. This will be:

- › An ICPC check or police certificate (local staff only) for contractors engaging in regulated activity
- › An ICPC check or police certificate (local staff only) for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain an ICPC or police certificate for self-employed contractors. We

will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Volunteers

We will:

- › Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- › Obtain an ICPC check and/or police certificate for all volunteers who are new to working in regulated activity
- › Carry out a risk assessment when deciding whether to seek an ICPC or police check for any volunteers not engaging in a regulated activity. We will retain a record of this risk assessment

Governors

All governors will have an ICPC check. If this is not possible a police certificate from their country of residence will be required.

The chair of the board will have their ICPC/Police check countersigned by the secretary of the board. All

proprietors, trustees, local governors and members will also have the following checks:

- › A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008) if possible.
- › Identity
- › Right to work in The Czech Republic
- › Other checks deemed necessary if they have lived or worked outside the UK

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Date: 01.09.2022

Signature: Mgr. Věra Komárová