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| Approval: | Headmaster | Audience: | Staff, pupils, parents New applicants |
| Author: | Headmaster | Review Frequency: | 2 years |
| Approval date: | August 2026 | Next Review: | August 2028 |
| Version | 3.0 | | |
| Linked Policies: | | Safeguarding Policy Staff Handbook | |

Heathfield International School Safer Recruitment Policy

1. INTRODUCTION

1.1 The purpose of this policy is to outline the procedures in recruiting new staff at Heathfield International School (HISB). HISB is committed to safeguarding and promoting the welfare of students and all community members. To ensure this, the school adopts safer recruitment practices.

1.2 This policy complies with guidance outlined in ‘*Safeguarding Children and Safer Recruitment in Education –published April 2011*’, ‘*Keeping Children Safe in Education*’ - updated 2025 and to the Thai Child Protection Act, B.E. 2546 (2003).

2. AIMS AND OBJECTIVES

2.1 The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

2.2 The School will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant’s abilities, qualification, experience and merit as measured against the job description.

2.3 The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation in Thailand and influenced by best practice in the UK.

2.4 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual’s application and avoid any involvement in the recruitment and selection decision-making process.

2.5 The objectives of this policy will be applied consistently and thoroughly during the recruitment process for all new employees at Heathfield International School.

3. ROLES AND RESPONSIBILITIES

3.1 The Headmaster will:

- ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with the school's Safeguarding Policy;
- monitor the school's compliance with the safer recruitment policies and procedures.

3.2 The Headmaster has overall responsibility for the recruitment of new staff.

3.3 The Headmaster will appoint a recruitment panel which consists of a minimum of two persons. For the recruitment of Thai staff (teaching or office) one of the members of the recruitment panel must be a senior Thai personnel. It is the responsibility of this panel to ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.

4. RECRUITMENT AND SELECTION PROCEDURES

4.1 Advertising

4.1.1 To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible, normally this entails an external advertisement.

Advertisements for all teaching positions are placed in the Times Education Supplement. For Learning Support Assistants and TEFL teachers, adverts may also be placed on Ajarn.com. Thai teaching and administrative jobs will be advertised on SchoolJob.com and JobsDB.

4.1.2 Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

4.1.3 Applications are submitted electronically. Any documentation is kept on a Google Team Drive to which there is limited access. All documentation relating to applicants will be treated confidentially and any paper/printed documents will be stored in a lockable cabinet in the HR office, until the shortlisting process has been completed. The data related to unsuccessful candidates will then be shredded. The data for successful candidates will form the staff member's personal file which will be kept by the HR officers and uploaded into our information management system known as HUBMIS.

4.1.4 A recruitment agency may occasionally be used to help with the recruitment of staff provided that the school is satisfied that all the necessary Safer Recruitment policies have been followed.

4.2 Applications

4.2.1 HISB uses its own application form for all support staff applications and the TES application form for all teaching positions. All applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

4.2.2 All applicants will be given the opportunity to complete a self- declaration (see appendix 2), regarding convictions and working with children.

4.2.3 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

4.3 Information sent to candidates

Job Descriptions and Person Specifications

4.3.1 A job description must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

4.3.2 The person specification will help to inform the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to the candidate's suitability to work with children.

4.3.3 All applicants will receive a pack containing the following information when applying for a post:

- An email confirming receipt of the application and containing a statement of the school's commitment to ensuring the safety and well-being of the pupils;
- A copy of the job description and person specification (where applicable);
- The school's Safeguarding and Safer Recruitment Policies;
- The selection procedure for the post;
- A link to the school's Recruitment Video, a sample contract and a copy of the Staff Handbook.

4.4.5 All locally hired teachers will have the opportunity to tour the school and will be expected to deliver a demonstration lesson as part of the selection process.

4.4 References

4.4.1 Reference requests for applicants will be sent immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made.

4.4.2 The School makes use of the reference request function on the TES recruitment portal. Where this is not possible a reference request email, together with the school reference form will be sent. In addition referees will be asked to comment specifically on:

- the candidates suitability to work with children and young people;
- any disciplinary warnings relating to the safeguarding of children and young people;
- the candidates suitability for the post;
- applicants current post and salary (where relevant).

4.4.3 For all applications, at least two professional references must be provided. A character reference may be considered but only as an addition to the two professional references. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

4.4.4 One of the professional references must be obtained from the current employer, (normally the Head of School). It may be necessary to collect this immediately after the interview but prior to any formal offer of employment being made.

4.4.5 Once a candidate is offered a position, direct contact by phone or face-to-face will be undertaken for at least one referee to verify the reference, (where possible) and to clarify the candidate's suitability to work with children.

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

4.4.7 All references will be kept on file (Google Drive) for the duration of the employee's employment. References for unsuccessful candidates will not be kept.

4.5 Interviews

4.5.1 Face-to-face interviews will be conducted wherever possible, and the same panel will see all the applicants for the vacant positions. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

4.5.2 Where a candidate is called to interview they will receive:

- a letter confirming the interview and any other selection techniques (demonstration lesson, presentation, etc);
- details of the interview day including details of the panel members;
- the opportunity to discuss the process prior to the interview.

4.5.3 There may be occasions when overseas candidates can only be interviewed via video conferencing. The same panel (where possible) will interview all applicants for the vacant position.

4.5.4 Any information in regard to past disciplinary action or allegations, cautions or convictions which has been voluntarily submitted by the candidate, will be discussed and considered in the circumstance of the individual case during the interview process.

4.5.5 At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable (every two years).

4.5.6 All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted. When hiring overseas staff the recruitment panel will view and return all ID. Successful candidates will then be required to submit the original documentation at the commencement of the employment.

4.5.7 When hiring local staff photocopies of all ID will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

5. Background checks

5.1 As part of the School's commitment to safeguarding and safer recruitment, a range of background and suitability checks will be undertaken before any appointment is confirmed. These checks are designed to identify any concerns regarding an applicant's suitability to work with children and young people.

5.2 The School will conduct a basic online search of each shortlisted candidate using publicly available information. This is intended solely to identify any information that may be relevant to the applicant's suitability to work in a school environment. Any information of concern will be discussed with the candidate and considered fairly as part of the recruitment process.

5.3 All application forms will be carefully scrutinised to ensure they are fully completed. Particular attention will be given to the applicant's employment history for the previous **10 years**, ensuring that this period is fully accounted for. The School will review:

- gaps in employment history;
- unexplained changes in employment;
- missing information;
- inconsistencies within the application.

Applicants will be required to explain and verify any gaps, anomalies or omissions before the recruitment process can proceed.

5.4 The School will verify professional qualifications and teaching status where applicable. For teaching staff, Qualified Teacher Status (QTS) and any relevant prohibition checks will be completed through the Council of British International Schools (COBIS) or other recognised regulatory bodies before employment is confirmed.

5.5 Background checks form part of the School's overall safer recruitment procedures and complement the verification of references, qualifications, identity and police clearances.

5.6 No offer of employment will be confirmed until all required pre-employment checks have been completed to the satisfaction of the Headmaster. Where any concerns arise during the checking process, employment may be delayed, withdrawn or made subject to further investigation.

6. Appointment of relatives of a current employee

6.1 The appointment of a relative of a current employee will be informed to and approved by the Headmaster.

6.2 Relatives are defined as:

- spouse, domestic partner, common law spouses;
- children, including stepchildren;
- parents, including parent-in-law;
- siblings, including stepbrothers and stepsisters;
- grandparents or grandchildren;
- any in-laws;
- aunts and uncles;
- nieces or nephews;
- cousins.

7. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

7.1 Any offer of employment is subject to the receipt of:

- at least two professional references;
- police clearance form (DBS/ICPC/local police check);
- copies of qualifications;
- proof of identity;
- medical check (where necessary).

7.2 Copies of the above documents will be retained in the staff member's personal file that is uploaded to the school's information management system (HUBMIS).

8. POLICE CLEARANCE

8.1 All overseas staff at HISB will be required to submit an enhanced DBS Certificate (or equivalent, such as the ICPC) before the commencement of employment. This will apply whether they are hired locally or directly from overseas countries.

8.2 All UK teachers, or those who have lived or worked in the UK for more than 3 months, will be required to submit a copy of the ICPC (International Child Protection Certificate) before the commencement of employment.

8.3 Any overseas teacher who has resided in Thailand for longer than 3 months will be required to submit a local police check also.

8.4 All local staff will be required to obtain a Thai Police Clearance Check before the commencement of any employment.

8.5 It is the School's policy to re-check employee's local police certificates every **two** years.

8.6 Members of staff at HISB are aware of their obligation to inform the Headmaster of any cautions or convictions that arise between these checks taking place.

8.7 The DBS no longer issues Disclosure Certificates to employers, therefore employees/applicants should bring their certificate to the Human Resources Officer. This also applies to the ICPC.

8.8 If a member of staff has worked in other countries prior to their employment at HISB, a police clearance certificate from each country will be required (up to 10 years prior).

8.9 In the event that there is a delay in the school receiving the police clearance, the commencement of the employment will normally be delayed. However, the Headmaster has the right to put a pre-police clearance risk assessment in place.

9. DEALING WITH CONVICTIONS

9.1 The school operates a formal procedure if a DBS/ICPC Certificate or local police check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances;
- decriminalisation and remorse.

9.2 A formal meeting will take place face-to-face to establish the facts with the Headmaster and the Human Resource Officer. The possibility of implementing a risk assessment will be considered. A decision will be made following this meeting.

9.3 Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee the School's Staff Disciplinary Policy will apply.

9.4 Should any investigation lead to the dismissal of the staff member, the School will inform both local and overseas authorities, (i.e. ACRO and Kurusapa).

10. MEDICAL FITNESS

10.1 Anyone appointed to a post involving regular contact with children is expected to possess the appropriate level of physical and mental fitness before any appointment offer is confirmed and where appropriate a doctor's medical report may be required.

11. Onboarding Process *(please refer to the Staff Induction Policy for further information)*

11.1 The process of onboarding new staff will largely be handled by the HR Officer, supported by the Headmaster.

11.2 The HR Officer will liaise with new staff regarding the exchange of contracts, obtaining police clearance certificates, visa and travel arrangements. In addition they will arrange for contracts to

be signed and documentation to be collected, before the commencement of the employment contract.

11.3 The Headteacher of each phase will act as the Induction Coordinator and will assign the new teacher a buddy once contracts have been exchanged. The Headteacher will also provide information regarding the curriculum and the role.

11.4 The Headmaster will check all documentation including references, police clearance certificates and qualifications before the commencement of a new contract. A copy of Appendix 1 - Employment Authorisation will be completed.

12. INDUCTION PROGRAMME (*please refer to the Staff Induction Policy for further information*)

12.1 All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

12.2 All new staff are on a probationary period of 90 days. During this time successful candidates will undergo a period of close monitoring and will:

- meet regularly with the Headteacher/Phase Coordinator;
- receive support from subject coordinators;
- attend any appropriate training;
- read and acknowledge all relevant school policies and procedures.

13. SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF

13.1 In addition to the various staff records kept in school and on individual personnel files (uploaded to HUBMIS), a single centralised record of recruitment and vetting checks is maintained. This is kept up-to-date by the PA to the Headmaster and is overseen by the Headmaster. The Single Centralised Register will contain details of the following:

- all employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, outsider providers (for the After School Programme) and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

13.2 A member of the Designated Safeguarding Lead Team will be appointed to be responsible for auditing the Single Centralised Register each half term and reporting his/her findings to the Headmaster.

14. RECORD RETENTION/DATA PROTECTION (PDPA)

14.1 All information retained on employees is kept centrally in the Main Administration Office in a

locked and secure cabinet. Information is uploaded to staff files maintained on the schools information management system (HUBMIS).

15. ONGOING EMPLOYMENT

15.1 Heathfield International School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through Performance Management and School Self Evaluation.

16. MONITORING AND EVALUATION

16.1 The Headmaster (in collaboration with the Human Resources Officer and a member of the Designated Safeguarding Lead Team), will be responsible for ensuring that this policy is monitored and evaluated throughout the school.

16.2 The policy will be reviewed every two years.

APPENDIX 1 - EMPLOYMENT AUTHORISATION

| | |
|--------------------|--------------------------|
| Staff Name: | Date of Birth: |
| Position: | Phase/Department: |

| Document | Checked by HR Officer | Verified by Headmaster |
|------------------------------|-----------------------|------------------------|
| Application Form | | |
| Contract | | |
| Copy of Passport/ID | | |
| 1st Satisfactory Reference | | |
| 2nd Satisfactory Reference | | |
| ICPC/DBS | | |
| Other relevant police checks | | |
| Thai Police Check | | |
| Qualification certificates | | |
| Information added to SCR | | |

Outcome:

| | |
|---|--|
| Employment can commence | |
| Employment on hold | |
| Further documents needed <i>(pre police check risk assessment, etc)</i> | |

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|---|---|
| Approved by Headmaster <i>Sign and date</i> | Acknowledged by HR Officer <i>Sign and date</i> |
| | |