

Recruitment, Selection and Disclosure Policy and Procedure

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UPPINGHAM
CAIRO

Recruitment, Selection and Disclosure Policy and Procedure

1. Introduction

- 1.1 Uppingham School ("the School") is committed to ensuring that it offers an outstanding learning environment for the children and young people in its care. Safeguarding and promoting the welfare of children is the School's highest priority. The School is also committed to providing a supportive and flexible working environment to all its members of staff.
- 1.2 The School aims to recruit staff that share and understand its commitment to safeguarding and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the UK Equality Act 2010
- 1.3 The aims of the School's recruitment policies are to ensure:
 - That the best possible staff are recruited on their merits, abilities and suitability for the position;
 - That all job applicants are considered equally and using consistent assessment criteria;
 - That no job applicant is treated unfairly on any grounds including race, colour, national or ethnic origin, gender, sexual orientation, marital or civil partnership status, religion or belief, age or physical or mental disability;
 - Full compliance with all relevant legislation, recommendations and guidance including the current statutory guidance published by the Department for Education ("DfE"), "Keeping Children Safe in Education" and the Prevent Duty; the BSO Standards 2023; and Egyptian Labor Law (Law No. 12 of 2003 and its amendments)
 - That the School meets its commitment to safeguarding and promoting the welfare of the children in its care by carrying out all necessary pre-employment checks.
- 1.4 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- 1.5 All queries on the School's application form and recruitment process must be directed to the HR Department on hr@uppingham.com

2. Scope of this Policy

- 2.1 This Recruitment, Selection and Disclosure Policy and Procedure refers, and applies to, staff directly recruited, employed and hired for services by the School. In the BSO Standards (2023), “staff” are defined as:

“Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.”

- 2.2 Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the contractor can commence work at the School.
- 2.3 Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- 2.4 The School will also independently verify the identity of staff supplied from contractors or an agency.
- 2.5 It is desirable for external recruitment agencies/head hunters to confirm they have carried out KCSIE approved pre-employment checks but this does not preclude the School for carrying out its own thorough checks and recording such on the Single Central Register (SCR).

3. Application Form

- 3.1 The School will only accept applications from shortlisted candidates completing the relevant application form in full. Incomplete application forms will be returned to the applicant. CVs, although accepted in some instances for the first initial phase of a vacancy listing, will not be accepted in substitution for completed application forms.
- 3.2 The School makes candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Application forms and Job Descriptions for employed posts are made available to all prospective candidates. Job Descriptions and vacancy adverts advise candidates that, if appointed, they will be required to undergo checks including, but not limited to, providing an International Child Protection Certificate (“ICPC”), Teaching Regulatory Agency (TRA) Checks, Local and Overseas Police checks, as appropriate to the post and employment history of the candidate. The School’s Safeguarding (Child Protection) Policy is made available to shortlisted applicants prior to interview.
- 3.3 As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. Failure to declare any convictions may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

- 3.4 If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including any relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- 3.5 If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children.
- 3.6 All candidates should be aware that provision of false information could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or other regulatory bodies including the TRA.
- 3.7 All candidates should be made aware that a seamless employment history is expected and any gaps in employment must be thoroughly explained. If the employment history shows international employment the school may ask for a complete copy of all pages of the candidates passport to check and confirm immigration activity.

4. Invitation to Interview

- 4.1 The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Prior to interview, online checks shall be conducted on all shortlisted candidates. Any issues identified as part of the online checking process will be followed up during interview.
- 4.2 All formal interviews will have a panel of at least two people. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Head's appointment.
- 4.3 The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, a Vice Chair shall decide whether the Chair should withdraw from the panel.
- 4.4 The interview will be conducted in person or online and the areas which it will explore will include suitability to work with children.

5. Conditional Offer of Appointment: Pre-Appointment Checks

- 5.1 In accordance with the recommendations set out in BSO Standards 2023, the School carries out a number of pre-employment checks in respect of all prospective employees.
- 5.2 All candidates must provide documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified

copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

5.3 The School requests that all candidates also provide:

- A current driving licence including a photograph or a passport or a full birth certificate or the employee's National ID card (for Egyptian citizens) for identity verification;
- An official document issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;

5.4 Please note that originals of the documents listed in 5.3 are necessary and will be checked on arrival in Egypt or beforehand if possible. Photocopies or certified copies are not sufficient.

5.5 Any offer to a successful candidate will be conditional upon:

1. Receipt and verification of at least two satisfactory references (for locally hired Egyptian staff this may be verbally given and recorded in writing where significant attempts to secure a written reference have failed);
2. Verification of identity;
3. Verification of professional qualifications, where appropriate;
4. Receipt of a satisfactory ICPC certificate for candidates who have lived or been employed in the UK;
5. Receipt of such checks and confirmations as the School may consider appropriate including obtaining overseas criminal records checks so that any relevant events that might have occurred outside the UK can be considered;
6. Satisfactory Teacher Regulation Agency (TRA) checks (through COBIS) as follows:
 - a. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the UK Secretary of State;
 - b. For a candidate appointed to a management position, a check that the candidate is not subject to a prohibition order issued by the UK Secretary of State (also known as a section 128 direction);
7. Satisfactory internet searches using all and any previous and current names, including social media;
8. Satisfactory completion of all documentation and processes as required under Egyptian Law, including confirmation of the applicant's right to work in Egypt, where a work permit will not be provided by the school
9. Satisfactory medical fitness.
10. For locally hired Egyptian Staff, in addition to the above, receipt of the following documents:
 - a. Social Insurance Printout (if the employee is already registered for social insurance)
 - b. Form 6 (notification from the Social Insurance Authority of the employee's previous job termination and confirmation of whether the departure was voluntary or due to a dispute)
 - c. A Ministry of Manpower-issued document confirming the employee's registration in the labor system (as proof of past employment and to ensure social insurance rights)

- d. Proof of Military Service (all male employees under 30 must provide proof of completion or exemption from military service)

5.6 The School will verify the medical fitness of anyone to be appointed to a post at the School, **with** or **after** an offer of employment has been made but **before** the appointment can be confirmed. The successful candidate must complete a pre-employment health questionnaire. This questionnaire should be completed and returned to the People and Culture Department and held in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the School. If the School's Doctor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

5.7 The School pays due regard to the provisions of the UK Equality Act 2010. No job offer will be withdrawn on medical grounds without first consulting with the applicant, considering medical evidence and whether reasonable adjustments can be made to enable them to carry out the role with the School.

6. References

6.1 The School may ask for candidates' permission to seek the references referred to in section 5 above before interview. The School may also approach previous employers for information to verify particular experience or qualifications before interview of the candidate. One of the two references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then at least one referee should be from the employer with whom the applicant most recently worked with children if applicable. No referee should be a relative or someone known to the applicant solely as a friend.

6.2 If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying on the application form.

6.3 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied, whether they have any reason to believe that the applicant is unsuitable to work with children and if they are completely satisfied that the applicant is not involved in "extremism". If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance,
- sickness and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the issues were deemed to have

resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious.

- 6.4 The School will only accept references obtained directly from the referee and will not accept references or testimonials provided by the applicant or "to whom it may concern" references or testimonials. The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be probed with the candidate.
- 6.5 When no response to a written reference is received within a reasonable period, a reminder email will be sent. In the case of locally hired Egyptian candidates, if the referee does not have an email address or if a response is still not received following the reminder email, the People and Culture Department will telephone the referee to seek a verbal reference. The same questions will be asked verbally as are asked on the reference form, and a written, dated and signed record of the conversation including the details of who was spoken to will be completed and added to the employee's file. Verbal references are not accepted for overseas hire teaching staff.
- 6.6 The school should, when required, cross refer references with employment history and internet checks eg if the internet check highlights something from a place not covered by the designated candidate referees the School should seek information from those sources. This can be by seeking a reference or by phone call.
- 6.7 Verification of references is a useful tool when there is any doubt about the accuracy of the reference received.

7. Criminal Records Policy

Uppingham Cairo requests an ICPC (for applicants who have worked or lived in the UK) and/or Police Check from all candidates, to ensure as far as is possible that those who take up appointments do not pose a risk to children in its care. The School will verify the identity of the person in advance of all safeguarding applications.

a. International Child Protection Certificate "ICPC"

The ICPC will confirm whether the applicant has a criminal history in the UK and provide details, including relevant conviction and non-conviction data.

The ICPC is produced in two parts:

Part 1 - disclosure of any convictions, impending prosecutions, cautions, reprimands, warnings and current investigations held on UK databases

Part 2 - Disclosure of any information deemed relevant in the interest of child protection

The ICPC is only sent directly to the prospective staff member. A copy will not be sent to the School. It is therefore a requirement that the prospective staff member shows the original document/s to a member of the People and Culture Department upon receipt. The School will then take a copy for recording the details on the Single Central Register as required by regulation. The copy is destroyed immediately the details have been entered on the SCR. The fee for the ICPC will be reimbursed by the School.

If there is a delay in receiving the ICPC the Headmistress has the discretion to allow an individual to begin work pending receipt of the certificate/s. This will only be allowed if all other checks, including TRA checks (where applicable) have been completed and once appropriate supervision has been put in place. In this instance, the individual will only be allowed to commence employment when a risk assessment has been completed by the Chief Operating Officer and signed off by the Headmistress.

b. Police Checks

Criminal record checks will be requested for all applicants resident in Egypt, those with recent periods of overseas residence and those with little or no previous UK residence. In line with the School's policy on overseas criminal records checks, these applicants will also be required to provide overseas checks (equivalent to the ICPC), from the relevant jurisdiction(s) of the Country in which they were born and resided in after the age of 16, and/or any country where they have lived or stayed for a period of six months or more, in the last ten years. Any overseas criminal record checks must be received before employment can commence unless a risk assessment has been completed and express authorisation obtained from the Headmistress or Chief Operating Officer.

The School will have regard to the DfE document, "Keeping Children Safe in Education" and BSO Standards and any amended versions in carrying out the necessary requirement for ICPC, TRA, local and overseas criminal record checks.

8. Retention and Security of Records

The School will comply with its obligations regarding the correct handling, use, storage, retention, security and disposal of records in accordance with the Data Protection Act 2018 and any other relevant legislation. Copies of ICPC certificates will not be retained.

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their employment file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.