



# Akademeia High School Safer recruitment policy

## Table of Contents

<b>1. Recruitment and selection process .....</b>	<b>1</b>
<b>2. Advertising.....</b>	<b>1</b>
<b>3. Application forms.....</b>	<b>2</b>
<b>4. Shortlisting.....</b>	<b>2</b>
<b>5. Interview process .....</b>	<b>2</b>
<b>6. Seeking references and checking employment history .....</b>	<b>2</b>
<b>7. Pre-appointment checks.....</b>	<b>3</b>
 <b>Appendix 1</b>	 <b>5</b>

## **1. Recruitment and selection process**

The school is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

## **2. Advertising**

When advertising roles, we will make clear:

- Our school’s commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.



### **3. Application forms**

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.
- Include a link to our Safeguarding and Child Protection policy.

### **4. Shortlisting**

Shortlisting should be made on the basis of the person specification criteria and must be objective, i.e. based on evidence of how candidates meet the criteria.

Our shortlisting process will involve at least 2 people and will:

- Decide, on the evidence given in the application form, which applicants best meet the criteria.
- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Not all applicants who meet the minimum criteria are guaranteed an interview.
- Resolve any concerns before any appointment is confirmed.

### **5. Interview process**

#### **5.1 First Stage**

The interviewing process will happen face to face when possible, or online (when the candidate cannot attend an interview in person) and will have at least two stages. The Headmaster is always involved in the interview process, either at the first, second stage or both, depending on the candidate's role and position within the structure. Decisions about moving the recruitment process forward following the interviews will be with the Headmaster for all teaching positions.

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

#### **5.2 Second Stage**

We will invite selected candidates to participate in a trial day at the school. During this day, candidates for teaching roles will have the opportunity to observe a lesson, conduct a demonstration lesson, and engage in meetings with our staff members. The purpose of the demonstration lesson is to assess the candidate's ability to effectively engage and instruct students, demonstrate subject knowledge, present appropriate teaching methods and create a positive and inclusive learning environment. Candidates selected to participate in a demonstration lesson will be notified in advance and provided with clear instructions regarding the date, time, subject/topic, grade level, and any specific requirements or materials needed.

### **6. Seeking references and checking employment history**

When checking employment history and references:



- We will obtain references before signing a contract. Any concerns raised will be explored further with referees.
- When seeking references, we will not accept open references.
- We will liaise directly with referees and verify any information contained within references with the referees.
- Ensure any references are from the candidate's current or most recent employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headmaster/Deputy Head Academic. Concerns about any disciplinary investigations will be clarified.
- We will obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- We will secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- We will compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.

## **7. Pre-appointment checks**

We will record all information on the checks carried out in the school's Single Central Register (SCR). As per GDPR Polish legislation (Rozporządzenie o Ochronie Danych Osobowych - RODO) and specific regulations related to the storing of personal data in Poland, we do not keep copies of all these checks in personnel files, with the exception of references, which we may hold on file for 6 months.

### **7.1 New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity.
- Make a prohibition from teaching/sexual offenders check. This check is completed via access to a Police database made available to all schools in the Republic of Poland. We will not keep a copy of this check as per RODO. We still keep a record of the fact that vetting took place, and any relevant notes related to recruitment decisions.
- Verify their criminal background check. In accordance with the Polish Act on the Protection of Minors starting from 15 August 2024, the candidate is required to provide satisfactory 20-year background police checks covering all countries the candidate has lived, work or studied for longer than 6 months. In cases where a given country does not maintain such a register or obtaining a criminal record certificate is impossible after leaving the country, the candidate must submit a statement confirming this fact and declaring that they have no criminal record. This check will be completed for all staff, including non-teaching positions. Non-Polish nationals are required to obtain a Polish Non-Criminal Certificate (KRC) within 30 days of their arrival. Candidates who are Polish nationals and have only worked in the Republic of Poland will need to present this prior to appointment. We will keep a copy of the certificate as per RODO and a record of the fact that vetting took place.
- Verify their right to work in Poland.
- Verify that their professional qualifications, and that these are suitable for the position they have applied for as per regulations in Poland.



- When hiring contingent workers, we will adhere to the guidelines outlined in the attached ISP flow chart (please see the Appendix 1)

## 7.2 Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- There has been a break in service of 12 weeks or more; or
- if has not been possible to verify the above checks have been completed.

## 7.3 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.

## 7.4 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had and appropriate a Polish Non-criminal check (KRK).

Contractors who have not had any checks will not be allowed to work unsupervised. We will check the identity of all contractors and their staff on arrival at the school.

## 7.5 Adults who supervise students 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 Polish Non-criminal checks (KRK) to be carried out on the individuals who supervise a student under 18 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.

<b>Policy owner:</b>	<b>Dr Karolina Watras, Headmaster</b>
<b>Policy published (date):</b>	<b>August 2023</b>
<b>Reviewed (date):</b>	<b>October 2024</b>
<b>Next review (date)</b>	<b>August 2025</b>



### Appendix 1 - contingent workers flow chart

