



KING'S COLLEGE INTERNATIONAL SCHOOL BANGKOK

Recruitment, Selection and Disclosure Policy and Procedure

Summary

This policy provides the procedures for appointing new members of staff and the checks that need to be done to ensure the candidate is suitable to work in a school.

Introduction

King's College International School Bangkok (hereinafter, 'the School') is committed to providing the best possible care and education to its pupils, 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. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (September 2019) (**KCSIE**);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment and selection procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.



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Applicants will receive a job description/person specification for the role applied for. Application forms, job descriptions/person specifications and the School's Safeguarding Policy are available to download from the School's website or can be printed and forwarded to applicants on request.

For teaching positions there will be two stages:

1. Longlisted candidates will be interviewed over Skype. This will usually be by the Headmaster and one other staff member. For pre-prep teachers, they may be interviewed by the head of pre-prep and the deputy head of pre-prep.
2. The shortlisted candidates are invited for a **formal interview** at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve working unaccompanied around children, information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition which renders them unable or unsuitable to work at the School;
- where the position amounts to "regulated activity", the receipt of an International Child Protection Certificate (ICPC) in addition to a local criminal record check from the country they have been working in if it is not the UK;
- where the position amounts to "regulated activity", the staff member, where possible, agreeing to the additional following checks:
 - i) Prohibition from teaching: this list contains the details of all teachers who have failed their statutory induction or probation periods.
 - ii) Section 128: this list contains the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education of the United Kingdom.
 - iii) EEA online check: this list contains those people who have been identified to the Teaching Regulation Agency (TRA) as having a current EEA member state restriction/sanction imposed on them.



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iv) GTCE sanctions: this list contains the details of teachers who are still subject to disciplinary sanctions from the General Teaching Council for England (GTCE).

v) Failed induction or probation period: this list contains all people who have a disciplinary sanction prohibiting them from working in the teaching profession.

The above checks are carried out by the HR manager through COBIS.

- verification of the applicant's medical fitness for the role;
- any further checks which the School decides are necessary which may include a certificate of good conduct or additional references; and
- verification of academic, professional or other qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified). For the purposes of Qualified Teacher Status, the Teacher Services System will be used to verify any award and the completion of teacher induction or probation.

Medical fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment can be confirmed.

It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. 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 timetable, extra-curricular activities, layout of the School etc. If the School has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Pre-employment checks

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.



Verification of identity, address and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, verification of current address and qualifications as set out below and in the list of valid identity documents at **Appendix I**:

- one document from Group 1; and
- two further documents from either Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form and/or qualifications required for the post.

Where an applicant claims to have changed their name by deed poll or any other means (eg, marriage, adoption or statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

References

References will generally be taken up on shortlisted candidates prior to interview (where permitted). Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer and must be a senior person with 'appropriate authority'. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children (where possible). Neither referee should be a relative or someone known to the applicant solely as a friend or colleague. If the candidate is not currently employed, verification will be obtained, of their most recent period employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for



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which the applicant has applied. 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 or malicious; and
- 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 allegation or concerns were found to be false, unsubstantiated or malicious.

*(*questions about health or sickness records will only be included in reference requests sent out **after** any offer of employment has been made.)*

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verify that electronic references originate from a legitimate source.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

The School may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.

Criminal records check: International Child Protection Certificate (ICPC)

The ICPC is to help protect children from offenders who travel overseas to abuse vulnerable children through employment, volunteering and charity work.

The ICPC confirms whether or not a person has a criminal history and provides details, including relevant conviction and non-conviction data.

The ICPC certificate is produced in two parts:

- (1) details of any convictions, impending prosecutions, cautions, reprimands, warnings and current investigations held on UK databases; and



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(2) details of any information deemed relevant in the interest of child protection.

The certificate may also contain criminal convictions information about any offences that a person may have committed in other countries.

ICPCs are only provided to the subject of the check, rather than to the School. It is a condition of employment with the School that the **original** certificate sent to the individual is provided by them prior to the start of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving the ICPC, the Headmaster has the discretion to allow an individual to begin work pending receipt of the certificate. This will only be allowed if all other checks have been completed, a full risk assessment is carried out and appropriate supervision has been put in place.

ICPCs can be obtained from the following website: <https://www.acro.police.uk/icpc/>.

The purpose of carrying out investigations is to obtain other relevant suitability information. The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- regular work in a school with the opportunity for contact with children, but not work by supervised volunteers;
- unsupervised activities: to teach, train, instruct, care for or supervise children, to provide advice/guidance on well-being or to drive a vehicle only for children, if done regularly;
- relevant personal care, eg, washing, dressing or health care by or supervised by a professional, even if done only once.

For the purposes of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' and these are defined together as follows:

- frequently, meaning once a week or more; or
- overnight, meaning between 02:00 and 06:00; or
- satisfies the "period condition", meaning four times or more in a 30-day period;

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited



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exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

Prohibition from teaching check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. COBIS has been approved by the Teacher Regulation Agency, a government organisation in the UK, to carry out the prohibition checks for international schools. Checks will not be carried out unless approval has been given by the individual concerned.

It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the National College for Teaching and Leadership (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so, the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Headmaster. If in any doubt or if the applicant has taught previously or may teach in future, the check will be undertaken, including for sports coaches and teaching assistants.

Prohibition from management check

The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a **section 128 direction**). This will include internal applicants being promoted to a management role including:

- Headmaster;



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- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role, although not for internal promotions;
- support staff posts on the senior leadership team.

It also applies to appointments to the governing body.

In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of a school.

It is the School's position that in order to fully assess the suitability of an applicant for a management role, it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School. The section 128 check will be carried out by COBIS.

Locally hired staff

'Local staff' refers to staff currently working in Thailand.

Local staff hired by the school will be required to submit a police check and obtain this personally through <http://www.criminal.police.go.th>

They will receive child protection training and sign a form to say that they have understood the training.

Contractors and agency staff

This includes security guards, cleaners, gardeners etc. Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its locally hired staff, i.e. a Thai Police Clearance. The School requires confirmation that these checks have been completed before employees of the contractor can commence work at the School.

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.



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The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the Thai Police Clearance Certificate before the contractor or agency staff can commence work at the School.

In addition, contractors will read, complete and sign the Child Protection Self Declaration Form. (English and Thai versions are made available.)

Volunteers

The School will request either ICPC checks or police checks on all volunteers undertaking regulated or unregulated activities with pupils at or on behalf of the School. (The definition of regulated activity set out previously will be applied to all volunteers.)

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a Police Clearance Certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Visiting speakers

The School is not permitted to obtain a Police check or ICPC on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will sign in and out at Reception, wear a visitor badge at all times, be given information on safeguarding and be escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School.



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The School reserves the right to obtain such information on any other person appointed to work for or at the School.

Policy on recruitment of ex-offenders

Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out in below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, all applicants must declare all previous convictions and cautions, including those which would normally be considered "spent", except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the ICPC filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the police and/or ICPC if:

- it receives an application from a barred person;
- it is provided with false information in or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;



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- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the ICPC. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the ICPC on the use of disclosure information.

In particular, the School will:



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- store disclosure information and other confidential documents issued by the ICPC in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the ICPC and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Retention of records

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, eg, so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained in accordance with the School's retention of records policy after employment terminates.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

Whistleblowing

All staff are trained so they understand that they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct).



Referrals to the ICPC and National College for Teaching and Leadership (NCTL)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks, the School also has a legal duty to make a referral to the ICPC in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed or pose a risk of harm to a child.

If the individual referred to the ICPC is a teacher, the School may also decide to make a referral to the NCTL.

Data Protection

The School has a duty to collect and process personal data in accordance with the school's data protection policy. The data protection policy also sets out the sanctions for a breach of those obligations.

Queries

If an applicant has any queries on how to complete the application form or any other matter, he/she should contact the HR department.



Appendix I: List of valid identity documents

Group 1: Primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK/Isle of Man/Channel Islands and EU)
- birth certificate (UK & Channel Islands; issued at the time of birth (within 42 days of the date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (paper version; UK/Isle of Man/Channel Islands and EU; full or provisional)
- current driving licence (photocard; all countries; full or provisional)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office/relevant authority, i.e. Registrars)
- marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- firearms licence (UK, Channel Islands and Isle of Man)



Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank/building society statement (UK and Channel Islands or EEA)*
- bank/building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement, eg, pension, endowment, ISA (UK)**
- P45/P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands)**
- work permit/visa (UK; valid up to expiry date)
- letter of sponsorship from future employment provider (non-UK/non-EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at the time of application)
- utility bill (UK; not mobile telephone bill)*
- benefits statement, eg, child benefit, pension (UK)*
- document from central or local government/government agency/local authority giving an entitlement, eg, from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs, Jobcentre, Jobcentre Plus, Social Security (UK and Channel Islands) *
- EU national ID card (must be valid at the time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at the time of applications)
- letter from Head or College Principal (for 16-19-year-olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at the time of application)

*document should be less than three months old

**document should be less than 12 months old