

Safer Recruitment Policy

Harbour International School is committed to safeguarding. The aim of this policy is to provide clarity on the steps and procedures we will undergo in order to ensure that staff recruited into the school meet required standards in order to keep all children safe.

Pre-application

Website has a safeguarding statement	
Advertisement has a statement outlining that; 'Harbour International School takes its commitment to safeguarding seriously. Candidates will be subject to rigorous background and safeguarding checks and references will be checked by telephone.	

Application

CV and letter of application.	
Shortlisting takes place by at least two members of the management team.	

Short List

Application form sent and completed by candidate	
Applications to be reviewed by two members of the management team - checking that there is: a) No gaps in work history b) Education is from legitimate institutions.	

Interview

Ask about any gaps in employment history.	
State the line: 'We are a school that takes our responsibility to safeguarding very seriously' Then follow up with a safeguarding/child protection question. What do you understand by the term safeguarding? What would you expect to see in our safeguarding policy? Tell us about a time you dealt with a safeguarding issue at your last school? What do you think are the most important things to remember in terms of safeguarding children?	

Offer of Job

References asked of at least two, but possibly three people. One must be a current employer. References carried out by phone where possible to the school telephone number. Internet checks to verify the referees' place of work.	
Referees asked specific safeguarding questions: Do you have any concerns about this person working with children? Would you rehire the candidate?	
Ask for scanned copies of all police checks. This must be from at least the country of passport and most recent country of residence. We will also ask for police checks from every country the candidate has taught in.	

