

# Policy

CPS03

<b>TITLE OF POLICY</b>	Safer Recruitment
<b>FIRST RELEASE DATE</b>	
<b>LAST RATIFIED DATE</b>	November 2025
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<b>OWNER</b>	Kathryn Honey
<b>REVIEWER</b>	Rania Kayyali



### Safer Recruitment

#### Statement of Commitment

ICS is committed to recruiting individuals who share our values of safeguarding, integrity, and respect. We recognise that safer recruitment is the first step in building a culture of safety and vigilance across our international school community.

#### 1. Aim

The safety of children in our school is paramount. Robust recruitment processes are in place at ICS to prevent unsuitable individuals from working with children and must be rigorously adhered to. We adhere to Keeping Children Safe in Education (KCSIE 2025) and international safer recruitment expectations, maintaining a culture of vigilance with ongoing monitoring and training in safer recruitment.

#### 2. Scope and Procedures

This policy applies to all employees, including teaching and non-teaching staff, and volunteers engaged in Co-Curricular Activities (CCAs). It extends to governors to ensure they meet safeguarding expectations. Contractors and third-party staff with regular child contact are subject to the same rigorous recruitment standards.

Third-party staff, including visiting speakers, will not be subject to the exact recruitment requirements as ordinary staff members. However, ICS will ensure that all third-party users invited by school personnel are risk assessed for suitability and approved by the SLT before they attend. Any unidentified person seen on the school site will be challenged and asked to identify themselves and outline the nature of their business.

#### Pre-employment Vetting

Before employment, all staff must undergo identity verification through official identification documents and confirm their legal right to work in the host country. Criminal records and barred list checks are essential, with UK nationals or those who have lived in the UK requiring an International Child Protection Certificate (ICPC) check. Equivalent background checks are conducted for other nationalities, and local police clearance certificates, such as Jordanian Police Checks, are obtained where applicable.

Where candidates have lived or worked in multiple countries, ICS will seek equivalent police clearances and professional conduct checks from all relevant jurisdictions to ensure comprehensive vetting.

All shortlisted candidates must provide three written references, one of which must be verified by telephone, from their current Principal. Where necessary, teaching checks

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are required for UK-trained staff and leadership positions. Additionally, all new employees must submit a medical fitness declaration to confirm their suitability for the role.

### Recruitment and Selection Process

All job advertisements and the school website clearly state the school's commitment to safeguarding.

*'Aligned with the recommendations of the International Taskforce on Child Protection, we uphold the highest standards of safer recruitment, ensuring rigorous background checks and safeguarding training for all staff.'*

Only completed application forms are accepted; standalone CVs are insufficient and will not be accepted. The shortlisting process involves at least two staff members who carefully review applications and investigate any gaps in employment history. The interview process includes structured questions designed to assess safeguarding knowledge, and all candidates must discuss their approach to child protection through scenario-based questions at the interview stage.

At least one member of every interview panel must have completed accredited safer recruitment training (e.g. NSPCC, COBIS, or equivalent), ensuring consistent safeguarding awareness during all recruitment stages.

If safeguarding concerns arise during the recruitment process, the school will pause or withdraw the offer of employment and, if appropriate, make a referral to the relevant safeguarding or professional authority.

Appointments are conditional, pending the successful completion of all required pre-employment checks. All new staff participate in a comprehensive induction programme, which includes mandatory safeguarding training.

All new staff are subject to a probationary period during which professional conduct, safeguarding understanding, and alignment with school values are closely monitored.

### Single Central Record

ICS maintains a single central record (SCR), a detailed record of all pre-employment checks conducted on staff, volunteers, and contractors. The SCR contains information such as identity verification, right-to-work checks, Enhanced DBS or ICPC records, reference verification, qualifications, and local police clearance.

The HR Manager is responsible for ensuring that the SCR is consistently updated and audited to comply with all safeguarding requirements.

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CCA staff details are recorded on the **SCR**, and contractors with access to children are either appropriately supervised throughout their time on the campus or have undergone the same safeguarding checks as permanent employees.

Regular volunteers who engage in regulated activity, including members of the PSA, must complete the same vetting checks and training as paid staff to ensure the safety of students. The SCR should include all members of the PSA Executive Team.

## Monitoring and Review

The Principal and HR Manager oversee regular audits of recruitment files and the **SCR** to ensure compliance with the latest safeguarding regulations. This policy is reviewed annually to reflect updates from **KCSIE** and other relevant safeguarding bodies. Staff involved in recruitment receive ongoing training to remain informed of best practices for safer recruitment.

The Safeguarding Governor will review safer recruitment compliance half-termly, including scrutiny of the Single Central Record (SCR) and sampling of recruitment files. This ensures accountability and alignment with statutory and international safer recruitment expectations.

All recruitment records, including application forms, interview notes, and vetting documentation, are retained securely in accordance with data protection legislation and the school's record retention schedule.

## 3. Unique Definitions

**DBS (Disclosure and Barring Service):** the UK body responsible for conducting criminal record checks.

**ICPC (International Child Protection Certificate):** a safeguarding check required for UK nationals working abroad, verifying any criminal history.

**KCSIE (Keeping Children Safe in Education):** the UK statutory guidance outlining safeguarding responsibilities for schools.

**SCR (Single Central Record):** a legally required document listing all recruitment and vetting checks for staff, volunteers, and contractors.

**Jordanian Police Check:** A certificate issued by the Jordanian Ministry of Interior confirming an individual's criminal record status.

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Regulated Activity (ICS Context): Any role that involves regular, unsupervised contact with students, including teaching, support, or volunteer work within the school environment.

**Regulated Activity:** work that involves regular, unsupervised contact with children, requiring enhanced vetting and safeguarding checks.

## 5. Associated Forms and Documents

[Employee Handbook](#)

## 6. Related Information

[ICS Child Protection Safer Recruitment Checklist \(based on ITFCP Guidance\)](#)

[ITFCP Expectations for School Communities](#)

[BSME Safer recruitment suggested workflow](#)

[Keeping Children Safe in Education 2025](#)

ICPC information: [ACRO](#), [COBIS](#)

[Working Together to Safeguard Children](#)