




SAINT PETER'S
— International College, France —

Recruitment Policy

This policy was approved by the Board of Governors in September 2020


.....
Mr Matthew Jackson, Principal

1. Overarching Statements

Saint Peter's International College is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly.

All queries on the Application Form and recruitment process for academic staff must be directed to the College Fellows.

2. Scope of this Policy

The procedure herewith refers and applies to staff directly recruited and employed by the College. For clarity, 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;

In the case of agency or contract workers, the College shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The College conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, which includes supply staff, the College must be provided with a copy of a recent (within 3 months) check for such staff.

3. Application Form

The College will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The College will make candidates aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves access to children, it is important that applicants provide the College with legally accurate answers. Upfront disclosure of a criminal record may not disqualify a candidate from appointment as the College shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Principal for advice.

Successful applicants should be aware that they are required to notify the College immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare.

The College takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Principal or the Vice Principal immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Failure to declare any convictions may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the College will ask their current employer about disciplinary offences, including disciplinary offences 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.

If the candidate is not currently working with children but has done so in the past, the College will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the College will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the College may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the College if they have been appointed, and a possible referral to the police.

4. Invitation to Interview

The College will short list 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.

All formal interviews will have a panel of at least two people chaired by the Principal, Vice-Principal or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

The Provost will chair a panel of at least half the Follows for the Principals's / Bursar's appointment. 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 Provost as to whether or not an interviewer should withdraw from the panel. Should the Provost have a conflict of interest, the Senior Fellow shall decide whether the Provost should withdraw from the panel.

As far as is possible, the College will ensure that the interview is conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring 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.

The College requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate;
- Where appropriate any documentation evidencing a change of name;
- Proof of entitlement to work and reside in the EU.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the College of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

5. Conditional Offer of Appointment

Pre-Appointment Checks Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references;
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the EU;
- A satisfactory French child protection and criminal check;

Teaching work is understood to encompass:

- Planning and preparing lessons and courses for pupils
- Delivering and preparing lessons to pupils
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils;
- Organising and conducting extra-curricular activities as a resident member of staff.
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period;
- Satisfactory medical fitness;
- Confirmation from you that you are not disqualified from providing childcare.

6. References

The College will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the College to take up references in advance of the interview, they should notify the College at the time of applying.

The College will ask all referees if the candidate is suitable to work with children. The College will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

If a candidate is offered the position, the referee will be contacted to verify they completed the reference.

7. Retention and Security of Records

The College will comply with its obligations regarding the retention and security of records in accordance with best practices and its obligations under its Data Protection Policy.

Copies of casier judiciaire certificates will not be retained for longer than 6 months. The College will retain copies of evidence used for ID, right to work and qualifications.