



SAFER RECRUITMENT POLICY

Vijay International School Praslin is committed to ensuring the recruitment of all staff is conducted in a fair and effective manner. The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the future development of the school. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality education.

The policy is an essential element in creating and maintaining a safe environment for all pupils, staff and others within the school community and aims to ensure safe recruitment and selection of staff by attracting the best possible candidates to vacancies, deterring prospective candidates who are unsuitable from applying for vacancies, identifying and rejecting those candidates who are unsuitable to work with children and young people.

Aims

Vijay International School Praslin is a safe recruiter committed to maintaining a safe and enjoyable learning environment. In line with the school mission, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Equal Opportunities

Vijay International School Praslin is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.

VISP is committed to safeguarding and promoting the welfare of children, young people and adults. All applicants must be willing to undergo child protection screening, including checks with past employers. The successful candidate must provide a proof of identity, a Disclosure and Baring Service (DBS) check or if overseas, the national equivalent.

Recruitment Principles

These principles apply to the entire recruitment process, from advertisement to appointment:

- All posts will be advertised first in Seychelles using printed national media, for a period of a minimum of 3 days. In the event that there are no applicants the school will advertise online via TES or similar platform.
- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- All applicants will receive fair treatment.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members .
- Selection will be based on a minimum of completed application documents (CV, cover letter, photograph, professional references).
- All applicants must declare any conflicts of interest regarding students or current staff members. No applicant will be considered if they are involved in a romantic or sexual relationship with a student.



Teachers

- We accept applications from teacher candidates in Seychelles and overseas. However, Seychellois applicants will be considered and interviewed as a priority. Only if there are no suitable Seychellois applicants will we consider applicants from overseas.
- Applicants for teaching positions should hold a valid international teaching qualification (B.Ed or P.G.C.E.) with Qualified Teacher Status or an international equivalent with at least 2 years' teaching experience in a UK or British International School.
- Prior experience working with IGCSE and A-Level programmes is essential for applicants wishing to work in the secondary section

Teaching Assistants skills and attributes

- English language competency
- Experience of working with children is preferred
- Confident IT skills - or a willingness to learn how to email, print and use selected programmes such as Word

Application Requirements

- An-up-to date CV which includes details of marital status and any dependents.
- Contact details of two professional referees, one of whom should be your current Head of School or employer.
- Successful candidates will be asked to provide identity verification, original copies of qualifications and an enhanced DBS (Disclosure and Barring Service) check or national equivalent.

References

- The purpose of seeking references is to obtain objective and factual information to support the application.
- References will be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.
- When written references have been obtained, references may be followed up by a telephone conversation with the referee to confirm the reference and that there are no disciplinary or safeguarding issues.
- All referees will be asked whether they believe the applicant is suitable for the job for which they are being considered.
- The school will only accept references obtained directly from the referee and will not accept open testimonials or letters of recommendations provided by the applicant.
- The school will compare all references with any information given on the CV.
- One of the references must be from the applicant's current or most recent employer and be either the Principal or a senior leader at the school.
- 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.
- Neither referee should be a relative or someone known to the applicant solely as a friend.



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, attendance 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, unfounded 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, unfounded or malicious.

Interviews

- The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate. For overseas candidates this will usually be on Skype/video link.
- The recruitment panel will include at least one member of the school leadership team.
- All candidates will be interviewed by at least 2 members of staff, this may include a Board member.

Scope of the Interview In addition to assessing and evaluating the applicant's suitability for the particular post, the interviewers will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check. Applicants must reveal all relevant convictions, as well as any other information that would make them unsuitable to work with children.



DBS and Police Clearance Checks

Successful candidates are subject to DBS and other safeguarding checks.

Staff should consider whether:

The checks reveal any new information that might prohibit or otherwise make a candidate unsuitable for the role

Further disclosure discussions may be needed following safeguarding checks. A conditional offer may only be confirmed once staff are happy that any previous convictions don't make applicants unsuitable for the role.

In all other cases, previous convictions will not necessarily prevent applicants from being employed by our school. Staff will determine, with support from HR specialists, whether disclosures warrant a discussion between our school and the candidate.

Where relevant, disclosure discussions will happen as part of the interview process and take the applicant's explanation into consideration. For example, we will consider:

- The seriousness of any offence and relevance to the post applied for
- How long ago the offence occurred
- Whether it was a one-off incident or a history of incidents
- The circumstances around the incident
- Whether the applicant accepted responsibility for their actions

Staff will then assess whether applicants' previous convictions or cautions make them unsuitable for the role.

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