

Eerde Safer Recruitment Policy



Coordinator:	HR Manager - Pamela Glancy
Last reviewed:	30/06/2021
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Introduction:

We have a statutory duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (VOG and overseas criminal record checks), plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

We realise that the majority of school appointments are for personnel who will be responsible for the care and supervision of students on a regular basis and as part of the process of safe recruitment all prospective employees will be required, as conditions of job offer be required to supply and have positive feedback for all required documentation.

Under no circumstances will we allow any individual to carry out a role where they are in close, unsupervised contact with students if it comes to our attention that there are queries unresolved.

We will ensure that all visitors are escorted whilst on school premises or subject to the relevant checks and vetting procedures.

Also, we are aware that we have a legal duty to follow Dutch Meldcode (<https://www.augeo.nl/nl-nl/meldcode/meldcode-stappenplan>) if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in a position with children.

We have a duty to ensure that all volunteers in regulated activity must have a VOG issued within the previous two years.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or



belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their safety check indicates that they present a risk to children.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements

Aims:

- To ensure compliance with all current guidance and legal requirements.
- To provide protection for children and young people against those who might wish to harm them.
- To protect the interests of the school from those who may not be considered suitable to work with children and young people.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.

Roles and Responsibilities:

Role of the Supervisory Board

The Supervisory Board, has:

- the responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements;
- delegated certain powers and responsibilities to the School Director to oversee compliance with current guidance and legal requirements;
- delegated powers and responsibilities to the School Director and HR Manager to ensure all school personnel and visitors to the school are aware of and comply with this policy;



- responsibility for ensuring that the school complies with all equalities legislation;
- nominated the Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy and Eerde International Boarding School's Equality policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a Link Director to visit the school regularly, to liaise with the Management Team and to report back to the Supervisory Board;

Role of the School Director

The School Director will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- organise safe recruitment training for school personnel involved in recruitment;
- ensure all appointment panels to include one person who has successfully passed safe recruitment training;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- ensure an up to date Single Central Record is maintained;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and necessary training to all staff;
- monitor the effectiveness of this policy;

Role of the Management Team



The Management Team will:

- promote the safeguarding and welfare of children;
- Support the school in operating safe recruitment procedures;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- assist the HR Manager in the recruitment of school personnel;
- assist the HR Manager in completing any checks required, organising training for staff and monitoring staff progress;
- ensure contractors and agencies comply with this policy;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality.

Role of the HR Manager

The HR Manager will:

- lead the development of this policy throughout the school;
- ensure that recruitment procedures are in line with current guidelines and legislation;
- oversee the recruitment of all staff members;
- follow the recruitment procedures outlined in this policy;
- maintain a single central record, which keeps a record of all staff and the checks and vetting that have been undertaken for them;
- promote the safeguarding and welfare of children;
- organise safe recruitment training for school personnel involved in recruitment;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and necessary training to all staff;
- monitor the effectiveness of this policy;

Role of the Principal



The Principal will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and necessary training to all staff;
- monitor the effectiveness of this policy;

Role of Course Coordinators

Course Coordinators will:

- promote the safeguarding and welfare of children;
- ensure that HR Manager has appropriate curriculum knowledge during the recruitment process;
- support the HR Manager with recruitment and induction of new staff.

Role of Staff

Staff will:

- promote the safeguarding and welfare of children;
- cooperate with safer recruitment processes;
- attend any training required;
- provide all documentation requested as part of the safer recruitment process;
- declare any reason why they should not work with children or young people, such as convictions, warnings or ongoing investigations.

Role of the Data Protection Officer (if necessary)

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;



- inform the school and school personnel about their obligations to comply with the GDPR and other data protection laws;
- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws, in line with the Eerde IBS Data Protection Policy.

Procedure:

Eerde International Boarding School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

We will include the above statement in:

- all publicity material
- recruitment websites that we use
- advertisements in either print or online media
- job descriptions

When a post becomes vacant or is created then the following procedure takes place:

Job description review

For every vacancy a job description will be written and approved by the Principal or Director.

Job descriptions will include this statement

“Eerde International Boarding School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.”

Job advertisement

Vacancies will be advertised in an appropriate newspaper, journal, or website and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.



Vacancies will also be posted on the School Website, included in Staff Newsletters to staff, in order to facilitate internal promotions wherever possible as development opportunities for staff.

On occasions it may be decided to restrict advertisements to internal candidates only or likewise be for a preferred candidate. Any internal candidates will be selected for interview on the same criteria as external candidates.

Employees on maternity leave will receive all advertisements for posts via the Staff Newsletter.

Advertisements will also state that appointments are subject to satisfactory references, and police checks.

Applications Received

Three response options:

- Response to speculative see appendix 1
- Acknowledgment response see appendix 2
- Interview invite see appendix 3

Candidates to be interviewed will be provided with an application form, job description, and will be directed to the school website for more information about the company.

Application forms should include:

- Full name
- Date of Birth
- Current address
- Qualifications plus dates and awarding bodies
- Full chronological history since secondary school (with any gaps in employment detailed)
- Details of 2 referees
- All criminal convictions etc must be declared.
- Requirement to provide DBS disclosure permissions.
- All applications will be acknowledged within two weeks.



Short Listing and References

Short listing will be undertaken by the HR Manager.
All applications will be considered.
Applicants will be shortlisted for the post if they suit the job description.
Those successful must complete an application form.
All references will be checked for consistent information.
The candidate will be asked to clarify any highlighted discrepancies.
Those shortlisted will be informed immediately after the short listing process has taken place. Unsuccessful candidates will be informed of the date of potential review.
Shortlisted candidates will be sent:

- details of the interview process
- date and time of interview

The first Interview

Interviews will, in the first instance, be with the HR Manager.

- All candidates will be asked the same set of interview questions and their responses graded, in order to ensure consistency.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of students.
- Scored interview frameworks are used. see appendix 4

The second Interview

Interviews will be with the Principal/ Coordinator/ Line Manager and the HR Manager.

- All candidates will be asked the same set of interview questions and their responses graded, in order to ensure consistency.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of students.
- Scored interview frameworks are used (if there is more than one candidate) see appendix 5

Rejection

- at end of interview response time scale will be shared with the candidate



- candidate will receive a response within one week see appendix 6

Job Offer

- The interviewers who interview those shortlisted will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

During the recruitment process, and an offer is dependent on the securing of the following information:

- References (2) – specifically asking whether a referee knows of any reason why a candidate should not work with children or young people under 18 years old; see appendix 7
- Dutch police check and police check(s) of previous country/ countries - preferably covering at least 10 years preceding appointment
- Proof of identity with current photographic ID and proof of address
- Signed application form
- Proof that a candidate for a teaching vacancy is not subject to a prohibition order (UK)
- Proof of qualifications
- Proof of a right to work in NL
- Employment history references (verification of employment history including dates with company)
- An appointment will not be confirmed until receipt of all of the above.
- Offer letter indicates that offer is dependent on police checks and agreement is sought to do a background screening process using CBS checking <https://cbscreening.co.uk/>.

New volunteer

Required documents are:

- Current VOG
- Signed contract
- ID
- Drivers licence
- confidentiality contract signed

Trainee teachers

Required documents are:



- Current VOG
- Signed contract
- ID
- Drivers licence
- confidentiality contract signed
- signed agreement from educational institute

Agency Staff

Required documents are:

- Current VOG
- Signed contract
- ID
- Drivers licence
- confidentiality contract signed
- signed agreement from educational institute

Police checks/ VOG

- renew every two years

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job(subject to satisfactory references)
- Any relevant teaching manual (relevant to department)
- Eerde International Boarding School Staff Handbook and Safeguarding Code of Conduct and relevant safeguarding policy information
- Eerde International Boarding School HR policy and procedure information
- Information about pension scheme
- Our Values, Culture and Organisation guide
- The successful candidate will confirm receipt of all induction documentation and requirements.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions including details of:
 - Start date of new position
 - Coordinator
 - Salary

Induction



The induction programme for all newly appointed school personnel will include:

- All school policies dealing with the safeguarding of children and young people
- Safeguarding and Child Protection training
- Educare training requirement to be completed prior to appointment
 - Safeguarding
 - Child Protection
 - Online learning
 - Fire Awareness training
 - Health and Safety training

All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their Line Manager or the Principal. Probation interviews will take place at the end of the probationary period to establish whether the employment should be confirmed, extended or terminated.

Single Central Record

There is a Single Central Record kept by the HR Manager.

The following information is contained.

- Personal and contractual information
- Police checks and reference receipt information
- Qualifications
- Induction information
- Educare training record collation
- Staff attrition information

Volunteer Recruitment

The recruitment of volunteers for driving or exam invigilation is done on a local basis.

- Advertised on Facebook either in Dutch or English
- Drivers are interviewed

The following documents are required before becoming a volunteer

- Signed volunteer agreement
- VOG (Dutch police clearance)
- Copy of passport



- Copy of drivers licence
- Signed copy of Eerde Code of Honour
- Signed confirmation of Safeguarding training

Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Staff Handbook and Safeguarding Code of COnduct
- Eerde Safeguarding and Child Protection Policy
- Eerde HR Policy Manual

Equality Impact Assessment

We are also committed to [Articles 2 and 14 of the United Nations Convention on the Rights of the Child](#) and therefore, have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.



Eerde IBS Safer Recruitment Policy

Therefore, this policy has been equality impact assessed to ensure that it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Board	School Visitors	Wider School Community				
			✓		✓	✓					
Question	Protected Characteristics							Conclusion			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full investigation if the answer is 'yes' or 'not sure'		
	YES									Yes	No
	NO	✓	✓	✓	✓	✓	✓	✓			✓
	UNSURE										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation			
	YES	✓	✓	✓	✓	✓	✓	✓		Yes	No
	NO										
	UNSURE									✓	
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.										

Policy Review

Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)
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July 2020	Pamela Glancy

This Appendix A should be completed **annually** by the Policy Coordinator.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...	

Appendix 1 - SPECULATIVE ENQUIRY

Dear.....,



Thank you for your interest in a position as teacher at Eerde International Boarding School.

We currently don't have a vacant post in your subject, nor any other post matching your qualifications. We advise you to keep an eye on the vacancies published at our website and apply when meeting the requirements for the post.

Wishing you success in finding another challenging position.

With kind regards,

Appendix 2 - ACKNOWLEDGEMENT LETTER

Dear,

Thank you for your interest in the position as(*mention subject*) teacher at Eerde International Boarding School.

All application letters and CV's based on the job requirements will be reviewed and a short list for interview created.. Candidates who will be invited for an interview will receive further notice within 3 weeks after publication of the post. If you have not heard from us by(*mention exact date*), then please assume that on this occasion your application has not been successful.

We trust to have informed you sufficiently for the time being.

With kind regards,

Appendix 3 - INVITE FOR INTERVIEW



As a result of your application for the post of(mention the position), we would like to invite you for a meeting via Google Meet on:

(Day, date and time) Amsterdam time zone

Once you agree to the date and time, I will send to you an invite and a link to the video link.

You will have an interview with(Name and Function) and(Name and Function)

The interview will last at about 45 minutes.

In preparation for the discussion please complete the attached application form. Also attached is the job description for the role as well as a link to our school website.

www.eerde.nl

Would you be so kind to confirm your availability .

With kind regards,



Appendix 4 - First Interview Framework

ENSURE CANDIDATE HAS BEEN GOOGLED AND RESEARCHED PRIOR TO INTERVIEW.

Always have previous employer as a reference

Always ask for a copy of the current teaching licence.

Send application form for completion before any offer.

JOB VACANCY.....

CANDIDATE NAME.....

KEY TRAITS SOUGHT.....

JOB DESCRIPTION ATTACHED? YES/NO

SALARY SCALE.....

QUALIFICATIONS.....

INTERVIEWERS.....

OPENER

CURRENT SITUATION

Questions	Key words/Observations	Interviewer notes
Talk about CV	<i>Are there time gaps? Are there frequent, timed career moves Why choose their current career path?</i>	
Talk about personal life	Team sports Solitary pursuits Thrill seeker Social Family	



<p>Talk about experiences/current job role</p> <ul style="list-style-type: none"> • Is it detailed? • What was the motivation for the choice? 	<p>Career development</p> <p>Personal growth</p> <p>Teamwork</p>	
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MOTIVATION

<p>Why are you seeking a career move?</p> <p>What attracted you to our vacancy? Why are you a good fit?</p>	<p>Growth</p> <p>Money</p> <p>Location</p> <p>Family</p> <p>Adventure</p>	
<p>What have you researched with regards to our school?</p>	<p>Age</p> <p>History</p> <p>Students</p> <p>Location</p> <p>Education curriculum</p> <p>Number of student</p>	
<p>What is the single biggest barrier to success from your current role?</p>	<p>People</p> <p>Processes</p> <p>Money</p> <p>Ability</p>	
<p>Give me an example in your personal life of when you have triumphed over adversity.</p>		



In which areas do you think you require more training?	Leadership Job role Counseling Coaching mentoring	
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BEHAVIOURAL

Could you give me an instance when you have had to persuade someone to act against his or her wishes? How did you do it?	Guidance Coaching Teamwork leadership	
Explain to me why a project you have led failed? An example of reflection - recognizing the strengths and weaknesses displayed	<i>Is there any responsibility shown?</i> Is the reflection Factual Personal Task specific	
IB ten pillars – context of knowledge and interpretation in school?	Inquirer, Knowledgeable, thinkers, communicators, principled, open minded, caring, risk takers, balanced, reflective.	
What is your schools average IB grade> And yours?		

CAPABILITY

What are the most typical problems and tasks you have dealt with? How do you approach these?	People Process Costs	
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Share your biggest success and what skills did you display.	Leadership Teamwork Organization Research Details	

CLOSING

Is there something you would finally like to share with us?	
Do you have employment that you will continue as well as Eerde?	
Do you have any final questions?	
Our next steps and process	
Time scales	

ASSESSMENT SCORING

	score	
introduction	1	flat intro, no eye contact, little spark or connection, no timeline discussed
	2	eye contact, smiling, no dynamic intro, intro flat and not engaging
	3	eye contact, smiles, engaging in delivery
Motivation	1	flat intro, no eye contact, little motivation displayed



	2	eye contact, smiling, motivation is limited. Delivery is flat
	3	eye contact, smiles, motivated, engaging
Behaviour	1	flat intro, no eye contact, little spark or connection, behaviour more self orientated
	2	eye contact, smiling, some positive behaviours displayed
	3	eye contact, smiles, positive behaviours displayed, interesting ideas
Capabilities	1	flat intro, no eye contact, capability appears limited
	2	eye contact, smiling, needs support and progress
	3	eye contact, smiles, very capable
TOTAL		

Appendix 5 - Second Interview Framework

JOB VACANCY.....



DATE.....

CANDIDATE NAME.....

INTERVIEWERS.....

KEY TRAITS	EVIDENCE	SCORE
KNOWLEDGEABLE OF VACANT JOB ROLE		1 - variable knowledge 2- clear knowledge 3- good, all round knowledge
PROACTIVE IDEAS AND OPINIONS		1 - asks for support.guidance 2- ideas,although limited 3 - good clear thoughts
TEAM PLAYER		1 - enjoys single pursuits 2 - full on sports/team player 3- mixed pursuits alone and team sports
GOOD ROLE MODEL		1 - limited exposure in previous school/employment 2 - good evidence of involvement 3- clear ambassadeur
ENGAGING/MOTIVATED		1-knowledgeable but not engaging 2- engaging 3 dynamic and engaging
APPROACHABLE FOR THE COMMUNITY		1 - evidence of community work 2- clear and continual involvement with stakeholders



		3-excellent and continual community support
EXTRA MILE		1 - limited involvement 2- clear extra contribution 3-active, involved
OTHER		
TOTAL		



Appendix 6 - REJECTION

Dear.....,

We have been very fortunate with the applications we have had, including skills and experiences available and although we considered you as a serious candidate for the post I regret to inform you that we will not progress with your application.

May I thank you for the pleasant interviews and for your time and input. Might you want to have a feedback on your application you may call me(day) between (time) at number:

Wishing you success in finding another challenging position.

With kind regards,

Appendix 7 - REFERENCE REQUEST

1. Accompanying text for references check teaching post

(*name candidate*) has applied for a position as (*subject*) teacher at Eerde International Boarding School The Netherlands and gave your name as referee. To finish our recruitment process we would like some information about (*name candidate*).

Would you be so kind to use this link to fill in a questionnaire about the candidate's functioning as a teacher and team member?

https://docs.google.com/forms/d/e/1FAIpQLSeorAIhLf0VclIYkzqe3evQjrTwBz53qpGtJtSWDY48vZLKig/viewform?usp=sf_link

We would appreciate it if we received your reply a.s.a.p.

Thank you for your cooperation.

With kind regards,



2. Accompanying text for references check admin post

(name candidate) has applied for a position as. (name post) at Eerde International Boarding School The Netherlands and gave your name as referee. To finish our recruitment process we would like some information about (name candidate).

Would you be so kind to use this link to fill in a questionnaire about the candidate's functioning as a staff member?

https://docs.google.com/forms/d/e/1FAIpQLSfUhoWUMXXXLgRNoe0_rvwZO1WpE8-yS7Qvnm15comly4UV_g/viewform?usp=sf_link

Thank you for your cooperation.

With kind regards,

