



BRINGING OUT THE BEST IN EVERYONE!

NCBIS

SINCE 1978 NEW CAIRO BRITISH INTERNATIONAL SCHOOL



Name of Policy:	Safer Recruitment
Applicable to:	Whole School
Effective date:	September 2021
Date of next review:	September 2024

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English-Speaking Foreigners, Ministry of Social Affairs Registration No. 2643, New Cairo.



+202 256 57115
+202 256 57120
+202 256 57121



Road 17, 1st District, 3rd Zone,
5th Settlement, New Cairo, Egypt.



info@ncbis.co.uk

Safer Recruitment Guidance

NCBIS Mission Statement

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Purpose and scope of policy

New Cairo British International School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

The aims and objectives of the Safer Recruitment Policy are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the
- position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or
- national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2023 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.



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Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicants as possible. Normally this entails external advertisements, via the NCBIS website, and a variety of sites such as TES, Search Associates, Teacherhorizons and so forth.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of Children. The advert should include:

- NCBIS's commitment to Safeguarding and Child Protection and make it clear that robust checks will be made.
- The safeguarding responsibilities of the post within the job description and personal specification
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected' so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. More information on this can be found in the [DBS Filtering Guide](#).

All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulation 2018.

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain an International Child Protection Certificate (via the applicant) or an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). The preference being for the former.
- Complete ICPC check (where relevant)
- We will not keep the original of this for longer than 6 months, however we will a copy on file
- Police checks, (translated into English if possible) for prior countries of residence for the last 5 years - no older than 6 months prior to leaving the country.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their professional qualifications and previous experience, as appropriate

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Applications

As from Sept 2023, in accordance with guidance in the [KCSIE](#), at application stage, we will no longer ask applicants to complete a self-declaration of their criminal records or information that would make them unsuitable to work with children. The self-declaration requirements for this will now sit with the school as part of their manual recruitment process.

All applicants applying via the school website are required to complete a letter of application and attach an up to date CV that includes 2 references, one of which must be the current employer, including reason for leaving. Applicants applying via agencies e.g. Search Associates, Teacherhorizons, will have completed the agency job applicant forms. These are an acceptable alternative. NCBIS will provide a copy of the school's Safeguarding and Child Protection policies to applicants as well to reiterate the importance of our stance on Safeguarding.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies. All applicants must provide:

- Personal details
- Current and former names
- Current address
- National Insurance number (where relevant)
- Details of present (or last) employment and reason for leaving
- Full employment history (since leaving school) including reasons for any gaps in employment.
- Qualifications, awarding body and date of award
- Details of references (as per this policy)
- Statement of personal qualities and experience and how they meet the personal specification

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. Included in the Job Description are the personal attributes / person specification required for this role, with details of skills, experience, abilities and expertise that are required to do the job. This must also include specific reference to suitability to work with children.

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Shortlisting

Shortlisted candidates will be asked to complete a self-declaration form of their criminal record or information that would make them unsuitable for working with children.

References

References for shortlisted teaching applicants will be sent immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made.

Two professional/character references must be provided. For academic positions, at least one must be from the Head of School. The standardised NCBIS reference form should be used to obtain all references. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact, in the form of a follow up phone call from the academic team will take place on receipt of the reference (see Appendix A for questions and script).

The School does not accept open references, testimonials or references from relatives.

Interviews and Selection

There will be a face-to-face interview (in person or online) for all applicants and the same panel will see all the applicants for the vacant position, as far as possible. Two interviewers is the minimum desirable. The interview process will explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. All employment gaps must be queried and accounted for during the interview.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process. Wherever possible, at least one member of any interviewing panel will have undertaken safer recruitment training.

NCBIS will address all the following questions / points in the selection process:

- What attracted the candidate to the post being applied for and motivation towards working with children and young people?
- What skills and relevant experience do they have that makes them suitable to the role?

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- Probing any gaps in employment history and / or whether the candidate has changed employment or location frequently, asking about the reasons for this.
- Clarifying the candidate's mental and physical fitness to carry out their work responsibilities

Offer of Appointment and New Employee Process

The appointment of all new academic employees is subject to the receipt of a satisfactory Enhanced DBS (Disclosure and Barring Service) or Certificate or International Child Protection Check (for those who have not recently resided in the UK), references, medical checks, copies of qualifications and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the Educare Safer Recruitment Training. The checklist (Appendix B) (to be updated by HR with Central Register Requirements) will be retained on personal files. The Human Resources Department should evidence that all documentation has been looked at, this could be done via the cover sheet used in the SCR with the list of documents that have been examined. HR will contact the appointing Senior Leader to confirm that all paperwork has been received and a start date can be agreed. For local staff a police report will be obtained. Members of staff at New Cairo British International School are obliged to inform the HR Department of any cautions or convictions that arise between these checks taking place.

Portability of DBS Certificate Checks

The DBS Code of Practice, the Independent Boarding School Association and OFSTED does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity, portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. New Cairo British International School is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

Self Declaration Form

The self declaration form will include the applicant's declaration regarding convictions and working with children.

Dealing with Convictions

The school operates a formal procedure if a DBS Certificate or any other check is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;

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- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head of School. A decision will be made following this meeting.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical check and where appropriate a doctor's medical report may be required.

New staff

When appointing new staff, we will:

- Verify their identity
- Obtain an International Child Protection Certificate (via the applicant) or an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). The preference being for the former.
- Carry out an ICPC check (where relevant)
- We will not keep the original of this for longer than 6 months, however we will a copy on file
- Police checks, translated into English for the last 5 years from countries resided in
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their professional qualifications and previous experience, as appropriate

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

We will ask for written information about previous employment history and check that the information is not contradictory or incomplete. We will seek references on all short-listed candidates, including internal candidates before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Regulated activity means a person who will be:

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- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or carrying out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary police checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate police checks. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival at the school. For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not



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disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside

of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Carry out a risk assessment when deciding whether to seek a police check for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Board Members

All board members will have an up to date police check.

All board members will also have the Identity checks

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Child Protection Policy, and make clear the expectations and codes of conduct which will govern how staff carry out their roles and responsibilities. New staff will be required to sign that they have read and understood all school policies presented to them. This signed declaration should be held on the staff member's HR file. (Appendix C)

Single Central Record (SCR) of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE (UK) requirements. This is kept up-to-date and retained by the Human Resources Department. The Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide



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additional teaching or instruction for pupils but who are not staff members eg: sports coaches, instrumental music teachers etc.

- Record Retention / Data Protection
- All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet

Ongoing Employment

New Cairo British International School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual review and development procedure.

Leaving Employment at New Cairo British International School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the School's Child Protection Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, New Cairo British International School will inform the CPS (for UK nationals), of the circumstances why the employee is leaving New Cairo British International School employment. It is a duty for NCBIS staff also to inform the next employer if known, and any recruitment agencies, and organisations such as COBIS, BSME.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The School is not permitted to obtain a police check or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at the security gate, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

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The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations." In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

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Appendix A - Questions for Senior Leadership to ask to verify references

THIS FORM MUST BE PRINTED OFF AND HANDED TO THE HR DEPARTMENT, TO BE PLACED ON THE NEW STAFF MEMBER’S FILE.

Note - to verify credentials, all referees must be contacted via workplace phone numbers and NOT via personal phone numbers or mobiles.

Name of applicant: Date of phone call:
 Call made by: Position:

Wording to be read out to referee

“This is a phone call from X at New Cairo British International school, as part of our safer recruitment policy and procedures. Please could you answer the following questions to verify information already received.

1. Can you please confirm that you wrote a reference for X member of staff, who has applied to NCBIS for a position as XXX?
2. Could you please confirm that the reference you wrote is an accurate reflection of their ability and performance?
3. Do you have any concerns about this candidate working unattended with children?
4. Did any of the candidate’s colleagues, students or parents express such concerns?
5. Have there been any disciplinary matters against this staff member during their current period of employment?

“Thank you for your time, responses and commitment to safer recruitment”

Signed by: Date:



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 +202 256 57121

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Appendix B - checklist of documents to be verified by HR/Principal prior to employment (International Task force on Child Protection) ITFCP

- DBS, ITFCP and/or other national police check in all prior countries of residence - no older than 6 months prior to leaving the country.
- Prohibition check (if relevant)
- ICPC check (if relevant)
- Identity check (e.g. passport, national ID card)
- Medical check
- Original degree certificate
- Original teaching qualification certificate
- 2 verified references, as per guidance above
- Previous experience check

Where any of these are not possible due to lack of availability NCBIS will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision making on whether to proceed with appointment.

Register of Appointments (SCR)

The SCR must show the date of the following checks where applicable:

- Sufficient information to identify the individual (name, post, job title)
- Start date
- End date
- Identity Check with the date
- Barred List Check with the date (will be the date of the DBS check unless a separate check was taken)
- Criminal Records Checks (whether from the UK or other countries, date and information)
- Right to work in the host country (staff proprietors , volunteers, date and information)
- Professional qualifications for staff, date and information
- Prohibition from teaching check, or equivalence, date and information

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- Prohibition from management check, or equivalence date and information
 - Medical fitness, date and information
- And the following are not required but many schools put them on the SCR for best practice: employment
- History, (application form or CV)
 - References
 - Disqualification from childcare where applicable

Appendix C - New staff - Declaration of understanding of NCBIS policies - signature

I,, declare that I have read and understood all the school policies as listed below:

- Staff code of conduct
- Staff dress code
- Safeguarding children: child protection guidance
- Safeguarding children: raising concerns
- Keeping children safe in education part 1
- Acceptable use and online safety guidance
- Anti bullying policy
- Behaviour policy
- Guidance for staff who are NCBIS Parents and for the teachers of staff children
- Health and safety policy
- Evacuation/invacuation guidance
- Phone tree instructions

I understand that for the duration of my contract, I am expected to abide by, act in accordance with, and uphold the contents of these policies.

Signed: Date:



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