



**Shrewsbury**  
International School

PHNOM PENH

SISPP HR01  
RECRUITMENT, APPOINTMENT & DISCLOSURE  
POLICY AND PROCEDURE

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*Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.*

## 1. Aims

The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- 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 status, civil partnership status, disability or age;
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people throughout the recruitment process, including carrying out the necessary pre-employment checks.
- to ensure best practices are followed to maximise diversity, equity and inclusion in the workplace.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy and the 'safer recruitment' procedures and checklist document.

## 2. Recruitment & selection procedure

All applicants for employment will be required to complete an SISPP application form, via the school's website, which includes uploading a letter of application. They may upload a curriculum vitae however it will not be accepted in place of the completed application form. For internal applicants, only a letter of application is required.

Applicants should have access to a job description and person specification for the role applied for.

The applicant may then be invited to attend a formal interview at which his/her relevant skills, experience and commitment to safeguarding children will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory;
- the receipt of a disclosure from the UK's ARCO/NCA, or international equivalent (such as a local police check with which the School is satisfied).
- verification of the applicant's medical fitness for the role.
- confirmation that the applicant is not named on either the UK Children's Barred List or the Adult's Barred List administered by the Independent Safeguarding Authority (the ISA) or international equivalent.

### 3. Medical fitness

The School would expect to verify the medical fitness of anyone to be appointed to a post at School, after an offer of employment has been made. This will be through a medical examination conducted at a local hospital in Phnom Penh recommended by the Ministry of Labour and Vocational Training. If the employee fails this examination for whatever reason and is deemed unfit for work in Cambodia the employment contract is null and void.

*\*this section requires confirmation from labour ministry/legal advice.*

### 4. Pre-employment checks

The School carries out a number of pre-employment checks in respect of all prospective employees.

#### 4.1 Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- passport
- address is verified through the process of obtaining a work permit (or contract issuance for local staff).
- documents confirming any educational and professional qualifications referred to in their application form

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and

education history of all applicants - and also as a requirement for obtaining necessary visas. The School does not discriminate on the grounds of age.

#### 4.2 References

References will be taken up on short listed candidates prior to interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer (except in the case of non-teaching staff who have never worked in an environment with children). If the current/most recent employment does/did not involve work with children, then the second referee 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.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will have access to the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- their name, relationship to the candidate, the capacity in which they know/have known the candidate and the dates, the candidate's performance, sickness 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);
- 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.

The School will only accept confidential references obtained directly from the referee and it will not accept open references or testimonials provided by the applicant. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

#### 4.3 Criminal records check

Due to the nature of the work, the School applies for International Child Protection Certificates (issued by the UK's ACRO/NCA - [LINK](#)) or equivalent police/background checks in respect of all prospective staff members, governors and volunteers.

If there is a delay in receiving an ICPC or international police check, then the Principal will take measures to ensure the new staff member is only allowed to operate in line with the visitor policy (as that status).

Applicants may also be asked to provide further information, including the equivalent of a CRB/DBP disclosure, from the relevant jurisdiction(s).

#### 4.4 Verbal Reference Check

Prior to formal appointment, a verbal reference check will be made with the applicant's current Head. This conversation seeks to confirm the following:

- That the received written reference is genuine
- Details of any safeguarding concerns
- Details of any disciplinary issues
- If there are any other details that the Head would like to raise in connection with the applicant's candidacy.

### 5. Contractors and agency staff

Contractors engaged by the School will be requested to complete the same checks for their employees that the School is required to complete for its staff. (Currently, the School's contracts with outside contractors and agencies do not include this requirement, but we are committed to moving towards doing so).

### 6. Policy on recruitment of ex-offenders

#### 6.1 Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.2 below.

All applicants must declare all previous convictions, including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected, or if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct.

The School will not employ anyone who is barred from working with children. The School will make a report to the UK authority and /or Cambodian Police if:

- it receives an application from a barred person;

- it is provided with false information in, or in support of an applicant's application;
- it has serious concerns about an applicant's suitability to work with children,

## 6.2 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
- the circumstances surrounding the offence and the explanations provided by the offender

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- serious class A drug related offences, robbery, burglary, theft, arson, deception, fraud or any other type of dishonesty.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, fraud or any other type of dishonesty.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving or any other type of driving offence within the last ten years.

## 6.3 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal/CFO before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting UK's ACRO or other disclosing authority directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### 6.4 Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the ICPC or police check on the use of disclosure information but is under no obligation to do so. In particular, the School will:

- store disclosure information and other confidential documents issued by the ACRO/NCA or other police/criminal records authorities in locked, non-portable storage containers, access to which will be restricted to the HR Manager, CFO and Principal
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the ACRO/NCA or equivalent and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information

The School aims to comply with the provisions of the DBS code of practice, a copy of which is available on the DBS website.

## 7. Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 12 months unless the applicant specifically requests the School to keep their details on file.

ICPCs and police background checks will be kept for 2 years from the date of off-boarding.

## 8. Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the HR Officer or the Principal.

## Appendix 1

### Pre job offer checklist [LINK](#)

#### Appointment processes

All job vacancies will be filled by following a process, either internally (promotion or transfer) or externally. Vacancies may be advertised internally or externally or both.

The appointment process for either new employees, promotions or awarding of responsibility allowances should always:

- be linked to a budgetary reference (or exceptional approval)
- be part of the existing staffing matrix reference (or identification of exceptional needs)
- abide by conditions of Operating Manual
- be supported by an accurate job description that exists for each role and these are updated after analysis on an ongoing basis, at least before re-advertising the role (this includes the Person Specification section).
- require completion of the school's general application form (for support staff) or TES form for faculty and leadership posts.
- be based on the compensation range identified from the internal salary/benefits scale
- include a transparent timeline of appointment process (advertising window, deadline for application, interview etc dates, start date)
- be conducted with appropriate communication with all parties to ensure the process enhances the positive reputation of the school, even for unsuccessful candidates.
- adhere to safer recruitment practices.
- be supported by appropriate record keeping.
- adhere to local labour law



- include appropriate and role-specific handover (if relevant), induction, training and probation processes following appointment.