



**The British International
School of Brussels**

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www.bisb.org

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Recruitment Policy

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Introduction

The British International School of Brussels is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. BISB is also committed to providing a supportive and flexible working environment to all its members of staff. BISB recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who have this commitment.

Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the fascination of learning.
- treat everyone in our school community as an individual, valuing their contributions and accomplishments.
- develop good home-school interaction and together improve the quality of learning.
- ensure that our children follow a well planned and stimulating programme of study, with a wide variety of learning opportunities, that increases knowledge and promotes understanding.
- work with the children to attain the high standards that we expect from them in all aspects of life in school.
- help the children develop a sense of right and wrong as the foundation for relationships, alongside consideration of the rights, feelings and well-being of all others.

Appendices

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1 Aims

The aims of BISB'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 or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, taking note of the recommendations included in the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that BISB meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Recruitment and selection procedure

All applicants for employment will be required to submit a curriculum vitae and a letter of application, which should include their academic and employment history and their suitability for the role.

Applicants invited for interview will receive links to the job description for the role applied for and BISB's Child Protection Policy which are available to download from BISB's website at: www.bisb.org and at the formal interview his / her relevant skills and experience 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 BISB's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer, or educating institution if this is the first employment) which BISB considers to be satisfactory;
- the receipt of a Criminal Records Check which BISB considers to be satisfactory;
- verification of the applicant's medical fitness for the role (see section 3 below); and
- verification of the applicant's right to work in Belgium;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the European Union;
- verification of professional qualifications which BISB deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

3 Medical fitness

All applicants to whom an offer of employment is made must complete a Health Questionnaire. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of BISB etc.

BISB may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

4 Pre-employment checks

BISB 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 offered a post will be required to bring with them evidence of identity (current passport or Belgian id card), right to work in Belgium, address and qualifications original 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 means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change.

Proof of date of birth as contained in the passport or id card is necessary so that BISB may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. BISB does not discriminate on the grounds of age.

4.2 References

References will be taken up on short listed candidates prior to or immediately after interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. All offers of employment will be subject to the receipt of a minimum of two references that are considered satisfactory by BISB. One of the references must be from the applicant's current or most recent employer or educational institution. 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. 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 be sent a brief description of BISB, link to the copy of the job description for the role for which the applicant has applied. 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, 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious;
- 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.

(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

BISB will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials unless substantiated by other checks.

BISB will compare all references with any information given in the curriculum vitae and letter of application. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

4.3 Criminal records check

Due to the nature of the work, BISB requires a criminal records check in respect of all prospective staff members and volunteers. This will be an enhanced disclosure from the DBS if the candidate is coming from the UK. For teachers who have taught in the UK BISB will also carry out a check with the NCTL(National College of Teaching and Learning)

5 Policy on recruitment of ex-offenders

BISB will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. BISB makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record then this will not automatically bar him / her from employment within BISB. Instead, each case will be decided on its merits.

A failure to disclose a previous conviction (which should be declared) 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.

6 Safe Recruitment Procedures Training

At least one member of the interviewing panel will have undergone training in safer recruitment in education within the previous 3 years.