



SAFER RECRUITMENT POLICY

Reviewed:	June 2025
Next Review Due:	June 2026
Applies To:	Whole Community
Owner:	Head of School
Approved By:	Board of Directors

Mission, Vision and Values

Mission

To inspire our children to reach their full potential by fostering curiosity and an interest in learning, awakening their minds and illuminating their world.

Vision

To create an affordable international secondary school with a high standard of education where children learn through practical and project-based work. To develop our students' moral and intellectual capacity, and to encourage creativity and adaptability.

Aim

An education that is broad, balanced and challenging, with an emphasis on developing strong connections to our host country, Uganda.

Values

Desire for lifelong learning; an ability to adapt; be innovative and reflective thinkers; open minded, and empathetic while achieving high academic success according to individual potential.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy.

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1. Commitment Statement

7Hills is committed to safeguarding and promoting the welfare of all students. The school recognises that safer recruitment practices are essential in preventing unsuitable individuals from gaining access to children.

The school adopts a proactive and rigorous approach to recruitment, ensuring that all staff, volunteers, and individuals working on behalf of the school are appropriately vetted and suitable to work with children. This policy is aligned with international safeguarding expectations, including guidance from *Keeping Children Safe in Education* and relevant Ugandan legislation.

1 Safeguarding is a shared responsibility, and safer recruitment forms a critical first step in protecting children from harm.

2. Scope and Purpose

This policy applies to all recruitment processes at 7Hills International School, including the appointment of:

- Teaching staff
- Non-teaching staff
- Leadership positions
- Volunteers and interns
- Contractors and external providers

The purpose of this policy is to:

- Establish clear and consistent safer recruitment procedures.
- Ensure all candidates are assessed for their suitability to work with children.
- Prevent individuals who may pose a risk from entering the school environment.
- Promote a culture of vigilance, accountability, and safeguarding.

3. Principles of Safer Recruitment

All recruitment processes at 7Hills are guided by the following principles:

- The welfare of the child is the paramount consideration.
- Recruitment procedures are fair, transparent, and consistently applied.
- Safeguarding considerations are embedded at every stage of recruitment.
- All appointments are subject to rigorous pre-employment checks.
- Decisions are based on both professional competence and safeguarding suitability.

The school is committed to ensuring that no individual begins work with students until appropriate checks have been completed.

4. Roles and Responsibilities

The Head of School has overall responsibility for ensuring that safer recruitment procedures are implemented effectively. Those involved in recruitment must:

- Understand safeguarding responsibilities.

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- Follow the procedures outlined in this policy.
- Maintain professional judgement and confidentiality.
- Ensure that safeguarding is prioritised throughout the process.

At least one member of any interview panel should have received appropriate safer recruitment training.

5. Recruitment Process

5.1 Planning and Advertising

All vacancies are planned carefully to ensure clarity of role and safeguarding expectations. Job descriptions and person specifications must clearly outline:

- Key responsibilities
- Required qualifications and experience
- Safeguarding responsibilities

All advertisements include a clear statement of the school's commitment to safeguarding and the expectation that candidates will undergo appropriate checks.

5.2 Application Process

All applicants are required to complete a formal application process.

The school requires all applicants to provide a full and accurate employment history as part of the recruitment process. A curriculum vitae (CV) is not mandatory, however, all candidates must submit either a CV or a completed application form detailing their full employment record. Any gaps in employment must be clearly explained and will be explored during the selection process. Applications must include:

- Full employment history with explanations for any gaps.
- Details of qualifications and experience.
- Disclosure of any criminal history or safeguarding concerns.

This ensures consistency and allows the school to identify any potential risks.

5.3 Shortlisting

Shortlisting is conducted by at least two members of staff. During this process:

- Employment history is reviewed carefully.
- Any gaps or inconsistencies are identified.
- Potential safeguarding concerns are noted for follow-up.

Only candidates who meet both professional and safeguarding criteria are invited to interview.

5.4 Interview Process

The interview process is designed to assess both professional competence and suitability to work with children. Interviews will:

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- Include safeguarding-focused questions.
- Explore attitudes towards child protection and professional boundaries.
- Assess the candidate's alignment with the school's values.

All interviews are conducted by a panel, and decisions are recorded appropriately.

5.5 Pre-Employment Checks

All successful candidates are subject to comprehensive pre-employment checks, which must be completed before confirmation of appointment. These include:

- Verification of identity.
- Verification of qualifications.
- Criminal background checks from Uganda and/or country of residence.
- Professional references, including the most recent employer.
- Verification of employment history.
- Declaration of any relevant convictions or investigations.

References must be obtained directly from referees and, where necessary, verified through follow-up communication.

The school is responsible for verifying, processing and maintaining records of all staff members' legal right to work in Uganda, including valid visas, work permits, and any other statutory requirements.

In exceptional circumstances, where operational necessity requires a staff member to begin before all checks are complete, a formal risk-managed process is followed.

5.6 Conditional Offer and Appointment

All offers of employment are made conditionally, subject to the satisfactory completion of all required checks. No individual will be permitted to begin work with students until:

- All checks have been completed and verified.
- Safeguarding induction has been undertaken.
- Required documentation has been submitted.

Any concerns identified during the checking process will be assessed carefully before a final decision is made.

6. Single Central Record (SCR)

7Hills maintains a Single Central Record (SCR) of all staff, volunteers, and relevant personnel. The SCR includes:

- Identity checks
- Qualification verification
- Criminal record checks
- Reference checks
- Date of appointment

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The SCR is regularly reviewed to ensure accuracy and compliance with safeguarding expectations.

7. Induction and Probation

All new staff are required to complete a safeguarding induction before beginning work with students. This includes:

- Understanding safeguarding procedures.
- Familiarisation with key policies.
- Awareness of reporting responsibilities.

Staff are subject to a probation period during which their suitability to work with children is continuously assessed.

8. Ongoing Monitoring and Suitability

Safeguarding does not end at recruitment. The school ensures ongoing monitoring through:

- Regular safeguarding training.
- Professional conduct expectations.
- Performance management processes.
- Reporting and recording of concerns.

Any concerns regarding staff suitability are addressed promptly in line with safeguarding procedures.

9. Volunteers, Contractors and Third Parties

All individuals working on behalf of the school are subject to appropriate checks based on their level of contact with students. The school ensures that:

- External providers meet safeguarding expectations.
- Contractors are supervised where necessary.
- Volunteers are appropriately vetted and trained.

Safeguarding responsibilities apply equally to all individuals on site.

10. Record Keeping and Data Protection

All recruitment records are stored securely and handled in accordance with data protection requirements. Information is:

- Maintained confidentially.
- Accessible only to authorised personnel.
- Retained in line with school policy.

11. Policy Review and Approval

This policy will be reviewed annually or as required to reflect changes in legislation, CIS standards, or school practice.

12. Distribution and Access

This policy is available to all staff, students, and parents via the school website and on the school Google drive. Printed copies can be requested from the school reception.

APPENDIX 1 – Recruitment Checklist

This checklist ensures that all stages of the safer recruitment process are completed consistently and thoroughly.

Pre-Recruitment

- Role identified and approved
- Job description and person specification updated to include safeguarding responsibilities
- Safeguarding statement included in advertisement

Application Stage

- Application form completed in full (no CV-only applications)
- Full employment history provided
- Any gaps in employment identified

Shortlisting

- Conducted by at least two staff members
- Gaps or inconsistencies noted for follow-up
- Safeguarding suitability considered

Interview Stage

- Panel includes at least two members
- At least one member trained in safer recruitment
- Safeguarding questions included
- Candidate attitudes towards working with children assessed

Pre-Employment Checks

- Identity verified

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- Qualifications verified
- Criminal record check obtained (Uganda and/or overseas)
- References obtained and verified
- Employment history confirmed
- Declaration form completed

Appointment

- Conditional offer issued
- All checks completed satisfactorily
- Safeguarding induction completed before start date
- Staff added to Single Central Record

APPENDIX 2 – Interview Safeguarding Questions

The following questions support the assessment of a candidate's suitability to work with children.

Understanding of Safeguarding

- Can you describe your responsibility in safeguarding students?
- What would you do if a student disclosed a concern to you?

Professional Boundaries

- How do you maintain appropriate boundaries with students?
- Can you give an example of a situation where boundaries might become blurred?

Attitudes and Values

- Why do you want to work with young people?
- What does a safe learning environment look like to you?

Scenario-Based

- A student stays behind after class and wants to talk privately. What would you do?
- You notice a colleague behaving in a way that concerns you. How would you respond?

Responses should be evaluated not only for correctness, but also for judgement, values, and safeguarding awareness.

APPENDIX 3 – Reference Check Guidance

References are a critical safeguarding tool and must be handled carefully.

The school will ensure that:

- At least two professional references are obtained
- One reference is from the most recent employer
- References are obtained prior to confirming appointment
- Referees are contacted directly using official contact details

References should specifically confirm:

- The candidate's suitability to work with children
- Any disciplinary history or safeguarding concerns
- The candidate's role and dates of employment

Where necessary, follow-up communication will be conducted to verify authenticity and clarify concerns.

APPENDIX 4 – Single Central Record (SCR) Requirements

The Single Central Record is maintained to ensure all required checks are completed and recorded.

The SCR must include the following for each member of staff and relevant personnel:

- Full name
- Role
- Date of appointment
- Identity check completed
- Qualification verification completed
- Criminal record check (including date and country)
- Reference checks completed
- Safeguarding induction completed

The SCR is:

- Maintained securely
- Updated regularly
- Reviewed periodically by leadership

APPENDIX 5 – Staff Suitability Declaration

All staff must complete a declaration confirming their suitability to work with children.

Staff Declaration

I confirm that:

- I am not subject to any criminal conviction, caution, or investigation that would make me unsuitable to work with children
- I have disclosed all relevant information to the school
- I understand my responsibility to maintain professional conduct at all times
- I will inform the school immediately of any change in my circumstances that may affect my suitability

Name	Signature	Date

APPENDIX 6 – Safeguarding Induction Checklist

All new staff must complete safeguarding induction before working with students.

The induction must include:

- Review of Safeguarding and Child Protection Policy
- Review of Staff Code of Conduct
- Understanding of reporting procedures
- Identification of DSL and safeguarding team
- Awareness of professional boundaries
- Overview of acceptable use of technology

Completion of induction must be:

- Confirmed in writing
- Recorded in personnel file
- Reflected in the Single Central Record

APPENDIX 7: Conditional Appointment Risk Assessment and Approval Form

Section 1: Staff Details

Name of Staff Member:	
Position:	
Department:	
Start Date:	
Line Manager:	

Section 2: Status of Pre-Employment Checks

	Check	Completed (✓/X)	Date Completed
Identity verification			

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Right to work in Uganda			
Qualification verification			
Reference 1 received			
Reference 2 received			
Police / background check applied for			
Police / background check received			

Section 3: Outstanding Checks

List all checks not yet completed:

Expected completion dates:

Section 4: Risk Assessment

Identify potential risks associated with allowing the staff member to begin work:

Section 5: Mitigation Measures

Detail how risks will be reduced:

- Continuous supervision by designated staff member
- No unsupervised contact with students
- Restricted duties (if applicable):
- Additional measures:

Section 6: Supervision Arrangements

- Name of supervising staff member:
- Role:
- Supervision details (e.g. lesson presence, duty coverage, location restrictions):

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Section 7: Declaration

I confirm that:

- A risk assessment has been completed
- Appropriate safeguards are in place
- All outstanding checks are being actively pursued
- The staff member will not have unsupervised access to students

Line Manager Name:

Signature:

Date:

Section 8: Approval

Conditional appointment approved by:

Head of School / Designated Senior Leader Name:

Signature:

Date:

Section 9: Final Review of Checks

(To be completed once all checks are received)

- All checks completed: Yes / No
- Date completed:

Any concerns identified:

-

Action taken (if applicable):

-

Reviewer Name:

Signature:

Date:

