

British Campus Algiers

Safer Recruitment Statement

1. Introduction

This statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member must have completed the statutory Safer Recruitment Training.

All managers are advised that the wider recruitment policy and procedure must be looked at prior to commencing a recruitment campaign. This statement looks solely at safer recruitment.

2. Inviting Applications

2.1 All recruitment advertisements will include the statement 'BCA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure and other Algerian and International Checks.'

2.2 Prospective applicants will be supplied, as a minimum, with the following on either receipt of an expression of interest or on the international teaching recruitment sites:

- Job description
- BCA Safer Recruitment Statement
- Application Form
- Equal Opportunities Statement

2.3 All prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history.

3. Short Listing and References

3.1 Short-listing of candidates will be against the Job Description and Person Specification (if there is one) for the post.

3.2 Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

3.3 References will be sought directly from the referee. For a teaching position, at least one reference must be from the candidate's present school and be at Principal/CEO/Director level. References or testimonials provided by the candidate will never be accepted.

3.4 All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.

3.5 Referees will always be asked specific questions regarding:

- The candidate's suitability for working with children, young people, and vulnerable adults;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
- The candidate's suitability for this post.

4. The Selection Process

4.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

4.2 Interviews will always be face-to-face.

4.3 Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on a disclosure check;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

4.4 BCA will always:

- Confirm the outcome of the interview to the applicant within one week
- Give detailed feedback on the interview if requested by the applicant

5. Employment Checks

5.1 All successful applicants are required to, but not limited to:

- Provide proof of identity
- Complete a DBS application and receive enhanced clearance
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in Algeria

6. Induction and Probation

6.1 All staff who are new to BCA will receive an Induction that includes the Schools Safeguarding policies and guidance on safe working practices.

6.2 All new staff will be subject to a 6-month probation period, which will provide a formal framework for ensuring that the standards of performance set by BCA are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.