

**Peponi House
Preparatory School
Nairobi, Kenya**



Safer Recruitment Policy

Safer recruitment forms an integral part of the school's commitment to the safeguarding of young people.

Throughout the overall recruitment process, there are four key stages that will be considered.

- 1. Discouragement**
- 2. Rejection**
- 3. Prevention**
- 4. Observation and supervision**

Discouragement

The school's commitment to safeguarding children and young people is strongly promoted in all advertising and in the recruitment literature. The child protection policy and procedures are made available on the website.

All advertisements carry the following statement:

'Peponi House School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the job, including checks with past employers and an International Child Protection Certificate'.

Rejection

Any candidate who does not evidence safeguarding in their application, will not be considered for interview.

Prevention

For all shortlisted candidates, references are taken up and all relevant pre-employment checks are undertaken, including but not limited to reference authentication checks, identity checks and checks on all stated qualifications. References are sought from the candidate's current employer.

For Kenyan staff, a current CID certificate of good conduct is required. Teachers must be registered with the Teachers' Service Commission.

For overseas staff, those from UK will be subject to DBS checks and to the production of a current ICPC. The equivalent will be sought for any staff not from UK.

Observation and supervision

Once appointed and in post, induction periods to observe the behaviours and attitudes of new staff are mandatory. Once the induction period is complete, there is a system of ongoing supervision and appraisal.

Pre-recruitment planning

All posts will carry a job description that will include:

- the title of the job
- the title of the person they will report to
- the titles of staff who will report to the post-holder
- the main duties and responsibilities
- the purpose of the job
- the salary or salary grade
- the length of the probationary period
- an explanation of the post holder's individual responsibility to safeguard and promote the wellbeing of children and young people.

All posts will also carry a person description, outlining the qualities that are essential for the post.

Prior to Interview

All candidates called for interview will be asked to complete an application form.

Application forms will contain the following:

- full name, address, other contact details and ID / Passport numbers
- full employment history, plus qualifications obtained with dates and awarding bodies
- applicants must state how they meet the criteria from the person specification
- a separate self-declaration of convictions and cautions, and a signed statement that they are not barred from working with any vulnerable groups
- the names and contact details of at least two referees (and a statement to the effect that referees will be asked about whether the applicant has been the subject of any safeguarding concerns).
- a statement that a reference will be taken from their last employer, whether they are named as a referee or not.

Interviews

Wherever possible, all candidates will be interviewed fact to face, preferably by two people (normally the Headmaster and member of SLT, or the Headmaster of Peponi School if not in Kenya).

Candidates will be asked to provide:

- Photographic evidence (with address details; for example, valid passport or current driving licence) to prove they are who they say they are; photocopies are taken.
- Documentation that proves they are eligible to work in Kenya.
- A completed disclosure of criminal convictions form, which forms part of the application form.
- Originals of all qualification certificates that also show awarding bodies.

For all teaching posts, as 'regulated activities', UK nationals will undergo an enhanced DBS check with a barred list check. The ICPC will be required for all UK nationals and all candidates who have worked or lived in the UK. As far as possible, the equivalent checks will be carried out for candidates who are not UK nationals.