



## British International School of Timisoara

*We Provide the Foundation on Which Our Children Can Flourish*

### School Policies

#### Safe Recruitment Policy Induction Procedure

Approved by:	Head of School	Date: February 2019
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Next review by:	School Leadership Team	Date: May 2025

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### General

British International School of Timisoara is a coeducational private international school offering a British-style education and accepting children aged between 4 and 18.

British International School of Timisoara offers its students a truly international experience through a British-style curriculum and adheres to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and the International Baccalaureate Organisation. Our qualified, internationally-experienced and dynamic educators teach all subjects in English, with the exception of the lessons of Romanian, which are being taught by qualified and engaging local teachers.

### Vision, Mission and Values

#### Our Vision

We Provide the Foundation on Which our Children can Flourish  
Inspiring our Students to Learn and Live with Purpose

#### Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

#### Our core values

We Think, We Explore and We Learn  
We Listen, We Respect and We Care  
We Speak Up, We Participate and We Strive

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

### Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. BIST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

### Overview

This policy acknowledges that there are UK statutory requirements that should be followed, where possible in accordance with Romanian Legislation, for the appointment of staff in schools. Although these requirements may change from time-to-time, they must be met. In accordance with this, it is important to review this policy on an annual basis.

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### **Equal opportunities**

The school will ensure that no job applicant or employee is discriminated against on the grounds of race, gender, religion, nationality or disability and we will proactively monitor and review this over time, and make changes where required to address any imbalance. Recruitment and selection procedures and practices are regularly reviewed to ensure that no individual is put at a disadvantage either directly or indirectly.

In accordance with the spirit of this policy statement, employees are given an equal opportunity to progress within the organisation, and this will be monitored and reviewed on an ongoing basis by the school, with changes made where necessary to address any imbalance.

## **Safe Recruitment Policy**

### **Identification of Recruiters**

Subject to the availability of training, the school will ensure that all staff involved in recruitment complete an online safe recruitment certification.

### **Inviting Applicants**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure or a Police Check Record”.

### **Prospective Applicants**

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school’s Child Safeguarding Policy
- The school’s Recruitment Policy (this document)
- The selection procedure and timeline for the post

All prospective applicants must submit a curriculum vitae and application letter, as well as a completed BIST application form. In addition, they must provide a recent DBS or CRB (police check), as appropriate.

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, and normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Absences due to short- and long-term sickness are usually covered using staff from within the school, until at least it is known how long the member of staff is likely to be absent. Then, temporary positions will be advertised if the absence is deemed as long term.

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## **The Interview Process**

The interviewing process will happen face to face when possible, or online (when the candidate cannot attend an interview in person) and will have at least two stages. The applicant will first be interviewed by the relevant possible line manager. The second interview will take place with a member of the School Leadership Team and/or the Head of School. Candidates applying for top management positions will also be interviewed by another member of the School Board, in addition to the Head of School.

Decisions about moving the recruitment process forward following the interviews will be with the Head of School for all teaching positions. The Head of School will discuss ways forward following the interviews with the relevant Head of School (Primary or Secondary).

The decision related to senior management positions following the interview process will be with the Head of the School in consultation with the Chair of the School Board.

## **Short-listing and References**

Short-listing of candidates will be against the personal specifications for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

Three references will be sought directly from the referee, preferably a previous line manager. References or testimonials provided by the candidate can be accepted directly from the referee.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about the candidate's:

- ability to teach to a high standard
- ability to work as a member of a team
- level of professional conduct
- attitude to work and whether they were a positive influence on others
- suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, and warnings that relate to the safeguarding of children
- the candidate's general suitability for this post.

The school maintains referee confidentiality at all times. No feedback on references will be provided to applicants and interviewees.

In situations where the teacher is not currently teaching, BIST will contact the last school for a direct reference. BIST will also contact the principal directly in situations where an oral reference may be required.

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## **The Selection Process**

The selection process will be determined by the nature and duties of the vacant post; however, all vacancies will require an application, followed by an initial interview of short-listed candidates with the Head of School, with a second interview of a reduced short list of candidates with a panel of staff including the Head of School, Head of Primary/Secondary, and Head of Department/Key Stage, where appropriate. For Top Management positions another member of the School Board will join the final interview panel.

Candidates will always be required:

- to provide evidence of an ability to teach to a high standard
- to provide evidence of an ability to work as a member of a team
- to demonstrate a high level of professional conduct and a positive attitude
- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

All checks must be completed before an appointment is made. Where a check has not been completed, staff will be supervised until such time as all check have been completed.

## **Applicant Checks**

All successful applicants are required:

- to provide proof of identity
- to supply a Curriculum Vitae that covers all periods of employment
- to supply the necessary documents to enable the school to carry out a DBS check and receive satisfactory clearance (for UK based staff)
- to supply a recent police check (dated within 3 months of application) if coming from a country outside of the UK
- to provide written references if possible
- to provide the contact details of three referees
- to provide evidence of qualifications (the original certificates, degrees and undergraduate transcript)
- to complete a declaration of medical fitness
- DBS checks and prohibition from teaching checks will be part of the process

Upon arrival, the school will apply for a work permit for all staff from outside Romania.

## **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

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## **Safe Recruitment Policy and Induction Procedure**

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made, and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

### **Record Retention / Data Protection**

The school will retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed (i.e.: shredded). The 6-month retention period will allow the school to deal with any data access requests, recruitment complaints or respond to any complaints made to the employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel/Head of School within 6 months of the interview date.

The school will ensure that all data held on employees, agency workers, contractors and other personnel is kept secure in line with the data protection and GDPR policies and guidelines.

### **Probation Period**

All appointed members of staff will have to pass a 60-day probation period. A letter will be issued by the Head of School to all members of staff, stating if the probation period has been passed or not. The probation period will extend for middle management and senior management positions depending on the role, for up to 120 days.

### **Staff Handbook and Staff Code of Conduct**

In addition to signing work contracts, staff will also be asked to sign the internal regulations when they arrive at BIST, before the school year begins, as part of the work regulations in Romanian. The internal regulations stipulate all of the expectations in regard to work conditions and should be referred to at any point when you are unsure of the expectations in regard to work. The Internal Regulations will be updated each year and staff will be required to sign them at the start of each year.

Staff will also be required to sign the Staff Code of Conduct Policy, which outlines appropriate professional behaviour in regard to working at BIST and Child Safeguarding Procedures and Practice.

### **Contract Renewal**

Initial contracts will generally be two-year contracts for general teaching staff, and three-year contracts for Leadership positions. When staff are in the final year of their contracts, they will be invited to reply to an email sent in January of the respective academic year to confirm whether they intend to return for an additional year. Staff will be required to reply stating their intentions before January 15<sup>th</sup>.

In January, any staff wishing to continue will be asked to sign a contract for the following academic year. For teaching staff, contracts will be renewed annually. For members of the leadership team, contracts will be renewed for a period of three years unless otherwise

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## **Safe Recruitment Policy and Induction Procedure**

agreed. This will take place in the second week of Term 2a. Once a staff member signs their renewal contract, the school will not actively recruit for the position. If the staff member changes their decision at any point after signing the contract, one month of summer pay will be forfeited to cover the cost of placing an ad in TES or using a recruitment agency.

In situations where contracts are not renewed, as a part of the Capability Procedure within the Staff Appraisal and Capability Policy, staff will have been informed in writing prior to the renewal period of any situation leading to the possible nonrenewal of contract and will have been offered support in order to correct any problems identified through the Performance Review process.

Where a member of staff has been removed from their position as a result of breaches of standard child safeguarding practice, the school maintains the right to inform the appropriate authorities (Refer Child Safeguarding Policy) of the circumstances relating to their dismissal and will take action to do this within a maximum period of one month from the time of dismissal

## Safe Recruitment Checklist

<b>Action</b>	<b>Possible comments</b>	<b>Tick</b>
Identify Vacancy and Evaluate Need		
Develop Position Description and Specification		
Develop Recruitment Plan		
Select Search Committee		
Post Position and Implement Recruitment Plan		
Review Applicants and Develop Short List 1		
First interview		
Review Applicants and Develop Short List 2		
Second interview		
Ask for references and start background checks for selected candidates		
Possible third interview in some cases		
Final selection		
Background checks		
Appointment made		
Probation period and induction starts		

## Induction of New Teachers at BIST

### Purpose

The purpose of this policy is to ensure that all teachers are aware of what is involved in the induction process at BIST, but also to ensure a smooth and efficient start for all new members of staff.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

### Overview

The induction of new teachers at BIST is vital for the wellbeing of our staff and children and can set the foundation for the success of any appointment. We understand that starting work in a new environment may be a challenge if enough procedures and protocols are not in place. The leadership team will ensure that every new member of staff is given the appropriate time, support and attention during the induction period. This will be done in accordance with their experience, abilities and based on the position held in the school at the time of the appointment.

The arrangements made for introducing a new employee to the duties of the post, and to the school, provide the foundation for successful and safe contributions to the school. The Induction Programme is designed to help new employees become familiar with the requirements of their position and to learn about the school culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

### Main Objectives for the Induction

- Ensure the new member of staff feels comfortable in the new working environment, and is ready to start work and give his/her best;
- Ensure the new member of staff is well aware of school policies and procedures, knows his\her line manager and is aware of all relevant routine practices in the school related to the school's expectations;
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community;
- Contribute to the colleague's sense of job satisfaction and personal achievement.

### Induction Programme Timeline

The induction programme will start immediately after the appointment has been made and will continue throughout the probation period.

### Steps and Specific Actions (within the timeline)

**After the job has been offered** (before the start of the Induction process):

- All relevant checks will be done by the school (DBS, prohibition from teaching or management checks, etc....);

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## Safe Recruitment Policy and Induction Procedure

- If the above are confirmed and clear, the newly appointed member of staff will be put in contact with the relevant line manager (via email) and sharing of information will start;
- The new member of staff will have to complete Educare online courses, which will be requested by the school before the beginning of the academic year;
- The new member of staff will have to complete all of the documents and forms in the staff recruitment folder as requested by HR;

### **August induction period** (before the actual induction week starts, when possible):

- Support with finding accommodation will be offered immediately after the arrival in Timisoara;
- Support with admin (bank account, developing an understanding of the city and school) will be offered as soon as possible.

### **August induction period** (the actual induction week):

- Provide information and training on the school's policies and procedures;
- Provide Child Protection information – including outlining responsibilities;
- Explain the school's Safer Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations;
- Identify and address any specific training needs.

### **The induction programme will also include:**

- A meeting with the Head of School and Office Manager;
- Signposting to the list of essential policies on the website – signing that these have been read;
- Receiving copies of essential documents relating to the role;
- Explanation of help and support available;
- Details of work shadowing and assigning of a Buddy, if appropriate;
- Details of other relevant individuals with responsibilities for induction, e.g. the IT technician to offer logins etc.

## Management and Organisation of Induction

### Responsibility for Induction

The Head of School is responsible for the overall management and organisation of induction of new teacher employees. The relevant Head of Primary and Secondary schools will take active and lead roles in implementing the induction programme.

The School Office Manager is responsible for the overall management and induction of teachers in the area of finding accommodation, supporting with bank account, medical checks and all other non-academic areas. All these actions should (when possible) take place outside of school hours.

Head of Primary School is responsible for the overall management and organisation of induction of new teaching assistants.

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## Safe Recruitment Policy and Induction Procedure

### The person responsible for induction should:

- Make arrangements to ensure that a new member of staff is welcomed;
- Ensure that immediate needs are identified before taking up the position, where possible;
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice;
- Introduce key personnel and assign a Buddy;
- Ensure that an Induction Programme is provided, delivered and evaluated.

### The Induction Programme (Specific important actions)

The person responsible for induction should ensure that an Induction is provided personally, or by the line manager or mentor, or another person with delegated responsibility.

All new staff will be given appropriate induction advice, training and resources by their line manager. This is likely to be over time and as necessary. This should include:

- Safeguarding Children and Children Protection Policy
- Health and Safety and First aid
- Safer Code of Conduct
- Curriculum documents
- Staff Handbook
- Department handbook as appropriate
- School website
- Policy documents, including Raising Attainment plan
- Assessment advice, recording, reporting, resources and procedures
- Timetables and class and set list
- Information on whole school and year group data, including SEN and MAT record

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**BIST Induction of new teachers' checklist**

Name \_\_\_\_\_ Start Date \_\_\_\_\_

Name of Mentor \_\_\_\_\_

<b>Induction Element</b>	<b>Tick and initial on completion</b>	<b>Notes</b>
Meet Head of School and the Office Manager		
Meet the Head of Primary / Secondary for a tour of the school		
Check DBS and identity on first visit		
Add details of the teacher in the SCR		
Show how Sign in/out book is done and adhered to		
Information shared regarding Child Protection and Designated Person		
Information shared regarding confidentiality and information sharing protocols		
Meet closest colleagues and member(s) of staff, be shown the task expected and working space		
Tour of the school and facilities		
Emergency procedures and security procedures		
Use of personal mobiles, dress code and code of conduct		
Health and Safety aspects relating to individual's work environment and whole school		
School behaviour and rewards systems understood		
Essential policy documents listed (in folder or on website) to be read		
Meeting with the relevant line manager to discuss curriculum and student-related matters		

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