

# Myanmar International School of Yangon

## Safer Recruitment Policy and procedures



**Approved by:** Ei Ei Zin (Board of Directors)

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**Myanmar International School of Yangon (MISY) is committed to safeguarding; promoting the health, wellbeing and safety of our students. We expect all staff and visitors to share this commitment.**

## 1. Overview

The School recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

With regard to the provisions we make for safeguarding and safer recruitment, the school takes into account the nature, age range and other significant features of the school.

The Recruitment Policy and Procedures are based on and conform to guidance provided by the International Task Force on Child Protection (ITFCP) and the Council of International Schools (CIS) accreditation standards.

This policy applies to the whole school.

The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply to all staff working at Myanmar International School of Yangon.

This will involve:

- including the School's Child Protection policy statement in any job advertisements
- requesting applicants to complete an application form, requesting identifying details including National Identification number or Passport number, a full chronological career history since leaving education, any relevant or required qualifications, a declaration of existing contacts in the School, details of referees and a declaration of any criminal convictions.
- Providing a Job Description and Person Specification, which contains the School's Child Protection policy statement.
- Ensuring all recruitment documents also clearly state "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Police authorities".
- Asking candidates appropriate interview questions at interview relating both to their skills and their reasons for wanting to work with children.

## 2. Application

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Identification number or Passport number.
- A full, chronological career history since leaving higher education. The applicant will be asked to clarify any gaps;
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying;
- A declaration of any existing contacts in the school.
- Details of at least two professional referees; (references will be taken up for shortlisted candidates)
- A declaration of any convictions, cautions, reprimands or final warnings.
- Overseas checks, where appropriate.
- A check on Prohibition from Teaching Orders.

- Health and mental and physical capacity for the job.
- Checks in line with any regulatory requirements

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form. It can be submitted with the application.

Along with the Application Form, applicants will receive the following:

- A Job Description, containing a Person Specification;
- The School's Child Protection Policy statement;
- Information about the school.

### **3. Interview**

Interviewing at MISY is a shared responsibility. Interviews will generally be with the Head of School and a combination of other staff from the school. This may include the Head of Primary or Secondary, the Special Educational needs Coordinator (SENCo), Heads of Faculty, Key Stage Leaders and the Human Resources Manager, depending on the post applied for. There will always be at least two people on the interview panel.

As far as possible candidates must be met in person, even where there is only one person applying. This also applies to internal appointments, promotions, interns and volunteers. When an interview in person is not possible, a Google Meets interview (or equivalent) will be organised.

Candidates will be asked technical, competency and personal questions as well as question(s) regarding awareness and observation of professional boundaries; appropriateness of relationships with children; commitment to and evidence of taking action to protect children.

Written records of all interviews, observations and skills tests will be kept by the Human Resources (HR) Department for at least six months after the recruitment process has been completed and documents relevant to the successful candidate will be added to their file.

The candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that will be put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.

#### **Interview procedures for local staff.**

Long-listed candidates may be invited to a brief, informal, initial interview to enable a more accurate short-listing process.

Short-listed candidates will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment may be introduced, such as skills tests, or an observed lesson, as appropriate.

#### **Interview procedures for expat staff.**

Shortlisted candidates will be invited to participate in a Google Meets interview (or equivalent), where an interview in person is not possible. Candidates may be asked to be available for a second interview, depending on the availability of staff and the position applied for. If a second interview is needed it will be made clear to the candidate at the initial interview.

During the formal interview the candidate will be given the opportunity to talk about any skills and experience relevant to the position applied for.

Following formal interviews, the choice of the candidate will be determined by the interview panel. The panel may identify a first and second choice candidate

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section, 'Appointment Procedures for Staff'.

Candidates who were interviewed but not selected must be notified either by phone, by letter or by email.

In no way should the school attempt to influence a person to break a contract already signed with another school.

#### **4. Appointment Procedure for Staff**

The School will undertake the following checks:

##### **Career History**

Candidates are asked for a full, chronological career history since leaving education. They will be asked to provide reasons for any gaps in the Career History section of the Application Form.

##### **References**

The School will request two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children where relevant. Ideally, these should cover roughly five years in a person's career history. References must be taken up **before** any offer of employment is made and all references must be followed up with a telephone call.

Referees will be asked to state the following in the School's Reference Form:

- Any disciplinary or child protection issues.
- Any reasons why the candidate should not be employed for work with children.
- The candidate's reasons for leaving.

Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate;

If a reference is taken over the telephone, detailed notes will be taken, dated and signed.

The School will not accept references from relatives or referees writing solely in the capacity of friends.

References sent electronically must be sent from a verified business email address.

##### **ID Check**

Candidates will be asked to provide the following:

- Passport or National Identification Card
- Driving Licence or second form of identification.
- Utility bill, recent bank statement or alternative proof of current address.
- Any evidence of a change of name.

Copies will be taken and kept on the candidate's file.

##### **Right to Work in Myanmar**

A copy of the evidence (eg. Visa) will be taken and kept on the candidate's file. The school may carry out checks to ensure that any potential employee is legally entitled to be working in Myanmar.

### **Criminal Records Checks**

The school requires background and criminal record checks as a precondition of employment.

This must include a criminal record check from the country which issued the candidate's passport.

For expatriate candidates there must be a criminal record check from the country where the candidate currently resides which is less than six months old at the time the candidate leaves that country. Additionally, copies of criminal record checks will be requested from every country in which the candidate has worked for more than six months prior to appointment.

If any criminal record documents are, for any reason, delayed, the Head of School 'may' allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed;
- The member of staff cannot work alone unsupervised with children;
- The application for a Criminal Records Check has been made in advance;
- A Risk Assessment is written reviewed every two weeks and kept on file;
- The member of staff is informed as to what these safeguards are.

### **Prohibited Teacher Check**

The School will undertake a Prohibited Teacher Check where this is possible.

### **Medical Check**

The School will ask the candidate to complete a pre-employment Health Questionnaire. Candidates will also be asked to declare the following on a Medical Declaration Form:

- They know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

### **Qualifications Check**

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Digital Copies will be taken and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

As a rule of principle, all checks will be made in advance of appointment or as soon as practicable after appointment.

### **Agency Staff**

If the school does engage the services of professional teaching agencies, checks with the relevant agency will be made to ensure that the required checks have been carried out. This must be in writing from the agency, and the school will carry out an ID check on the agency staff on the first working day.

### **Volunteers**

New regular volunteers will be subject to the following checks:

- ID check
- Criminal convictions check
- Overseas checks (where appropriate)

- Satisfactory receipt of at least two references
- Informal Interview/Meeting
- Confirmation that no concerns have been raised by others in the school community

If a volunteer does not fall into the definition of 'regular', the School will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

The definition of "regular" is as follows:

- Once a week, or more often
- On 4 or more days in a 30-day period.

### **Staff from Other Organisations.**

The School will ensure that their contract with any company which provides staff who will have access to areas where unsupervised contact with children is possible, provides the required checks on staff and is completed by the company itself.

Contracted workers who have not had any checks will not be allowed to work unsupervised under any circumstances.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate criminal records checks are carried out.

### **Outcomes of the Recruitment checks**

Where the following apply, the School will report the facts to the relevant authorities.

- The candidate is found to be on a barred list, or evidence shows s/he has been disqualified from working with children by a court; or the candidate is found to have been prohibited from the teaching profession.
- A candidate has provided false information in, or in support of, his or her application; or there are serious concerns about a candidate's suitability to work with children.

### **Contracts**

Once all of the checks have been completed, the candidate will be issued with his or her contract, along with a copy of the Child Protection Policy, Technology User Agreement and Staff Handbook. If it is not possible to issue hard copies, these will be sent electronically to the candidate with a requirement that relevant documents are signed, scanned and returned.

### **Probation**

A probationary period applies to all newly appointed staff and is precisely stipulated in each individual's contract of employment.

### **Induction**

All new staff will take part in an induction programme designed to help familiarise them with the School's policies and procedures, including safeguarding, safe practice and the standards of conduct and behaviour expected of staff and students in the school.

### **Record keeping.**

The School will keep a register of all staff, indicating whether or not the following checks have been completed on all current members of staff at the school, the Board of Directors and all individuals who work in regular contact with children including regular volunteers, agency staff, peripatetic staff, and those who are contracted through a third party:

- Identity checks;
- Qualification checks for any qualifications legally required for the position;
- Criminal Records checks;
- Overseas checks, where applicable;
- Prohibition from Teaching Check (where appropriate);
- References;
- Career History/CV Check;
- Medical Declaration;
- Medical information.

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of the staff's personnel file.

## Appendix 1.

### Recruitment Process

#### Planning & Advertising

Produce a Job Description and Person Specification



Produce an advert, including the school statement about safeguarding,



#### Responses to advertisement

Keep details of all enquiries. Ensure that each enquirer has access to the following:

- Job Description
- Application Form
- Application and Recruitment Process Explanation
- Information about the school



#### Applications

Number each application in the order in which they arrive. Keep originals in the HR Office and give copies for the short-listed candidates to the interviewer.



#### Interviews

See the Interview section of this policy for details.



#### References

If the interviewers are happy to proceed, request references. It is the School's policy to ask for **at least two professional** references and to ensure that referees are suitable by ensuring, as far as is possible, that:

- One reference is from the current or most recent employer
- One reference is from the most recent case of working with children (where appropriate)
- A period of roughly five years covered



#### Recruitment Checks

See separate 'Appointment Procedure for Staff'





### **Appointment procedure**

The interviewer or HR Manager contacts the successful candidate directly to informally offer them the position.

A letter of appointment for the successful candidate will be produced by the Head of School and will include

- Hours of Work
- Salary
- Who the employee's line manager will be, with contact details
- Information about the probation period (where appropriate)
- A list of any further checks that need to be completed and what the new member of staff needs to bring with them on the first day

Contact with unsuccessful candidates should be made at the same time, including to those who have been on 'hold'.

A contract will be issued along with a copy of the Child Protection Policy, Technology User Agreement and the staff Handbook.



### **Payroll**

Ensure that the finance department has been informed of the start date and that they have the required information to add the new employee to the payroll.



### **MISY Paperwork**

Ensure that the candidate has completed the following:

- Letter of Acceptance
- Signed Contract
- Safeguarding training and Technology User agreement

Ensure that the candidate has read through the following:

- Staff Handbook

### **Linked Policies:**

Child Protection and Safeguarding Policy and Procedures.

Technology User Policy and Agreement

Staff Handbook.