INTERNATIONAL SCHOOL OF MOROCCO

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Safer Recruitment Policy

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that:

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults
- Identifies and rejects applicants who are unsuitable to work with children and young people
- Follows current legislation and guidance

2 INVITING APPLICATIONS

All advertisements for posts will include the statement:

The International School of Morocco is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory criminal background check from their country of origin as well as current and/or previous countries of residence.

Prospective employees will be supplied with the following:

- Job description
- The school's child protection policy
- The school's safer recruitment policy
- An application form

All prospective applicants must complete **in full**, an application form. Incomplete application forms may be rejected at the short-listing stage

3 SHORT LISTING AND REFEREES

Short listing of candidates will be carried out in relation to the identified job description for that post.

Written letters of reference from the applicants last three supervisors should be obtained by the applicant and submitted along with the application materials. These should be accompanied by the contact information for each referee, and they will be contacted directly via telephone or Skype to verify the references.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify an anomalies or discrepancies.

Referees will always be asked specific questions about:

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

School employees are entitled to see and receive, if requested, copies of their employment references

4 THE SELECTION PROCESS

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. At least 1 member of the panel will have completed the Safer Recruitment Training.

Interviews will be face-to face, either in person or via web cam.

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a criminal background check
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

All application information will be kept on record for six months following the interview for the unsuccessful candidates.

5 EMPLOYMENT CHECKS

All successful applicants are required to:

- To provide proof of identity
- To complete a criminal background check from their country or origin, current country of employment and/or previous countries of employment.
- To provide actual certificates and qualifications (not photocopies) which must be signed off by the Administration.

6 Recording and Storing Checks

Every pre-employment check is recorded on the school's Single Central Record (SCR), and the supporting documents are kept on each person's personnel file.

6.1 Single Central Record

The school keeps one Single Central Record covering:

- all teaching and non-teaching staff, whether full-time or part-time;

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- supply teachers;
- volunteers who work regularly with pupils;
- proprietors;
- contractors who work regularly on site or unsupervised with pupils.

For each person, the SCR shows the date each check was completed and who carried it out (see the template in the Appendix):

- identity;
- qualifications, checked against the original certificates;
- right to work in Morocco: for non-Moroccan staff, this is the employment contract approved (visé) by the Ministry of Employment;
- criminal record checks from the country of origin and from every country of residence or employment, with the issuing country, certificate reference and date;
- for anyone who has taught in England, a prohibition from teaching check via the Teaching Regulation Agency;
- for Directors and senior leaders, a section 128 (prohibition from management) check where applicable;
- references received and verified by telephone or video call;
- employment gaps explained;
- medical fitness declaration;
- safeguarding and child protection training.

6.2 Timing

All checks must be completed and entered on the SCR before the person starts work. If one check is still outstanding, for example an overseas criminal record certificate:

- the person may start only with the written approval of the Director;
- the approval must be backed by a signed risk assessment;
- the person must not be left unsupervised with pupils;
- the outstanding check is marked on the SCR and followed up until it is received.

6.3 Who maintains the SCR

The Administration updates the SCR as soon as each check is completed. The Director has overall responsibility for it. The SCR is updated whenever a new person joins, a check is renewed, or someone leaves.

6.4 Personnel files

Each member of staff has a personnel file containing:

- the application form and interview notes;
- references and notes of how they were verified;
- copies of identity documents;
- copies of qualifications, signed and dated by the Administration to confirm the originals were seen;
- criminal record certificates;
- right-to-work documents;
- the employment contract;
- induction and training records.

6.5 How records are stored

- **Electronic records:** the SCR is a password-protected electronic file on the school's secure cloud drive, backed up regularly. Scanned copies of personnel files (if any) are kept in a restricted folder.
- **Hard copy records:** paper personnel files are kept in the Archives location.
- **Access:** access is limited to the Director, the Administration, and the member of the proprietors' respresentative for safeguarding.
- **Data protection:** personal data is handled in line with Moroccan Law No. 09-08 on the protection of individuals with regard to the processing of personal data. UK GDPR principles are followed as good practice.

6.6 Retention

- **Leavers:** a leaver's date of leaving is entered on the SCR. Their personnel file is kept securely for 5 years after they leave and then destroyed securely.
- **Safeguarding allegations:** records of any allegation are kept until the person's normal retirement age or for 10 years, whichever is longer.
- **UK DBS certificates:** if a copy of a UK DBS certificate is taken, it is kept securely with the personnel file. The certificate number and date remain on the SCR.
- **Unsuccessful candidates:** application information is kept for six months, as set out in Section 4.

6.7 Monitoring

The Director checks the SCR and a sample of personnel files yearly. The proprietors' representative for safeguarding audits the SCR every year. The SCR is available to BSO inspectors on request.

7 INDUCTION

All staff new in post, including volunteers, will receive an induction pack and receive training that will include safeguarding, safe working practices and child protection. Every new member of staff will have an identified Induction Mentor who will oversee the induction

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process and continue to monitor for a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the Induction Process.

The Induction Mentor will ensure new staff members have the sufficient support and guidance and will monitor working practices to identify any anomalies.

8 SUPPLY TEACHERS AND VOLUNTEERS

There is an expectation that the school follows the same procedures for short term supply teachers and volunteers and will ensure they complete an application form and references are obtained.

Reviewed August 2026
Y Mellouki
April 2017-08-21
M Achlim, Y Mellouki

Appendix – Single Central Record Template

One row per person. Each check cell records the date completed and the initials of the person who checked it; write "N/A" only where a check does not apply.

Name	Role	Category (staff / supply / volunteer / governor / contractor)	Start date	Identity	Qualifications (originals seen)	Right to work in Morocco	Criminal record checks (countries, ref., date)	Prohibition from teaching check	Section 128 check	References verified	Employment gaps explained	Medical fitness	Safeguarding training	Leaving date