



Safer Recruitment Commitment

Orbital Education

International Montessori School of Albania

Approved by:	Michael Clack (Director of Education) Andy Edgar (Group Head of HR)	Date: June 2025
Last reviewed on:	June 2025	
Next review due by:	July 2026 <i>(or sooner if amends are required to ensure compatibility with KCSIE September 2025 updates)</i>	

The Best Practice recruitment steps outlined below are based on Part three: Safer Recruitment of Keeping Children Safe in Education 2025 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

We ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

This protocol sets out the overarching principles and measures the school adopts to ensure safer recruitment. The Company (Orbital Education Ltd) has a more comprehensive Safer Recruitment Policy for internal operation, which details practical actions and specific approach taken to implement this approach.

Internal managers must implement our Full Safer Recruitment Policy, which should be read in conjunction with this summary document.

The following steps are in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

i) All Advertising roles make clear:

- . Our commitment to safeguarding and promoting the welfare of children.
- . That safeguarding checks which will be undertaken.
- . The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.

*Please see **Section 2.** of the Safer Recruitment Policy for full details and guidance for implementation.*

ii) All Application forms will:

- . Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).
- . Include a copy of or reference to our child protection and safeguarding policy.

*Please see **Section 3.** of the Safer Recruitment Policy for full details and guidance for implementation.*

iii) Shortlisting Processes will:

- . Consider any inconsistencies and look for gaps in employment and reasons given for them.
- . Explore all potential concerns.
- . Shortlisted candidates will complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage, signing a declaration to confirm that the information provided is true.

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may conduct these checks as part of our due diligence process.

Please see **Section 4.** of the Safer Recruitment Policy for full details and guidance for implementation.

Interview and selection.

When interviewing candidates, we will:

- . Probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this.
- . Explore any potential areas of concern to determine the candidate's suitability to work with children.
- . Test candidates' knowledge and understanding of safeguarding – at least one Interview question should cover safeguarding in all interviews.
- . Record all information considered and decisions made.

Please see **Section 5.** of the Safer Recruitment Policy for full details and guidance for implementation.

Pre-Employment Checks - References, Employment history & Background checks

References & Employment History

Wherever possible references will be obtained before interview.

Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- . Not accept open references
- . Consult directly with referees and verify any information contained within references with the referees.
- . Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the HoS as accurate in respect to disciplinary investigations.
- . Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- . Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.

Resolve any concerns before any appointment is confirmed.

Background Checks - Identity, Criminal Record & Police Checks

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks.

When appointing new staff, we implement procedures which will also:

- . Verify their identity (including original birth certificate).

- Obtain (via the applicant) an enhanced DBS/ ICPC certificate, including barred list information for those who will be engaging in regulated activity. *Within a school setting this is typically defined as those responsible, on a regular basis for teaching, training, instructing, caring for or supervising children.*
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK/ host country.
- Verify their professional qualifications, as appropriate.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)

For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach.

Pre-appointment checks carried out are recorded in the relevant School or Company's Single Central Record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

*Please see **Section 6.** of the Safer Recruitment Policy for full details and guidance for implementation.*

Renewing Checks

In certain circumstances we will renew relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children/ educational environment; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.
- Where legislation or safeguarding/ safer recruitment guidance recommends that checks should be renewed after certain time periods.
- We will consult the Director of Education/ Regional Head of Schools as to whether it is appropriate to refer to the Teaching Regulation Agency/ DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where we believe the 'harm test' is satisfied in respect of the individual (i.e., they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Safer Recruitment of other Individuals – Contractors, Volunteers, Board Members

Schools should arrange for all local employees, volunteers, and Board members/Governors to provide a local Police Report according to local practice. These take on different forms depending on the country. Sometimes the employee applies for this, sometimes the employer.

Whatever the procedure, Police Reports should be obtained on all local members of staff, volunteers (including outside people used as part of the school's Co-Curricular programme), and Board members/Governors placed in the individual's file. Any issues arising from these reports should be discussed with the school's RHOS /Group Head of HR.

All Board members based in the UK undergo suitable checks and records are retained by the Group Head of HR and the Head Office Designated Lead on Safeguarding and Child Protection.

*Please see **Final Section** of the Safer Recruitment Policy for full details and guidance for implementation.*