

New International School of Tokyo (NewIS)

Safer Recruitment Policy

1. Summary

1.1. The NewIS Safer Recruitment Policy has been produced in line with the United Nations Convention on the Rights of the Child, domestic Japanese law (Act No. 82 on the Prevention, etc. of Child Abuse May 24, 2000/ 平成十二年五月二十四日法律第八十二号) and the Council of International Schools code of ethics. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

2.1. NewIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2. NewIS is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the NewIS mission and ethos. A motivated and committed workforce with appropriate attitude, knowledge, skills, experience and ability to do the job is critical to the school's ongoing quality assurance efforts.

3. Purpose

3.1. To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

3.2. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Aims and Objectives

4.1. To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.

4.2. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.

4.3. To ensure a consistent and equitable approach to the appointment of all school staff and that applicants and appointees are not discriminated against on grounds; such as, race, nationality, gender, religion, age, disability, marital status, sexual orientation, etc.

4.4. To ensure the most cost effective use is made of resources in the recruitment and selection process.

4.5. To ensure compliance with all relevant Japanese legislation regarding immigration and employment regulations.

4.6. To ensure that NewIS meets its commitment to safeguarding and promoting the welfare of children and young people by complying with applicable laws and regulations regarding pre-employment checks.

5. Pre-recruitment

5.1. Objective

5.1.1. The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of NewIS. The experience an individual has with the school is important; therefore the experience should be positive and all those responsible for recruiting will:

- Treat all applicants in a professional and positive manner
- Give applicants a clear understanding of the post and what is expected of them (see point 5.3)
- Reduce the risk of a bad selection decision that can be expensive and may cause problems in the future or may not meet NewIS's commitment to safeguard children and young people.

5.2. NewIS application Form

5.2.1. A standard application form is required for teaching staff and will be used to obtain relevant education and employment history, data regarding experience and skills related to the 5 key areas of teacher expectations, the NewIS declaration of self disclosure, and an initial personal or professional reference. The application form will be adapted for different posts but will always include key information on safeguarding.

5.2.2. An application deadline will be set.

5.3. A job description and person specification will be issued for pending posts.

5.4. References

5.4.1. The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

5.4.2. A personal or professional reference will be expected at the application stage - this does not need to come directly from the referee.

5.4.3. A professional reference obtained directly from the referee using the standardised NewIS form will be sought on all short listed candidates and will be obtained, where possible, before interview so that any issues of concerns they raise can be explored further with the referee, and taken up with the candidate at interview.

5.4.4. Once written/ digital references have been obtained, references may be followed up by a telephone conversation with the referee to confirm the reference and that there are no legal, disciplinary or safeguarding issues.

6. Interviews

6.1. The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will include a

face-to-face interview when possible even if there is only one candidate. A question on safeguarding will be asked during the interview.

6.2. Interviewers

6.2.1. A minimum of two interviewers will interview each candidate. Each interviewer will not necessarily interview the candidate at the same time, some interviews may take place over telephone Skype or other internet conferencing systems.

6.2.2. Interviewers will:

- advise about appointments;
- communicate before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing; and
 - consider the issues to be explored with each candidate and who will ask about each of those.

6.3. Scope of the Interview

6.3.1. In addition to assessing and evaluating the applicant's suitability for the particular post, the interviewers will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the NewIS procedures for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.

6.3.2. If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

7. Conditional Offer of Appointment: Pre Appointment Checks

7.1. An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity
- verification of eligibility to work in Japan (where appropriate)
- overseas check (where appropriate)
- verification of qualifications

7.2. All checks will be:

- documented and retained in the personnel file; and,
- followed up when they are unsatisfactory or there are discrepancies in the information provided.

7.3. Offer of contracts and the conditions of employment are at the sole discretion of the Head of School.