



**Kampala Community
International School**

Safer Recruitment Policy

Review of Policy

This policy will be reviewed annually.

Last Review: July 2025

Policy Owner: Director of Business Operations

Signed off by:

Director of Business Operations: *R. Bandora*

Safe Guarding Director: *D. Isharaza*

Date: 1st July 2025

1. Rationale

The safe recruitment of staff is a fundamental element of safeguarding and promoting the welfare of children. KCIS is committed to ensuring that all adults working in the school are suitable to work with children and share our commitment to safeguarding and child protection.

This policy sets out the procedures that ensure safer recruitment practices in line with international best practice, UK safeguarding expectations and British Schools Overseas (BSO) inspection standards.

2. Aims and Objectives

KCIS aims to deter, identify and reject individuals who may pose a risk to children or who are otherwise unsuited to working in a school environment. This is achieved by ensuring that:

- All staff and volunteers are recruited based on merit, ability and suitability for the role;
- Recruitment processes are fair, transparent and consistent;
- Robust pre-employment checks are completed before an individual begins work;
- Safeguarding considerations are integral at every stage of the recruitment process.

3. Roles and Responsibilities

Directors

The Directors are responsible for:

- Ensuring the school has effective recruitment and safer recruitment policies and procedures in place;
- Monitoring compliance with these policies.

Senior Management

Senior Leaders involved in recruitment are responsible for:

- Ensuring safer recruitment procedures are followed consistently;
- Ensuring all appropriate pre-employment checks are carried out before appointment;
- Promoting the welfare of children at every stage of the recruitment process.

Designated Safeguarding Director (DSD)

The Designated Safeguarding Director (DSD), holds overall responsibility for ensuring recruitment practices support safeguarding and that any safeguarding concerns identified during recruitment are appropriately managed.

At least one member of every interview panel must have up-to-date safer recruitment training.

4. Recruitment and Selection Procedure

4.1 Advertising

To ensure equality of opportunity, all vacant posts are advertised to encourage as wide a field of applicants as possible. Vacancies may be advertised externally via the school website, social media platforms and recruitment agencies, while internal applicants may be given priority where appropriate.

All job advertisements will:

- State the school's commitment to safeguarding and promoting the welfare of children;
- Make clear that appointment is subject to satisfactory safeguarding and pre-employment checks.

All applicant information will be treated confidentially in line with school data protection policies. Applications are submitted via the designated recruitment email address.

4.2 Shortlisting

Shortlisting will be carried out against the job description and person specification. Any gaps or anomalies in employment history will be identified and explored during interview.

4.3 Interviews

KCIS operates a minimum of two interview stages, which may include practical and observed elements relevant to the role.

Interview panels will:

- Assess the candidate's ability to meet the requirements of the role;

- Explore attitudes, behaviours and motivations relating to working with children;
- Include explicit safeguarding questions;
- Investigate any gaps, inconsistencies or safeguarding concerns arising from application information or references.

All candidates invited to interview must bring evidence of identity and qualifications.

4.4 References

At least two references will be obtained for shortlisted candidates prior to appointment, including one from the most recent employer, where the post involves working with children.

References will be sought directly from the referee and will specifically request information about the candidate's suitability to work with children. Any concerns raised will be followed up and resolved before an appointment is confirmed.

5. Offer of Appointment & Pre-Employment Checks

Any offer of employment is conditional upon the satisfactory completion of the following checks:

- Verification of identity;
- Verification of professional qualifications;
- Right to work checks;
- At least two satisfactory references;
- A LC1 letter of good conduct for staff who have been resident in Uganda for more than 3 months;
- **Criminal record and background checks**, appropriate to the individual's country or countries of residence, including:
 - A **Uganda Police Certificate of Good Conduct** for staff who are Ugandan nationals or who have been resident and employed in Uganda;
 - An **overseas police clearance or criminal record check** from any country in which the individual has lived or worked for a significant period (normally 12 months or more);

- Where applicable, an **international criminal record check** or equivalent enhanced safeguarding check for internationally recruited staff;

Where criminal record information is unavailable or delayed, a documented risk assessment will be completed by senior leadership, and appropriate safeguarding controls put in place. No staff member will be permitted to work unsupervised with children until all required checks have been satisfactorily completed.

- A self-declaration of suitability to work with children, completed prior to appointment.
- Any additional checks required by law or safeguarding guidance.

No employee will begin work until all required safeguarding checks have been completed or appropriate risk-assessed controls are in place.

6. Induction

All new employees will complete an induction programme that includes:

- Safeguarding and Child Protection Policy;
- Code of Conduct for Staff;
- Whistleblowing Policy;
- Online Safety Expectations;
- The Role of the DSL and DDSL;
- Clear expectations for professional conduct.

Safeguarding responsibilities are emphasised as a core part of induction.

7. Probation Period

All newly appointed employees are subject to a probationary period of three months. During this time, suitability to work with children and adherence to safeguarding expectations will be monitored.

8. Monitoring and Review

The effectiveness of this policy will be monitored through recruitment practice and safeguarding oversight.

The policy will be reviewed annually by the leadership team and updated in line with safeguarding guidance.

