



GSC Safer Recruitment Checklist 12.24

Safeguarding policies, practices and protocols are implemented to reduce the risk of children being harmed. While no set of policies, practices or protocols eliminate all risk factors, we believe that schools following the checklist below will significantly mitigate risks to students. This GSC Safer Recruitment Checklist was created by a collaborative team of professional educators with significant safeguarding experience who believe it represents effective practice in the mitigation of school-based safeguarding concerns. When implementing any programme, however, a school must consider its local context and comply with all host country child protection laws.

The GSC team would like to thank the [International Task Force for Child Protection](#) (ITFCP), the [Association of International Schools in Africa](#) (AISA), and [The International Centre of Missing and Exploited Children](#) (ICMEC) for their excellent resources outlining best practices.

A range of collaboratively collated resources are available to assist with this framework on the GSC website: <https://www.globalsafeguardingcollaborative.org/sharing-resources>. This Safer Recruitment Checklist will be revised annually, based on feedback from GSC members and other safeguarding professionals' experience. Safer recruitment practices are implemented to reduce the risk of school's hiring teachers that might wish to do harm to students. While no set of policies or protocols eliminate all risk factors, we believe the practices on the checklist below significantly mitigate risks to students during the recruitment process.

In Preparation for the Hiring Process

- ☐ The School's commitment to child safeguarding is clearly and visibly articulated on the school's website
- ☐ A child safeguarding commitment statement is included in all job descriptions and advertisements
 - For example: "All employees are responsible for the safeguarding of children and must perform duties in accordance with our school's Code of Conduct."
- ☐ School policy clearly states proof of identity and teaching credentials are required from all applicants
- ☐ At least one interview panellist has received suitable Safeguarding training
- ☐ If not submitted through an established agency, the School uses a standardised application that includes child-protection specific questions.
 - Application should ask if the applicant has read the school's Safeguarding Policy.
 - Application should provide the opportunity for applicants to self-disclose any previous Safeguarding concerns or criminal records. For example,
 - Do you have any criminal records? ☐ No ☐ Yes, please specify the details:
 - Have you ever had a safeguarding concern raised about you? ☐ No ☐ Yes
 - I have read the [name of school] Safeguarding Policy [insert link to Safeguarding Policy] ☐ No ☐ Yes

- ☐ Current/former employees know that for any reference request, the School will disclose findings of any known misconduct and/or reason for dismissal.
- ☐ Human Resources (HR) has a comprehensive and transparent record-keeping system in place to maintain safeguarding-related documentation for all employees
- ☐ The School annually reviews their Safer Recruitment Checklist prior to the start of hiring.

During the Hiring Process

- ☐ The School's Hiring Team consists of two or more people who review applicant files. Names of these individuals are recorded by HR.
- ☐ Commitment to Child Safeguarding and safer recruitment protocols is communicated to potential applicants as early in the job hiring process as possible (job fair presentation, face to face meeting, video/phone call, email)
- ☐ Interviews:
 - Ask specific (case/scenario response) and broad (mindset) child safeguarding-related questions
 - Safeguarding questions should ideally occur during first round of candidate interviews
 - Ask specifically about any inconsistencies in an applicant's work history, including but not limited to: numerous short term positions, moving from paid to unpaid roles, gaps in employment, frequent career changes
 - All panelists take detailed notes, which are stored/organised in a centralised record-keeping system (not in specific employee folders)
- ☐ Reference Checks:
 - The School requires a minimum of three references for each candidate during the hiring process (Preferably not from the applicant's CV).
 - At least two references must be a direct supervisor at assistant principal level or higher
 - At least one reference must be from the current or most recent employer.
 - The School should contact at least two of the references via video call, phone, or email.
 - Contacts must be through the referees' current employer's contact information
 - Contacts should all be made by the same person, via school-based platform, with detailed notes recorded.
 - The same questions should be asked of all references and must include student safeguarding questions. For example
 - Do you have any concerns about this person's suitability to work unattended with children or young people?
 - Did you ever find it necessary to reprimand or discipline this person? If so, what were the circumstances? Or, has the person ever been on any type of improvement plan?
 - Referees should be able to cover a suitable period of work (previous 5 years, for example)
 - Referees should be able to comment on the applicant's suitability to work with children.
- ☐ Prior to offering a conditional contract, the School completes at least one "live" safeguarding-specific reference check.
 - This reference check:
 - Should be completed by HR Manager, Director or Principal
 - Must be a video or phone call with a direct supervisor
 - Must include Child safeguarding-related specific questions. For example:
 - Do you have any concerns about this candidate's behaviour around children or young people?
 - Have there been any allegations or concerns which the candidate has been the subject of, involving issues related to the safety and welfare of children, child protection, young people or colleagues, including any disciplinary action?

- ☐ Where allowable, the School conducts an internet search of applicants and all variations of names listed on application and/or a search of any host country sex offender/teaching prohibition lists.

On Boarding

- ☐ The School offers conditional letters of employment that include:
 - A declaration of full disclosure and acknowledgment that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation.
 - Language that a binding contract will only be offered after successful completion of criminal record/background checks.
 - Criminal record checks should include all countries where candidates have lived for 6 months or more within the previous 10 years (includes home country, if appropriate).
 - If providing a background check is not possible, the School can conduct an additional reference check.
- ☐ The School certifies current teaching certification & Educational diploma/transcript.
- ☐ HR Manager should request a copy of applicant's birth certificates to check if the applicant has had their name changed by deed poll (identity, birth certificate, change of name, passport verification, etc.)
- ☐ HR stores all safeguarding-related documents in an organised and searchable single central record-keeping system, including records of the reference communications.
- ☐ Contracts are issued with wording to include something along the lines of 'any violation of the schools' safeguarding policies, falsification of documents or the inability to obtain a visa is grounds for cancellation of said contract'.
- ☐ All new employees receive safeguarding training prior to working with students.

DISCLAIMER: The GSC is an educational organization committed to supporting safeguarding professionals in schools around the world. All resources and advice shared must be considered within the scope of host country local laws and your own school's context. Advice and resources shared within the GSC are for educational purposes only and are not legal or professional counsel.