



## Vision

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. The policy aims to ensure that safer 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 at Nexus International School, Malaysia (NISM) and is an essential part of creating safe environments for children and young people. NISM is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the ethos and continuous development of the School. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to our performance and fundamental to the delivery of a high-quality education. NISM is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

## Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service throughout the recruitment process.
- The job description and person specification are essential tools and will be used throughout the process.
- Staff will be appointed on the knowledge, skills and experience needed for the role as well as their potential to develop and grow professionally in their new role.
- Selection will be carried out by a panel with at least 2 members. At least one member of the panel will have received appropriate training on safer recruitment.
- Selection will be based on a minimum of completed application form, submission of required documents, received references, shortlisting and interview(s).

## **Recruitment Cycle**

Recruitment of new staff takes place either as part of the annual recruitment drive (see below) or as and when vacancies arise through resignation, promotion, termination or the creation of a new position.

## **Pre-recruitment Process**

Planning is vital to successful recruitment, it is important to be clear about the details of the position including the qualifications and experience the successful candidate will need to demonstrate. It is essential to plan the recruitment process, identifying who will be involved and setting aside sufficient time for the work needed at each stage so that safeguards are not overlooked.

The job description and person specification will need to be reviewed to ensure it covers the details required for the vacant position. The Principal/Heads of School will authorise the start of a recruitment campaign and request the position to be advertised.

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the on-going and future development of NISM. The experience an individual has is important and the experience for all applicants should be positive.

All those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Strive to reduce the risk of a bad selection that can be expensive and may cause management problems in the future or may not meet NISM's commitment to safeguard children.

All posts should be advertised as widely as possible in the appropriate publications. Posts advertised internally should also be circulated to any staff who are on a period of long-term absence if applicable.

A reasonable period should be allowed between publication of the advert and the closing date. If known, shortlisting and interview dates should be included in the advertisement. The School will manage applications as they are received and this approach will be noted in the advert more often than not.

The paragraph below should be included in all publicity materials, entries on recruitment websites, advertisements, candidate information packs and job descriptions.

*NISM Safer Recruitment*  
[Safer Recruitment Policy](#)

*Nexus International School, Malaysia (NISM) is committed to safeguarding and promoting the welfare of children. We will conduct extensive background checks on all successful applicants. All adults in the school community are expected to follow the school's child protection procedures, and any contracts offered are subject to satisfactory references, full employment history and disclosure and barring Service check/ Good Conduct Certificate as appropriate.*

## **Application Form**

A standard application form will be used to obtain a common set of information from all applicants for academic and non-academic roles. The application form may be supported with a covering letter and/or CV but a CV will not be accepted in place of an application form. Where a recruiting agency is employed, the collection of this information will be handled by the agency.

## **Shortlisting**

Shortlisting will be undertaken by interview panel members. All applications should be scrutinised to ensure they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment history. Incomplete applications will not be accepted.

The following checks should be made if there are gaps in employment history:

- Identify gaps.
- Check if the date of leaving full time education has been recorded.
- Check if an explanation of any gaps has been given.
- Record the gaps for questions at interview if the applicant is shortlisted.
- Check recorded reasons for leaving previous employment. e.g. repeated changes of employment without any clear salary and/or career progression.

Late applications will not be considered.

If only one candidate is shortlisted, consideration should be given whether to interview and possibly appoint the candidate or postpone until a larger pool of applicants have been sought.

A written record of decisions should be retained for both shortlisted and non-shortlisted applicants.

## References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee; NISM will not accept references or testimonials provided by the candidate.

References will be sought on all shortlisted candidates and will be obtained before interview where practicable so that any issues of concern that they raise can be explored further with the referee, and taken up with the candidate at interview.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage.

In any case, where a reference has not been obtained on the preferred candidate before interview, NISM must ensure that a satisfactory reference is received, before the person's appointment is confirmed.

Three references for academic staff and at least two references for non-academic staff must be sought for each shortlisted candidate; one should be from the current or most recent employer and the second reference should be from a position held during the past 6 years. All requests for references should seek objective, verifiable information and not subjective opinion. A copy of the job description and person specification or role profile should be included with all requests, and every request must ask:

- About the referee's relationship with the candidate, for example, did they have a working relationship; if so what, how long has the referee known the candidate and in what capacity?
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification/role profile
- Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable
- Ask the referee for their consent to the reference being disclosed to the candidate
- Remind the referee that they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission.
- In addition to the above, requests addressed to a candidate's current employer, or a previous employer in work with children, must also seek:
- Confirmation of details of the applicant's present post and details of the reason for leaving
- Specific verifiable comments about the applicant's performance history and conduct
- Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children and young people, including any in which the disciplinary investigation has expired, and the outcome of those

- Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns, for example, whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

Referees should be contacted through business email addresses and business telephone numbers wherever possible.

On receipt of references, they should be checked to ensure that all the specific questions have been answered satisfactorily; the most current reference will be verified by telephone.

We do not accept open references.

Any discussions must be documented as these will form part of the written documentation of the recruitment and selection process.

# Interviews

## Invitation to interview

Shortlisted candidates should be invited to interview by email, including the arrangements for interview, and an overview of what will be expected in addition to the interview, for example, presentation, exercise and so on, and suitability to work with children. Candidates will be made aware that references will be requested once the invitation to interview is accepted.

## The Interview

The interview will assess the merits of each candidate against the job requirements, 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 always include a face-to-face interview, even if there is only one candidate.

A minimum of two interviewers will form the interviewing panel. The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained (one member of interview panel will have undertaken training in accordance with the Safer Recruitment Programme training)
- Meet before the interviews to:
  - reach a consensus about the required standard for the job to which they are appointing
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those
  - agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

The panel/Interviewer should consider the questions that will be put to all candidates relating to the requirements of the post. In addition to questions about the candidate's background and cross - checking the information supplied in the application form, and assessing the applicant's suitability for the particular post, the interviewers should also explore:

- The candidate's attitude toward children and young people.
- His/her ability to support NISM's agenda for safeguarding and promoting the welfare of children and young people.
- Motivation to work with young people.

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and, attitudes to use of authority and maintaining discipline.
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and or referee.
- Ask the candidate if they wish to declare anything in light of the requirement for a NISM Enhanced Check/Police check or anything that could be a barrier to them accepting the position if they are successful.

Records of interviews for unsuccessful candidates must be retained for six months from the date of the advertisement. Records should include:

- Assessment and selection criteria used.
- Application of assessment and selection criteria.
- Interview and other selection method notes.
- Reasons for the decision made.

Interviews are conducted by the Principal/Heads of School and relevant members of the SLT. Heads of Department are involved as appropriate.

Every effort will be made to observe a lesson / view a video lesson as part of this process in the case of teacher interviews. Lesson observation data and teacher reviews from the candidate's current school will be requested where this is not possible.

SLT positions should include a member of the Board as part of the interview panel.

The Board will lead and manage the recruitment of the Principal and may involve third party recruitment specialists as appropriate.

The interview format and timing will be the same for all candidates in order to ensure fair and equal treatment of all applicants.

Reasons for the decisions taken by the interview panel must be recorded, to be completed and filed.

This must include details of all the information used to reach a decision. All recruitment paperwork relating to the successful candidate must be retained and placed on his/her personal file.

NISM has a responsibility to maintain a central record for the complete recruitment process including interview notes, NISM checks and copies of qualifications.

## Offer of Employment

An offer of appointment to the successful candidate will be conditional on:

- Verification of the candidate's identity
- Receipt of copy of Degree: Copy of your Degree Certificate (s) and Degree Transcript (s) and copy of all other certificate e.g. QTS, Masters, PGCE, TESOL, TOEIC, IELTS or other relevant certificates.
- A satisfactory NISM enhanced Certificate or police "good conduct" certificate if working abroad.
- Verification of the candidate's medical declaration
- The receipt of *at least* two satisfactory references. This should include the current Head of School/Principal.
- Verification of one of the referees via verbal reference
- The candidate meeting the requirements of the Ministry of Education for a work permit and the Immigration regulations for obtaining a visa.
- Their availability to start their new position on a date specified by the School.
- The successful applicant confirming that by accepting the offer and commencing work on the date proposed, neither you nor the Owners will be in breach of any obligations you owe to any third party.

All pre-employment checks will be:

- Confirmed in writing.
- Documented and retained on the personnel file.
- Recorded on the NISM Single Central Register database.
- Followed up where there are any discrepancies or unsatisfactory matters in the information provided.

If the disclosure of conviction information supplied is different from the information supplied by the candidate on their original job application, this must be further explored with the candidate. If a judgement is reached that the candidate deliberately falsified the information supplied on the job application this can be taken into account when considering whether a job offer can be withdrawn. It is normal policy that any deliberate falsification of an application, in any respect, will debar a candidate from appointment.

Where possible, offers should be made within 7 days of final interview and are subject to the checks detailed in our Safer Recruitment Statement.



## Unsuccessful Candidates

Unsuccessful candidates should be contacted as soon as possible. It is good practice to offer feedback and provide this at a mutually agreed time.

Should the successful candidate subsequently refuse the appointment, NISM may recruit from the unsuccessful applicants without re-advertising the post as long as this is within a reasonable time frame following the original recruitment process and typically, no more than 6 months after the candidate applied and was interviewed.

### **Contractors and providers**

Local contractors and providers will also be subject to safer recruitment checks including:

- Identity card

### **Casual/Temporary Staff**

Local casual and temporary staff will also be subject to safer recruitment checks including:

- Identity card
- Application form
- Qualifications check
- At least two references

### **Recruitment Procedure**

The following recruitment procedure will apply for all vacancies. No new recruitment, or any variation to start terms of employment, may be actioned without prior written approval of the Principal or Heads of School. The recruitment of staff is a significant child protection control and failure to follow procedure by any member of staff will be treated as a serious matter.

Application forms must be submitted to obtain a common set of core data, but may be supported by a covering letter and CV.

Shortlisting will be completed by the interviewing panel members after examining each application against the required criteria for the position.

The shortlisting process should note any gaps in employment history to discuss with applicants. Records should be kept on both shortlisted and non-shortlisted applicants for six months.

References will be sought from shortlisted candidates, where possible before the interview so that any areas of concern can be further explored with either the referee or candidate during interview. At least two references must be supplied, one from the current or most recent employer. The most recent references will be verified by telephone.

If it is not possible to obtain references before interview they must be followed up after interview and any employment offer must be clearly marked as subject to receipt of satisfactory references.

The interview panel will comprise of at least two members, but usually three. At least one member of the interview panel should be trained in safer recruitment. Interviews will assess the candidates against the criteria for the job. The interviewer should also assess the suitability of the applicant including attitude towards children and young people and ability to support the NISM safeguarding procedures.

The candidate should be asked if they wish to declare anything in light of the requirement for a NISM Enhanced Check/Police check or anything that could be a possible barrier to them accepting the position if they are successful.

The Senior HR Manager will arrange for a conditional offer of employment to be sent to the successful candidate subject to the completion of all satisfactory checks.

In order to verify the checks, the Senior HR Manager must add each entry listed below onto the schools Single Central Register. The register will show the name of the person making the check, and the date the check was completed. Copies of documents will be stored on the personal file:

## **Overseas hires**

- Passport: Copy of Photo page and copies of any pages with visa stamps.
- Professional qualifications.
- Enhanced disclosure (or NISM Status Check) if working in the UK before joining NISM.
- Application Form.
- Previous employment history: any gaps in employment should be fully explored from application form before and during interview.
- Three References and notes from telephone reference verification calls.

## **Local hires**

- Identity card.
- Professional qualifications.
- Application Form.
- Previous employment history: any gaps in employment should be fully explored from application form before and during interview.
- Two References and notes from telephone reference verification calls.

- Medical fitness: local medical check-up.

Once all checks have been completed the HR Manager will send a letter to the successful applicant to confirm relevant checks are complete and the start date.

Details of the appointment and start date are sent to the Senior Finance Manager.