

Introduction

The safe recruitment of all staff in a school «TAMOS EDUCATION» (hereinafter referred to as the School) is the first step to safeguarding and promoting the welfare of children enrolled in the School. The School is committed to protect and ensure the safety of pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

Aims and objectives

The aims of the School Safer Recruitment policy are to help deter, reject or identify people who are unsuitable to work with or may abuse students, by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their experience, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, disability or age;
- to ensure compliance with the legislation of the Republic of Kazakhstan, recommendations and guidance;
- to ensure that the School meets its commitment to safeguarding and ensuring the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment of staff are responsible for being familiar and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment process should ensure the applicant best suited to the position available based on the applicant's qualification and experience in accordance with the job description.

If a School employee involved in the recruitment process has friendly or family relations with the applicant, they must immediately inform the School administration about this and not take any part in the decision-making process for checking and hiring such an applicant.

The School has an equality and diversity policy which ensures the applicants for vacant positions are not discriminated due to:

- Age;
- Disability;
- Race (includes colour, nationality and ethnic origins);
- Religion and or belief;
- Sex;

Roles and responsibilities

It is the responsibility of the General Director and Directors of the schools to:

- ensuring the availability of effective policies and procedures for the recruitment of all School staff in accordance with the requirements of the legislation of the Republic of Kazakhstan;
- monitor the School's compliance with those policies.

It is the responsibility of the school directors, human resource staff and all others to be involved in recruitment to:

- ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff members;
- monitor the other departments' compliance with this policy;
- respect for the interests of students at each stage of the procedure.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Duties that are performed on a gratuitous or voluntary basis are equivalent to regulated activities only if they are carried out without supervision, provided that one of the above points is met.

Recruitment and selection procedure

Advertising:

To ensure equality of opportunity, the School advertises about all vacant posts in the various sources to encourage as wide a field of applicants as possible. All advertisements make clear the School's commitment to ensure the welfare of children. All documentation relating to applicants is handled confidentially in accordance with the legislation of the Republic of Kazakhstan and the internal documents of the School.

Application:

The School requires completed CV and cover letter containing questions about their education, work experience and compliance with this position (in addition all applicants are required to account for any gaps or discrepancies in employment history). The application form includes information about the applicant's criminal record with the attachment of a supporting document. The application form is not accepted by the School without a document confirming the non-conviction of the applicant.

Job Descriptions and Person Specifications:

Job descriptions are finalized as the first step in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The applicants specification details the skills, experience, abilities and expertise that are required to perform the job in the relevant position.

References:

Applicants' references from previous jobs are collected by the School immediately after the selection process. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by School's recruitment policy. One of the references must be from the applicant's current or most recent employer. If the most recent position does not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information for making decisions about accepting an applicant for a position.

All referees will be asked by the School whether they believe the applicant is suitable for position and whether there are reasons to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalized so that they do not support terrorism or any form of "extremism".

At the same time, no questions about the applicant's health are asked before the job offer. Direct contact, whenever possible, by phone will be undertaken with each referee provided by the applicants to verify the reference. The School does not accept open references, testimonials or references from relatives.

Interviews:

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and compliance with its requirements. It will explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action, allegations or criminal record will be discussed and taken into account and considered by the School in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form. At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, diploma and certificates and other paperwork as required by the School and the legislation of the Republic of Kazakhstan. Original documents only be accepted and photocopies will be taken for employee files.

Offer of appointment and new employee process

An offer of employment following the interview is conditional on the following:

- agreement on a mutually acceptable date for starting work and signing an employment contract;
- verification of the applicant's identity;
- the receipt of two references which the authorized School staff will consider satisfactory;;
- where the position amounts to "regulated activity";
- where the position amounts to "regulated activity" that the applicant is not prohibited from working with children;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in Kazakhstan;
- verification of professional qualifications required for the post.

The list of documents available in the candidate's personal file, received in accordance with the recruitment policy, the legislation of the Republic of Kazakhstan, taking into account security requirements, is stored in the personal file.

Proof of identity, Right to Work in Kazakhstan & Verification of Qualifications and / or professional status:

All applicants invited for an interview at the School must present documents such as an identity card (for citizens of the Republic of Kazakhstan), a passport (for foreign citizens) as proof of their identity / work permit in Kazakhstan in accordance with the rules established by the legislation of the Republic of Kazakhstan. In addition, applicants must demonstrate that they have indeed obtained the qualifications legally required for the position and indicated in their application. In addition, candidates must obtain a certificate of no criminal record in the relevant country.



Medical Fitness:

All applicants are requested to complete a medical check.

Orientation Program:

All new employees should attend an orientation session which clearly identifies the School's policies and procedures, including the Child Protection Policy, the Code of Conduct and will make clear the expectations the School has for how staff carry out their roles and responsibilities.

Record Retention / Data Protection:

When an applicant is successful in their application, the School retains in their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the Republic of Kazakhstan for the specified position, medical certificates and documents confirming compliance with qualification requirements. Information about the applicant's health status may be required for the School to fulfill its obligations as an employer, for example, providing benefits if the employee is disabled, or providing the assistance in solving any issues at the workplace. These documents are kept at the School during the entire period of the applicant's work at the School and after the termination of the employment contract during the period provided for by the legislation of the Republic of Kazakhstan. This policy applies to all information received regarding volunteers participating in School activities.

Ongoing Employment:

The school provides ongoing training and support to all employees

Dismissal from School:

Despite the measures taken by the School for the safe selection and hiring of employees, there may be cases of disciplinary misconduct by the latter in the performance of the job duties. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment. Detailed information on the disciplinary misconduct review policy is provided in the School's Child Protection Policy, Parent Complaints Policy, and faculty Disciplinary Policy.

Monitoring and Evaluation:

The General Director of the School is responsible for monitoring and evaluating the School's policy and organizes an annual security audit of this Policy.



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Қайта қаралды: 2022 жылдың шілде айы

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Подлежит рассмотрению: июль 2025

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General Director

Kazakh School Director

Russian School Director

Cambridge School Director

