

## Introduction

The safe recruitment of all staff in a school is the first step to safeguarding and promoting the welfare of children enrolled in the school. TAMOS Education is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

## Aims and objectives

The aims of TAMOS Education's 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 TAMOS Education's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, 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 all relevant Kazakh legislation, recommendations and guidance;
- to ensure that the TAMOS Education meets its commitment to safeguarding and promoting 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.

TAMOS Education 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 person best suited to the position available based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

TAMOS Education has an equality and diversity policy which ensures the candidates 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:

- ensure TAMOS Education has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Kazakh and legal requirements;
- monitor TAMOS Education 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 TAMOS Education operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers;
- monitor other agencies' compliance with this policy;
- promote welfare of children and young people at every stage of the procedure.

### Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of TAMOS Education 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 which are carried out on an unpaid or voluntary basis will only amount to regulated activity if they are unsupervised.

TAMOS Education or its agencies will carry out background checks for all staff engaging in regulated activity.

### Recruitment and selection procedure

#### Advertising:

To ensure equality of opportunity, TAMOS Education advertises all vacant posts in the appropriate locations to encourage as wide a field of applicants as possible. All advertisements make clear TAMOS Education's commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the Kazakh Data Protection Act and TAMOS education data protection policy.

#### Application Forms:

TAMOS Education uses an application form and all applicants are required to complete this form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be considered. The application form includes the applicant's declaration regarding convictions and working with children. CVs only will not be accepted.

#### 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 person specification details the skills, experience, abilities and expertise that are required to do the job. The person specification includes reference to the suitability of working with children.

#### References:

Applicants' references are sent for immediately after shortlisting. 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 TAMOS Education. 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 to support appointment decisions.

All referees will be asked 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". Note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Direct contact, whenever possible, by phone will be undertaken with each referee to verify the reference. TAMOS Education 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 meet the person specification. It will explore any anomalies or gaps 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 or allegations, cautions or convictions will be discussed and considered 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 and qualifications and other paperwork as required by the school and Kazakh government specifications. 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:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- verification of the applicant's identity;
- the receipt of two references which the human resources department 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.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained in the personal files.

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

All applicants invited to attend an interview for TAMOS Education will be required to bring identification such as passport, birth certificate, driving license etc. as proof of identity/eligibility to work in Kazakhstan in accordance with the rules set out in the Kazakh Immigration Policy. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form. In addition, applicants will need to obtain criminal records check from the relevant country.

### Medical Fitness:

TAMOS Education is legally required to verify the medical fitness of all employees, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical check.

### Orientation Program:

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

### Single Centralized Register of Members of Staff:

In addition to the various staff records kept by TAMOS Education human resources department and in individual personnel files, a single centralized record of recruitment and vetting checks is kept in accordance with TAMOS Education employment policy. These files are kept up-to-date and retained by the director of academic development. These files contain details of the following:

- all employees who are employed to work at TAMOS Education;
- all others who have been chosen by TAMOS Education to work in regular contact with children (volunteers, area managers, admin staff, coordinators etc.)

### Record Retention / Data Protection:

When an applicant is successful in their application, TAMOS Education 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 Kazakhstan, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g., so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. These documents will be kept by TAMOS Education for the duration of employment with the school. The same policy applies to any suitability information obtained about volunteers involved with TAMOS Education activities.

### Ongoing Employment:

TAMOS Education recognizes that “safer recruitment and selection” is not just about the start of employment, but should be part of a larger policy framework for all staff. TAMOS Education will therefore provide ongoing training and support for all staff, as identified through the appraisal procedures.

### Leaving Employment at TAMOS Education:

Despite the best efforts to recruit safely there will be occasions when allegations of misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment. Details of the policy to handle these accusations are detailed in TAMOS Education child protection policy, parental complaints policy and Teacher discipline policy.

### Monitoring and Evaluation:

The Director and Owner are responsible for monitoring and evaluating TAMOS Education policies and there will be a yearly Safer Recruitment Evaluation audit which will be presented to the General Director.



Implemented: March 2019

Выполнено: март 2019 г.

Орындалды: 2019 жылдың наурыз айы

Reviewed: July 2022

Рассмотрен: июль 2022

Қайта қаралды: 2022 жылдың шілде айы

To be reviewed: July 2025

Подлежит рассмотрению: июль 2025

Қайта қарау: 2025 жылдың шілде айы



General Director

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Kazakh School Director

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Russian School Director

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Cambridge School Director

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