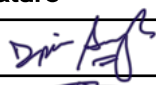


**POLICY****Safer Recruitment Policy****SSW02**

Title	Safer Recruitment Policy
Policy Number	SSW02
Policy Owner / Author	Conrad Botha, Principal
Status	Approved
Effective Date	November 2026
Date of Next Review	May 2027
Audience	All Staff, Students, Parents / Guardians, Volunteers, Contractors and Visitors

Policy Approval:

Name	Signature
Dipen Singh (Safeguarding Board Member)	
Conrad Botha (Principal)	

Thinkers Valley World School is committed to creating a safe, welcoming and vigilant environment in which every child is valued, respected, protected and able to thrive.

1. Introduction

Safer recruitment is a fundamental part of Thinkers Valley World School's commitment to protecting children. The School will take reasonable and proportionate steps to deter unsuitable applicants, identify safeguarding concerns and ensure that adults appointed to work in or on behalf of the School are suitable for their roles.

This policy applies to all employees, applicants, temporary and agency staff, consultants, contractors, volunteers, Board members and other adults who may have contact with students. It applies to recruitment, appointment, induction, changes of role and relevant checks during employment.

This policy forms part of the School's safeguarding framework and should be read alongside the Child Protection and Safeguarding Policy, Staff Code of Conduct, Whistleblowing Policy, Data Protection requirements and relevant employment procedures.

2. Safeguarding Principles

The safety and best interests of children will be central to recruitment and appointment decisions. Safeguarding suitability will be considered throughout the recruitment process, not only at the point of appointment. The School will use fair, transparent and consistent recruitment processes and will not discriminate unlawfully. Information provided by applicants will be verified, and discrepancies, unexplained gaps or concerns will be followed up. No person will knowingly be appointed where the School is aware that they are legally prohibited from working with children or present an unacceptable safeguarding risk. Where safeguarding concerns arise, the School will act promptly and in accordance with the Child Protection and Safeguarding Policy and applicable law.

3. Legal and Regulatory Frameworks

The School will operate this policy in accordance with applicable Indian national and Rajasthan requirements, including, as relevant to the role and circumstances:

- Protection of Children from Sexual Offences Act, 2012 (POCSO Act) and applicable Rules.
- Juvenile Justice (Care and Protection of Children) Act, 2015 and applicable rules.
- Right of Children to Free and Compulsory Education Act, 2009, where applicable.
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Rights of Persons with Disabilities Act, 2016.
- Digital Personal Data Protection Act, 2023 and applicable rules, as in force.
- Applicable Rajasthan education, child-protection and police-verification requirements.

The School will also have regard to recognised international safeguarding expectations applicable to international schools, including those reflected in Cambridge International and other relevant international safeguarding frameworks. Where this policy conflicts with applicable law, the law will prevail.

4. Roles and Responsibilities

Managing Board

- Provide oversight of safer recruitment and ensure appropriate policies, resources and systems are in place.
- Ensure that safeguarding is considered in the appointment of senior leaders and other key roles.
- Ensure appropriate safer-recruitment training for those involved in recruitment.
- Receive assurance on compliance and the effectiveness of recruitment controls.

Principal

- Lead the School's recruitment and selection processes, or delegate appropriate responsibilities.
- Ensure appointments comply with this policy and safeguarding requirements.
- Ensure appropriate checks are completed, and recruitment decisions are properly recorded.
- Ensure safeguarding concerns arising during recruitment or employment are managed under the Child Protection and Safeguarding Policy.

Human Resources / Recruitment Team

- Coordinate recruitment checks and maintain appropriate records.
- Verify identity, qualifications, employment history, references and other required checks.
- Ensure recruitment agencies, contractors and other third parties meet the School's safeguarding requirements.
- Maintain the School's Single Central Record (SCR), where applicable.

Recruitment Panel Members

- Assess candidates against the approved job description and person specification.
- Explore safeguarding suitability, motivation for working with children and any relevant concerns.
- Declare any close personal or familial relationship with an applicant and withdraw from decisions where a conflict exists.
- Ensure at least one panel member has current safer-recruitment training.

5. Recruitment Process

5.1 Job Descriptions and Person Specifications

A job description and person specification will be approved before recruitment begins. They will clearly identify the responsibilities, qualifications, experience and safeguarding expectations of the role, including the nature and level of contact with students.

5.2 Advertising

Recruitment materials will clearly state the School's commitment to safeguarding and that appointment is subject to appropriate verification and background checks. Where relevant, Thinkers Valley World School • Safer Recruitment Policy • SSW02

advertisements will identify the safeguarding responsibilities and student contact associated with the role.

5.3 Application Forms

Applicants will complete the School's official application form. CVs may be accepted as supporting documents but will not replace the application form.

- Applicants must provide complete education and employment histories and explain significant gaps.
- Qualifications and awarding bodies must be identified.
- Applicants must provide appropriate referee details.
- Applicants must make any required safeguarding, criminal-record or suitability declarations.
- Applicants must provide accurate information and understand that false, misleading or incomplete information may lead to withdrawal of an offer or termination of employment.

5.4 Shortlisting

Shortlisting will normally be undertaken by at least two people against the approved criteria. The panel will consider gaps, inconsistencies, unexplained periods, frequent changes of employment and other information that may require clarification.

Shortlisted candidates may be asked to complete a safeguarding and suitability declaration, including relevant criminal, disciplinary or regulatory information, in accordance with applicable law.

5.5 Online Checks

Where appropriate and lawful, the School may review publicly available online information as part of safer recruitment. Such checks will be proportionate, relevant to the role and handled in accordance with applicable data-protection requirements. The purpose is to identify information relevant to safeguarding or professional suitability, not to intrude unnecessarily into private life.

5.6 References

References will be obtained for shortlisted candidates before appointment is confirmed. The School will normally seek at least two satisfactory references, including one from the candidate's current or most recent employer. Where relevant, a reference should also cover the candidate's most recent work with children.

- References will be obtained directly from the referee and not accepted as open references or testimonials.
- Referees should not be relatives of the applicant.
- References will include questions about suitability to work with children and, where appropriate, safeguarding concerns or disciplinary matters.
- The School will verify the source of electronic references and contact referees where clarification is required.

- Discrepancies between the application and references will be investigated and resolved before appointment.

5.7 Interviews

Where practicable, interviews will be conducted face-to-face and by a panel. At least one panel member will have current safer recruitment training.

- Candidates will be assessed against the job description and person specification.
- The panel will explore motivation for working with children, professional boundaries and safeguarding understanding appropriate to the role.
- Gaps, inconsistencies, safeguarding declarations and relevant disciplinary or regulatory information will be explored where necessary.
- Interview questions and decisions will be documented.

6. Pre-Employment Checks

Before an individual commences employment, the School will complete the checks applicable to the role, including:

- verification of identity and right to work;
- verification of qualifications and professional registrations, where applicable;
- satisfactory employment references and employment history;
- police verification and background checks as required by law;
- safeguarding and suitability declarations;
- checks relating to overseas employment or residence, where applicable; and
- any additional checks required by the nature of the role or applicable regulatory requirements.

Enhanced due diligence may be undertaken for roles involving residential duties, overnight activities, intimate care, significant responsibility for student welfare, or other circumstances presenting increased safeguarding risk.

Police Verification and Background Checks

The School will conduct police verification and background checks for all teaching and non-teaching staff, whether permanent, temporary or contractual, and for other personnel who come into regular contact with students, in accordance with the Protection of Children from Sexual Offences Rules, 2020 and applicable Rajasthan requirements.

Such checks will be completed before appointment wherever practicable. The School will maintain a programme of periodic police verification and background checks in accordance with applicable legal and regulatory requirements.

Additional checks may be undertaken where there is a change of role, a significant safeguarding concern, new information affecting an individual's suitability, or other circumstances considered appropriate by the School.

Rajasthan Requirements

The School will comply with applicable Rajasthan Government and education-department requirements concerning school safety and safeguarding, including requirements relating to police verification and the verification of antecedents and address of employees and personnel working for or providing services to the School.

The School will also comply with applicable school-safety directions, orders and protocols issued by the Rajasthan School Education Department from time to time.

Roles with Direct or Regular Student Contact

Roles involving regular or direct teaching, training, supervision, care, intimate or personal care, overnight activities, residential programmes or similar responsibilities are treated as positions of particular safeguarding responsibility. These roles will be subject to enhanced and proportionate checks appropriate to the risk.

Overseas Checks

For candidates who have lived or worked outside India, the School will seek appropriate criminal-record or police checks and, where relevant, professional sanctions or teaching restrictions from the relevant jurisdictions or authorities, where such checks are available. The School will assess the information received before confirming appointment.

Medical or Fitness Requirements

Where fitness information is genuinely relevant to the essential functions of a role, the School may seek appropriate information after a conditional offer and in accordance with applicable law. The School will consider reasonable accommodation and will not use health information as an unnecessary barrier to employment.

7. Staff, Volunteers, Contractors and Third Parties

7.1 Agency and Temporary Staff

The School will obtain written confirmation from agencies or other suppliers that required safer-recruitment checks have been completed. The School will verify the identity of individuals supplied and will retain appropriate evidence of the checks and assurance provided.

7.2 Contractors and External Providers

Contractors and external providers working on School premises must meet the School's safeguarding requirements. The School may require a signed Letter of Assurance confirming that appropriate checks have been completed. The School will verify the identity of contractor personnel. Individuals who have not completed required checks will not be permitted to work unsupervised with students.

7.3 Volunteers

Volunteers will be subject to checks proportionate to their role and level of contact with students. An unchecked volunteer will not have unsupervised contact with students. The School may obtain references, background information and conduct a suitability interview where appropriate.

7.4 Managing Board Members

Board members and other individuals with governance responsibilities will be subject to identity, police/background and other appropriate suitability checks in accordance with their role and applicable requirements. Additional checks will be undertaken where an individual has lived or worked outside India.

8. Existing Staff and Changes of Role

Where an existing employee moves into a role involving substantially greater or more direct contact with students, the School may require additional checks before the new duties begin.

If concerns arise about an existing employee's suitability to work with children, the School will take appropriate safeguarding action and may repeat or obtain additional checks. Allegations, concerns or information suggesting that an adult may pose a risk of harm will be managed under the Child Protection and Safeguarding Policy and, where required, referred to the appropriate authority.

9. Safeguarding Concerns During Recruitment

Any information suggesting that an applicant may be unsuitable to work with children will be assessed carefully. The School will not appoint a person where available information establishes that the person is legally prohibited from working with children or presents an unacceptable safeguarding risk.

Where information indicates that a criminal offence, safeguarding concern or other matter may require reporting, the School will act in accordance with the Child Protection and Safeguarding Policy and applicable law. The School will not conduct its own investigation into an alleged offence where this could interfere with the functions of the police or other competent authority.

10. Induction

All new staff, volunteers, contractors and other personnel working with students will receive safeguarding induction before undertaking duties involving student contact. This will include the School's Child Protection and Safeguarding Policy, reporting procedures, professional boundaries, the role of the Designated Safeguarding Lead and the individual's responsibilities under applicable child-protection requirements.

Staff must know how to report a concern to the DSL and understand that safeguarding is everyone's responsibility. The DSL for TVWS is the Principal, with alternative reporting routes available where the DSL is unavailable or implicated.

11. Single Central Record and Recruitment Records

The School will maintain a Single Central Record or equivalent central safeguarding record covering staff and other adults who require safeguarding checks, including relevant agency staff, regular volunteers, contractors and other adults working regularly with students.

- The record will identify the checks required and their completion status.

- Individual personnel files will retain appropriate supporting evidence and recruitment decisions.
- Recruitment records will be stored securely, accessed only by authorised personnel and retained in accordance with the School's data-protection and retention requirements.
- Information will be shared only where there is a legitimate need, including where required to protect a child or comply with law.

12. Leaving Employment and Referrals

The School's safeguarding responsibilities continue when an employee leaves. Where an individual has been removed, or would have been removed, from work involving children because they have harmed or pose a risk of harm to a child, the School will consider whether a referral to the appropriate authority is required.

The School will cooperate with police, child-protection authorities, regulators and other competent bodies as required. It will not provide a misleading reference or withhold information where disclosure is required by law or necessary to protect children.

13. Training, Monitoring and Review

All staff involved in recruitment will receive appropriate safer-recruitment training. At least one appropriately trained person will participate in each recruitment panel.

The Principal and HR will monitor compliance through recruitment records, personnel-file checks and periodic audits. The effectiveness of this policy will be reviewed at least annually, or earlier where legislation, regulation, School structures or safeguarding risks change. Significant findings will be reported to the Managing Board.