

Safer Recruitment, Selection and Disclosure Policy

HR002

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SAFEGUARDING

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, support staff, volunteers, parents and other third parties to share and uphold this commitment. If a child cannot feel safe, they cannot learn to their full potential.

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. At our School, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety. Our School's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

SCHOOL AIMS

NLCS Hong Kong's Safer Recruitment, Selection and Disclosure Policy is one way in which the School meets the following School Aims:

- To nurture a team of professional teachers who inspire their students with a love of their subjects and a spirit of scholarship.
- To nurture a team of support staff which is aligned to the ethos of NLCS Hong Kong and supports the aims of the School to deliver an exceptional British education.
- To foster a community built on positive relationships between staff and students and between students themselves.
- To develop an outward looking, internationally minded community that promotes respect and compassion, service to others, and active, positive participation in society and the wider world.

PHILOSOPHY OF RECRUITMENT AT NLCS HONG KONG

The aims of a North London Collegiate School are to provide an ambitious education for all its students, and to enable each student to make the most of their gifts. For each NLCS School, the highest priority is to maintain a team of professional teachers to whom each student is important, and who can introduce their subjects with enthusiasm and drive, and inspire students with a love of their subject and a spirit of scholarship. This is paramount to delivering each school's educational vision.

As well as being subject specialists, North London Collegiate Schools look for teachers who have a strong sympathy with, and can deliver, the pastoral elements that support the students in all their achievements (whether this be academic or outside of the classroom). New staff must, therefore, be able to ensure that every member of the School feels valued, supported and encouraged.

Co-curricular life is key to the vibrancy of life at a North London Collegiate School. Staff support the students in delivering academically focussed activities, both at break times and after school. Our teachers therefore 'go the extra mile' and do not expect the '9 to 5' mentality. With that in mind, this is mentioned to all candidates during the recruitment process.

Recruitment at any of the family of schools is therefore a rigorous process, which is outlined further in this policy. Every effort should be made to see all new staff teaching before an appointment and must be interviewed in line with expectations outlined below before an offer of employment is made.

At each individual school, safeguarding is paramount and follows UK and international best practice, unless higher standards are in force in country. All recruitment is undertaken in line with NLCS Hong Kong's safeguarding policy and safer recruitment and selection policy.

North London Collegiate School International (NLCSI) involvement in recruitment is outlined in the Co-operative Venture Agreements (CVA) with each school's partner organisation. NLCSI is therefore to be involved in the appointment of all academic staff (including Librarian, Emotional Guidance Counsellors and University Guidance Counsellors), and all members of the Senior Team (including the Bursar/Director of Finance and Operations DFO). As per the CVAs, NLCSI has the right of veto for any candidate considered for a school role.

Support Staff, which encompasses all specialist staff such as science technicians and administrative staff, are recruited in line with processes of the Hong Kong partner, but they still must conform to the general principles and safer recruitment procedures outlined here.

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1. INTRODUCTION

- 1.1 North London Collegiate School Hong Kong is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.
- 1.2 The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.3 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 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 or sexual orientation, marital status, civil partnership status, disability or age.
 - to ensure compliance with all relevant recommendations.
 - to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people throughout the recruitment process, including carrying out the necessary pre-employment checks.
- 1.4 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy and the 'safer recruitment' procedures and checklist document. All employees involved must have undertaken training in safer recruitment practices which must be renewed every two years.

2. FACULTY RECRUITMENT and SELECTION PROCEDURE

2.1 Applications

- 2.1.1 Applications will only be considered where an applicant has submitted an application via the NLCS applicant tracking software provider. Candidates will be asked to provide a cover letter, photograph and CV, as well as completing an application form.

- 2.1.2 Application forms are necessary to adhere to best practice for safeguarding as outlined by the UK's child protection agency, NSPCC.
- 2.1.3 CVs are often required for visa purposes but should not be considered in lieu of an application form.
- 2.1.4 Cover letters are essential for candidates to outline their suitability for the role.
- 2.1.5 Where a candidate would like to apply for more than one role at a school, separate cover letters may be needed depending on the roles. This is particularly important where one role has a stronger pastoral focus than the other does. This is to ensure that candidates are best able to present themselves for each role.

2.2 Selection Process

2.2.1 Senior Leadership Team

NLCSI is responsible for appointing the following posts in conjunction with the School's partner and/or Principal of NLCS Hong Kong:

- Principal
- Vice Principals
- Director of Finance and Operations / Bursar

2.2.2 These posts may undergo an executive search, at the discretion of the partner. It is expected that candidates for these posts interview in person at NLCS (UK).

2.2.3 Records will be kept by NLCSI International on the appointed candidates via a Single Central Record.

2.2.4 Arrangements will be made by NLCSI, with travel and accommodations booked in line with the CVA and agreement with the partner.

NLCSI involvement in other roles and lesson observations are as follows:

2.2.5 Whole School Roles, Responsibility Roles, Head of Department and Junior School Subject Specialist

The recruitment process is managed jointly by NLCSI and NLCS Hong Kong as follows:

- Recruitment for these posts, as far as possible and practical, takes place during the dedicated recruitment window: 3 per year.
- NLCS Hong Kong is responsible for posting job adverts and collating applications for all roles via the applicant tracking software.
- NLCS International will comment on up to ten (10) candidates per post to support the shortlisting process.

2.2.6 Classroom or Subject Teachers

The recruitment process will be managed by NLCS Hong Kong. NLCS International is involved with a confirmation interview with the preferred candidate before an offer of appointment is made. If this candidate is UK-based, this is in person and includes

a lesson observation. If not, this is done remotely and the NLCS Hong Kong Principal (or a designated colleague) reviews evidence of the candidate's teaching.

2.2.7 Staff transferring within group

- Staff in NLCS schools should be subject to the same recruitment process as external applicants for 'in-group' positions. This includes making a full application for a role (via the Applicant Tracking System), being flown to London for interview if applying for senior positions and having a formal lesson observation in their current school if not being flown into London.
- For in-group positions, staff should not be considered if it would mean breaking contract with their existing school unless all stakeholders (Principals, Chairs of Governors, NLCSI and partners) involved are in agreement.
- There may be merit in arranging a pre-interview process for candidates who are not likely to be shortlisted for in-group positions.
- Staff applying for an in-group move are still expected to list their current Principal as a referee.
- If their current Principal is not intending to renew a member of staff's contract, this information should be shared as appropriate.
- If an existing member of staff is successful in securing a position at another branch school, the offer made, and their on-boarding process should be as rigorous as for an external applicant: no assumptions should be made regarding the package to be offered or their level of training.
- Staff securing an in-group transfer to a promoted role should be invited to attend the June training session (subject to the agreement of their current Principal) as in some cases they may not have visited NLCS (UK) previously.

2.2.8 Internal applications

- Internal candidates should be considered on merit and with direct comparison with other applicants for the role.
- Principals may choose to have an initial conversation or interview with internal applicants before short-listing.
- Where an internal candidate is unsuccessful (either not shortlisted or not appointed), notification and feedback should take place by phone or face-to-face.

2.2.9 Spouses/partners of applicants

- Within the international market, NLCS Hong Kong recognises that spouses/partners may wish to seek employment at the same school.
- Applicants, applications and their status should not be discussed with their spouses/partners due to confidentiality issues and maintaining the integrity of the recruitment process.
- Where a successful or preferred applicant enquires about a role for their spouse/partner at a branch school, the applicant should be told that their spouse must submit an application for an available role and no guarantees of employment will be offered.
- Where a candidate has enquired about a spouse/partner's application or whether there may be a role for them, this information should be passed on to

the Director of Education Strategy, Director of Education Quality, Principal (or their designated representative) as appropriate.

2.2.10 Speculative Applications

Speculative applications should be submitted via the NLCS applicant tracking software provider. Full details for this process are provided on NLCSI's website. Where a speculative CV is received, the candidate should be invited to register their interest on our talent management portal.

2.2.11 Out of cycle applications

For hard to fill roles, NLCSI understands that Principals may wish to enlist the support of a recruitment agency to put forward candidates. The Principal should discuss this with the Director of Education Strategy before this is undertaken.

2.3 Involvement of NLCSI and NLCS Hong Kong

It is expected that members of the ST will be recruited on the campus of NLCS (UK).

Activity	Responsibility	Further details
Principal identifies role to be hired	NLCS Hong Kong /NLCSI & Partner (quota)	Recruitment requirements signed off by partner & NLCSI
Timeline and recruitment dates agreed	NLCS Hong Kong & NLCSI	These timelines should ensure that there is at least one week between a short-list being agreed and the commencement of an interview week
Job description & advert	NLCS Hong Kong & NLCSI	- The job descriptions and adverts to be drafted by NLCS Hong Kong, with reference to recruitment templates and those saved on the application management portal - NLCSI to sign off job description via the application management portal
Job advertised	NLCS Hong Kong	This should be undertaken as per the recruitment guidelines of NLCSI
Applications received / applications close	NLCS Hong Kong	NLCS Hong Kong is responsible for tracking all applications, unless otherwise agreed that this will be undertaken by NLCSI
Long-list compiled	NLCS Hong Kong	
Long-list reviewed	NLCS Hong Kong & NLCSI	- NLCS Hong Kong to confirm a review meeting to agree a short list for posts (excluding 'Teacher of' posts) with NLCSI - Where candidates are being flown to NLCS (UK) for interview, a remote preliminary fact-finding conversation to take place between the Principal and the long-list candidates in order to establish a short-list
Candidates invited to interview	NLCS Hong Kong & NLCSI	Remote interviews may take place, but teaching evidence must be sought

		- Where possible, whole school and leadership roles must attend in person interviews at NLCS (UK) - References should be sought on all short-listed candidates before interview
Offer of employment made	NLCS Hong Kong & NLCSI	- Candidates are appointed in consultation between NLCS Hong Kong, NLCSI and (where appropriate) the partner - All appointed candidates should be informed of the June training at NLCS (UK) in their offer letter - Offers of employment are conditional on satisfactory background and/or police checks - Telephone references obtained as an additional safeguarding precaution

2.4 Recruitment Activities

The following table shows the typical activities that should be included for appointment of different roles.

Role /Activity	Principal	VP (Senior School)	VP (HOJS)	Bursar / Director of Finance and Operations
Preliminary fact-finding conversation	X	X	X	X
Briefing	X	X	X	X
Preliminary meeting(s)	X	X	X	X
Panel interview	X	X	X	X
Written task(s)	X	X	X	X
Leading a staff voice session	X	X		
Leading a student voice session	X	X	X	
Observation of an NLCS lesson	X	X		
Teaching a lesson		X	X	
Delivering an assembly	X	X	X	

Role / Activity	Head of House	Assistant Head	School wide role	Head of Dept	Class teacher	Librarian /EMG /UGC
Preliminary fact-finding conversation	X	X	X			
Briefing (video or in-person)	X	X	X	X	X	X
Preliminary meeting(s) (if based in the UK)	X	X	X			
Panel interview (video or in-person)	X	X	X	X	X	X
Written task(s)	X	X	X	X	X	X
Leading a staff voice session		X		X		
Leading a student voice session						

Observation of an NLCS lesson						
Teaching a lesson (if based in the UK)	X	X	X	X	X	
Delivering an assembly	X					

2.4.1 Lesson Observations

- Where a preferred candidate is based in the UK, the preferred candidate is invited to teach at NLCS (UK) before being offered the post.
- Where a preferred candidate is based in Hong Kong or China, the preferred candidate is invited to teach at NLCS Hong Kong before being offered the post.
- If a candidate is not able to be seen teaching, they must submit evidence of their teaching. Ideally, this will be through submission of a lesson video. This should be done for all candidates (and not just the preferred candidate).
- Where none of the above options are possible, this will be reviewed by the School's Principal and NLCS's Director of Education Strategy before an offer of a job within the School is made.

2.4.2 Interviews

The interview process includes:

- a consistent interviewer/panel for all applicants for each position.
- child safeguarding-related questions probing specific cases/scenarios and the applicant's awareness and mindset on child abuse prevention, recognition, intervention, and reporting during the first round of applicant interviews.
- a safeguarding question specifically relevant to the role.
- questions exploring values and ethics, appropriate boundaries and motivation for working with children.
- questions to probe short term positions, moving from paid to unpaid roles, gaps in employment, career changes.
- detailed notes of all interviews taken by the interviewer/panellists during the interview, stored in each applicant's file.
- the interview panel should affirm the outcome in writing, using an agreed format for the documentation and review of interview notes for the files.

Some sample interview questions, and the interview record form are included in the appendices and are available to download on the School drive.

2.4.3 Recruitment Tasks

For more senior roles in the School, candidates may be asked to complete a recruitment task. Examples include conducting a meeting, leading a panel discussion or leading a pastoral / academic review committee based on a scenario. All of these tasks will have observers that will feedback on each candidate.

Staff and student voice sessions will form part of more senior appointments. Feedback is gathered from the staff and students involved.

Other tasks include written tasks e.g. in-tray prioritisation / scenario responses / letter writing or delivering a presentation or assembly. These tasks are graded by a senior member of staff.

The recruitment task record form is included in the appendices and is available to download on the School drive.

2.5 References

- 2.5.1 All candidates should supply two references, one of which must be their current or most recent employer.
- 2.5.2 Where a candidate is applying for a teaching role, one of their referees must be the Head Teacher or Principal of their current School. Where a candidate lists a direct line manager, this must be countersigned by the Head Teacher or Principal of their school. This is to ensure that any disciplinary or child protection issues are raised.
- 2.5.3 References must be received from a work or business email address. Where someone has retired, a search should be done to confirm their identity and former position.
- 2.5.4 When a candidate is appointed, referees should be called by phone to verify the reference.
- 2.5.5 Open references or character references are not accepted and should not be kept on file.
- 2.5.6 Referees must complete the reference request form, but an additional statement can be submitted alongside this if the referee wishes.
- 2.5.7 References are the responsibility of the School's Principal.
- 2.5.8 References should be saved in the candidate's file on the Applicant Tracking System prior to interview.

2.6 Job descriptions

- 2.6.1 All job descriptions must be in the standard NLCS International format and specifically that of NLCS Hong Kong and have sign off from the Director of Education Strategy, which is done via the application portal. When the Director of Education Strategy is not available, the International Operations Team may approve jobs on the application portal.
- 2.6.2 A template is provided for job descriptions on the portal and is on the School drive: This template has been set-up on the portal for each school to use.

2.7 Advertising

2.7.1 All vacancies should be posted on the following sites (but all applications must be via the application management portal):

- NLCS International website
- The School's website
- Times Educational Supplement (TES)
- Linked In

2.7.2 A template for online adverts is provided by NLCSI. This must be strictly adhered to owing to legal advice on the TES contract. We personalise this to the requirements of the positions advertised.

2.7.3 Local advertising sites include:

- cpjobs.com
- hk.indeed.com
- hk.jobsdb.com

3. SUPPORT STAFF RECRUITMENT

3.1 All applicants for employment will be required to complete an NLCS Hong Kong application form, via the School's website, which includes uploading a letter of application. They may upload a curriculum vitae, however, it will not be accepted in place of the completed application form. For internal applicants, only a letter of application is required.

3.2 Applicants should have access to a job description and person specification for the role applied for.

3.3 The applicant may then be invited to attend a formal interview at which his/her relevant skills, experience and commitment to safeguarding children will be discussed in more detail.

4. OFFER OF EMPLOYMENT

4.1 If it is decided to make an offer of employment following the formal interview, any such offer will be 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.
- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory.
- The receipt of a disclosure from the Disclosure and Barring Process, or international equivalent, ICPC, or local police check with which the School is satisfied.
- Verification of the applicant's medical fitness for the role.
- Confirmation that the applicant is not named on either the UK Children's Barred List or the Adults Barred List administered by the Independent Safeguarding Authority (the ISA) or international equivalent.

5. MEDICAL FITNESS

5.1 The School would expect to verify the medical fitness of anyone to be appointed to a post at School, after an offer of employment has been made. This will be through a medical declaration form signed by the applicant and countersigned by a medical doctor. If the employee fails to provide this declaration, the employment contract is null and void.

6. PRE-EMPLOYMENT AND SAFER RECRUITMENT CHECKS

6.1 In accordance with international best practice the School carries out a number of pre-employment checks in respect of all prospective employees.

6.1.2 In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This will include internet and social media searches.

6.1.3 In fulfilling its obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

6.1.4 An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the UK Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the ISA. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

6.1.5 If there is a delay in receiving a DBS check or equivalent international police check, the Principal has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including if appropriate a check of the UK Children's Barred List and Adults Barred List have been completed and once appropriate supervision has been put in place.

6.1.6 DBS checks will be requested for applicants with recent periods of overseas residence and those with little previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a CRB/DBS disclosure, from the relevant jurisdiction.

6.2 Verification of identity

6.2.1 All applicants who are invited to an interview in person will be required to bring with them photographic evidence of identity:

- passport
- two utility bills or statements (from different sources) showing their name and home address
- documentation confirming their National Insurance Number or Resident Registration Number
- documents confirming any educational and professional qualifications referred to in their application form

6.2.2 Further evidence of identity might be required at a later date if the applicant is successful. For staff appointed online, the documents need to be sent to NLCS Hong Kong and in line with visa requirements must be apostilled.

- 6.2.3 Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- 6.2.4 The School asks for the date of birth of all applicants (and proof of this) in accordance with best practice internationally. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.
- 6.3 References (Appendix 3)
- 6.3.1 References will be taken up on short listed candidates prior to interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer (except in the case of non-teaching staff who have never worked in an environment with children). For faculty staff one reference must be from the applicant's current school principal. If the current/most recent employment does not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.
- 6.3.2 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will have access to the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:
- their name, relationship to the candidate, the capacity in which they know/have known the candidate, the candidate's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, or malicious; and
 - whether any allegations or concerns 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.
 - (*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)
- 6.3.3 The School will only accept confidential references obtained directly from the referee and it will not accept open references or testimonials provided by the applicant (Appendix 3). The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

- 6.3.4 Where a reference is taken over the telephone detailed notes will be taken with details of who was spoken to. There is a form to record telephone references (Appendix 4). The notes will then be signed and dated by the person taking the telephone reference.
- 6.3.5 The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- 6.3.6 The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
- 6.4 Verbal Reference Check (Appendix 4)
- 6.4.1 Prior to formal appointment, a verbal reference check will be made with the applicant's current Head. This is expected to be a brief conversation that seeks to confirm the following:
- That the received written reference is genuine
 - Details of any safeguarding concerns
 - Details of any disciplinary issues
 - If there are any other details that the Head would like to raise in connection with the applicant's candidacy
- 6.5 Criminal records check
- 6.5.1 Due to the nature of the work, the School applies for enhanced criminal record certificates from the DBS) and/or international equivalent in respect of all prospective staff members, governors and volunteers. The School asks for police checks in each country the applicant has worked or lived in and/or an International Child Protection Certificate (ICPC) in respect of all prospective staff members, governors and volunteers.
- 6.5.2 Should the School be informed through its pre-employment checking process that an applicant is barred or was dismissed (or resigned) for a safeguarding reason, the School will make a referral to the relevant local authorities and/or local agencies (including relevant teaching regulation agencies in the case of teaching posts).
- 6.6 Prohibition from teaching check
- 6.6.1 The School will check whether the applicant is barred from holding the post that he or she has applied for. In addition, the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by any educational or professional body.
- 6.6.2 It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, any educational or professional body (whether or not that resulted in the imposition of a sanction, or where a sanction

has lapsed or been lifted), the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

- 6.6.3 The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the School applies the following definition as "teaching work":
- planning and preparing lessons and courses for students;
 - delivering lessons to students;
 - assessing the development, progress and attainment of students; and
 - reporting on the development, progress and attainment of students.
- 6.6.4 The above activities do not amount to "teaching work" if the post holder is supervised by a qualified teacher or other person nominated by the Principal, who has undergone the requisite checks themselves. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.
- 6.7 Prohibition from management check
- 6.7.1 The School will check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 in the UK which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a section 128 direction), or an equivalent direction which prohibits the applicant from participating in management issued in another country.
- 6.7.2 This check applies to appointments to the following positions:
- Principal;
 - support staff posts on the senior team;
 - teaching posts on the senior team;
 - teaching posts which carry a departmental head role;
 - teaching posts in the Senior School and in the Junior School which carry seniority greater than a departmental head role.
- 6.7.3 In addition to these five categories, the School will also assess on a case-by-case basis whether the check should be carried out when appointments are made to other teaching posts and support staff posts that carry management responsibilities.
- 6.7.4 This check also applies to all appointments to the governing body.
- 6.7.5 In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education in the UK, or are subject to a section 128 direction or any other sanction (including an equivalent direction which prohibits the applicant from participating in management issued in another country) which prohibits, disqualifies or restricts them from being involved in the management of a school.
- 6.7.6 It is the School's position that in order to fully assess the suitability of an applicant for management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of

a referral to, or hearing before, any educational or professional body (whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted), the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

6.8 Retention of records

- 6.8.1 NLCS Hong Kong will undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her 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 Hong Kong SAR, 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.
- 6.8.2 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained for a period of six months after employment terminates after which it will be securely destroyed.
- 6.8.3 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.
- 6.8.4 The same policy applies to any suitability information obtained about volunteers involved with school activities.

7. CONTRACTORS, AGENCY STAFF AND PARTNERS (HOEH)

- 7.1 Contractors engaged by the School will be requested to complete the same checks for their employees that the School is required to complete for its staff.
- 7.2 HOEH is also required to complete the same checks for its employees who are at NLCS Hong Kong.

8. POLICY ON RECRUITMENT OF EX-OFFENDERS

- 8.1 Background
The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.2 below.
- 8.2 All positions with the School are exempt from the provisions of the UK Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered “spent”, when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected, or if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct.

- 8.3 The School will not employ anyone who is barred from working with children. The School will make a report to the UK and /or Hong Kong Police and/or the UK Information Sharing Agreement ISA (or Hong Kong equivalent) if:
- it receives an application from a barred person;
 - it is provided with false information in, or in support of an applicant's application;
 - it has serious concerns about an applicant's suitability to work with children.
- 8.4 Assessment criteria
- 8.4.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, obtained through a police check or ICPC, the School will consider the following factors before reaching a recruitment decision on:
- whether the conviction or other matter revealed is relevant to the position in question;
 - the seriousness of any offence or other matter revealed;
 - the length of time since the offence or other matter occurred;
 - whether the applicant has a pattern of offending behaviour or other relevant matters;
 - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters: and
 - the circumstances surrounding the offence and the explanations provided by the offender.
- 8.4.2 If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:
- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
 - serious class A drug related offences, robbery, burglary, theft, arson, deception, fraud or any other type of dishonesty.
- 8.4.3 If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, fraud or any other type of dishonesty.
- 8.4.4 If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving or any other type of driving offence within the last ten years.
- 8.5 Assessment procedure
- 8.5.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal/DFO before a position is offered.

8.5.2 If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the CRB/DBP or other disclosing authority directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

8.6 Retention and security of disclosure information

8.6.1 The School's policy is to observe the guidance issued or supported by the CRB/DBP on the use of disclosure information but is under no obligation to do so. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS or other police/criminal records authorities in locked, non-portable storage containers, access to which will be restricted to the HR Manager, Bursar and Principal
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS or equivalent and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information
- The School aims to comply with the provisions of the DBS code of practice, a copy of which is available on the DBS website.

9. RETENTION OF RECORDS

9.1 If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 12 months unless the applicant specifically requests the School to keep their details on file.

10. QUERIES

10.1 If an applicant has any queries on how to complete the application form or any other matter, he/she should contact the HR Office or the Bursar / DFO.

11. MONITORING AND REVIEW

11.1 Should deficiencies or weaknesses be recognised with regard to safer recruitment arrangements at any point, they should be remedied without delay.

11.2 The Principal and Senior Team (including the Designated Safeguarding Lead) monitor and evaluate, with Governors, the effectiveness of the Safer Recruitment on an annual basis. The Safer Recruitment Policy is subject to review at least annually (or more frequently if changes to legislation, regulation or statutory guidance so require). The Safer Recruitment Policy is also subject to critical review by the Designated Governor with Safeguarding Responsibility who has received safeguarding and safer recruitment training, the outcome of which is reported to the full Governing Body.

- 11.3 The full Governing Body annually reviews this policy and the implementation of its procedures, including good co-operation with local agencies, and approves amendments to the policy, which will, in turn, be signed off by the Chair of Governors.

APPENDICES

Appendix 1: Background Pre-Employment Checks

Employee Status	ID	Ref	HK Police Check	HK SCRC	Teacher Reg Status	Police Check other countries	ICPC	UK Barred List	UK Prohibition Order	UK Prohibition Management
UK National / Resident	X	X			X		X	X	X	X (If Applicable)
UK National / Resident + HK Resident	X	X	X	X	X		X	X	X	X (If Applicable)
UK National / Resident + other Country Resident	X	X			X	X	X	X	X	X (If Applicable)
HK National / Resident	X	X	X	X	X					
HK National / Resident + other country resident	X	X	X	X	X	X				
Other national / resident	X	X			X	X				
Other national / resident + HK resident	X	X	X	X	X					
Any nationality resident or working in UK at any time	X	X			X	X	X	X	X	X (If Applicable)

Appendix 2: Single Central Record

Staff Member Name:	
Role:	
Post:	
Start Date:	
Length of Contract:	
Date of Birth:	
Hong Kong ID No:	
Teacher Registration No:	
Identity Check Date:	
Qualification Check Date:	
ICPC Check Date:	
Overseas Police Check Date:	
Right to Work in Hong Kong Check Date:	
Barred List / List 99 UK Check Date:	
Prohibition from Teaching Check Date:	
Prohibition from Management Check Date:	
Childcare Disqualification Check Date:	
Reference 1 Check Date:	
Verbal Reference 1 Confirmation Check Date:	
Reference 2 Check Date:	
Verbal Reference 2 Confirmation Check Date:	
Employment History Check Date:	
Medical Form Check Date:	
Internet and Social Media Check Date:	
Additional Notes:	

Appendix 3: Reference Request Form

Candidate Details	
Name:	Position applied for:

Referee Details		
Name:	email address:	Telephone number:
Current Position and School:	For how long and in what capacity have you known the candidate:	

Please rate the candidate against the following criteria					
	Excellent	Good	Satisfactory	Needs Improving	N/A or Unknown
Effectiveness in the classroom					
Expectations of students					
Quality of lesson planning and record-keeping					
Ability to inspire and motivate students					
Subject knowledge and passion					
Use of assessment within the classroom					

Ability to use ICT to support learning and teaching					
Student discipline					
Ability to differentiate learning to match learner needs					
Relationship with students					
Relationship with parents					
Relationship with colleagues					
Positive role model, in terms of dress and language					
Willingness to reflect on own practice					
Willingness to work hard					
Tolerance of frustration					
Attendance and punctuality					
Contribution to co-curricular life					
Contribution to a positive school spirit					
Willingness to attend school functions and events					
Meeting deadlines					
Belief that teachers should continually learn and develop					

Interest in whole school educational issues					
Willingness to develop outside his/her role					

What are the candidate's greatest strengths

In what areas would you like to see the candidate improve?

Would you retain or re-employ the candidate? (please select one option)

Yes, without hesitation	Yes, with some reservation (please explain)	No (please explain)
-------------------------	--	---------------------

Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? (if yes, please give details)

Does the employee have any current disciplinary sanctions/conduct issues? (if yes, please give details)

--

Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any, where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? (if yes, please give details)

--

Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people? (if yes, please give details)

--

Do you have any concerns about the candidate's suitability to work with children? (if yes, please give details)

--

Did you ever have cause to be concerned about the candidate's honesty and integrity?

--

Please add any other comments that may help us in making a decision about this applicant:

Name:

Date:

Signature:

Appendix 4: Verbal Reference Check

Candidate Details		
Name:	Position applied for:	
Referee Details		
Name:	email address:	Telephone number:
Current Position and School:	For how long and in what capacity have you known the candidate:	
Confirmation that the reference is genuine		
Confirmation of any safeguarding / child protection concerns		
Confirmation of any disciplinary action / concerns		

Additional information to be shared relating to the suitability of the applicant

Name:

Date:

Signature:

Appendix 5: Interview Template

Applicant Name:		
Position Applied For:		
Date:		
Interviewers:	1.	2.
Interview Type:		
Interview Purpose/Stage:		
Safer Recruitment:	Ask at least one question from each of the following areas:	
	Motivation for working with children and young adults	
	Understanding of child protection	
	Emotional stability and resilience	
	Values and ethics	
	Boundaries and inappropriate behaviour	

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

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Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

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Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

Judgement:	
Motivation for role:	
Matching Job Description:	
Matching Person Specification:	
Safeguarding and Child Protection:	
Relevant Personal Circumstances: Partner Partner seeking employment Children	
Overall comments and judgement:	

Interviewer 1	
Interviewer 2	

Appendix 6: Recruitment Task Record

Applicant Name:		
Position Applied For:		
Date:		
Observers:	1.	2.
Task Type:		
Interview Purpose/Stage:		
Task Description:		

TASK REFLECTION

How well prepared was the task?

How well was the task conducted?

Were you given an opportunity to contribute? Were you listened to?

How productive was the meeting? Did they address the task?

QUESTIONS & NOTES RELATING to the TASK

Question:	Supplementary:
Candidate Answers:	Comment:

Question:	Supplementary:
Candidate Answers:	Comment:

--	--

Question:	Supplementary:
Candidate Answers:	Comment:

Judgement:	
Knowledge for role:	
Experience for role:	
Interpersonal Skills:	
Safeguarding and Child Protection:	
Overall comments and judgement:	

Observer 1	
Observer 2	

Appendix 7: Sample Questions

Safeguarding / Child Protection / Attitudes / Ethics:

1. Can you give an example of something that you have done that demonstrates your commitment to protecting a child or a young person?
2. Can you give an example of a time when you became aware of someone acting unprofessionally at work? What did you do? How did you feel about what you had to do?
3. Can you give us an example of finding it difficult working with someone [in a team] who did not share your values, beliefs or ideas? Why do you think you found it difficult? How did you feel about it? What did you do to resolve the situation?
4. Can you tell me/ us about a situation when you saw someone at work stretch or bend the rules beyond what you felt was acceptable? What action did you take?
5. What are your attitudes towards child protection – how have these developed over time?
6. What are your feelings about students who make allegations against staff?
7. Can you tell me/us about a time when you had to conform to a policy or procedure you did not agree with – what did you do?
8. Role specific: Ask a question related to the safeguarding requirements for the role applied for.
9. Country specific: Ask a question to probe the applicant's attitude, values and beliefs related to local culture and practice.
10. If gaps in employment exist: Can you tell us the reasons that you left work for a period of time?

General / introductory:

1. What attracts you to this role?
2. Why this location?
3. What have you read about the School?
4. What attracts you to working at an NLCS School?
5. Describe your career path to this point.
6. Why did you choose this particular route?

Leadership / Management:

1. What systems and processes have you used that you found to be effective?

2. What is your leadership style?
3. Do you vary your style for different situations / people? How? Give examples.
4. How do you deal with difficult people? Difficult situations?
5. How do you cope with being challenged?
6. How do you challenge others?
7. Give an example of how you effected a positive change in your previous role.
8. How would you approach changing a whole school procedure?

Vice Principal Academic

1. How would you create an academic culture in the School?
2. What is your experience up to now relating to the essential ingredients of an NLCS education with reference to the role?
3. How do you generate subject passion?
4. How do you maintain academic rigour?
5. How do you see the linkage between academic and pastoral care working?
6. How do you provide academic enrichment beyond the lessons?
7. How do you instil a love of learning and create lifelong learners?
8. How do you ensure that your subject teachers are up to date with their subjects?
9. What provisions need to be made to maintain academic rigour in a school where most students are learning in a second language?
10. How important is pedagogy in subject teaching?
11. Describe a typical week of academic enrichment for students in the Senior School / Junior School.
12. Who are the key players in ensuring students are provided with an inspiring and academically enriching programme of extra-curricular activities?
13. How much emphasis would you place on students to create their own academic enrichment?
14. How have you engaged students in academic enrichment in your present or past roles?

15. What is your experience of professional development in your current/previous school(s) and what would you bring to our school?
16. Can you provide an example of a recent tricky academic situation you have had to deal with and how you solved it?
17. We are a highly academic school and constantly try to challenge students above and beyond the curriculum. Can you tell me what this looks like in your subject and more broadly across a school?
18. What does a good department look like?
19. What should a good head of department meeting look like and how do you manage a body as diverse as a school's Heads of Department?
20. How do you raise the level of academic aspiration in a school?
21. In the VP academic role, what do you see as the benefits of data and how should it be managed?
22. How do you cope with teaching students who are cleverer than you?
23. Embedding of ethos; what does that look like? How do you achieve it? How do you maintain it?
24. What is your academic passion and how have you maintained it?
25. How do you deal with difficult people?
26. What mistakes have you made and how did you cope?
27. What have you achieved? What are you proudest of?
28. In your current post – what's the next big project?
29. Are there particular challenges for girls at school?
30. How do you think the international context influences the education at the School?
31. What do you perceive to be the advantages of the IBDP?
32. How does the IBDP impact on education lower down the School?
33. How would you handle a disagreement with the Principal on an academic matter?

Vice Principal Pastoral

1. Why did you choose a pastoral route?
2. What is exciting/important about pastoral care?

3. What are the key factors in outstanding pastoral care?
4. What do you see as being the main challenges of working in a start-up situation?
5. Why VP Pastoral? Why is working in a pastoral role important to you?
6. In this role you will be heavily involved in setting up new systems: what would be the key features you would want to make sure were in place?
7. What is your vision for a school with outstanding pastoral care?
8. How do you ensure that all staff understand their role in supporting students pastorally?
9. What is the most difficult pastoral challenge you have faced and why did you find it difficult?
10. What do you think the challenges of safeguarding in Hong Kong would be compared to the UK?
11. How are you going to build your team effectively?
12. What will you be looking for in tutors/team members and what are you going to do if that isn't evident?
13. How do you manage your teaching and pastoral commitments? What do you do when they come into conflict? What comes first and why?

Head of Department

1. What are the most important functions in a HOD role and how would you prioritise them?
2. Describe your vision of the ideal weekly department meeting.
3. How will you ensure that outstanding teaching and learning is embedded across your department? How do you deal with difficult staff/lack of buy in?
4. Tell us something that you have done badly and how did you cope / react?
5. NLCS parents can be very demanding; how do you keep difficult parents on side?
6. What is your subject passion? How do you bring it to the school and how do you maintain it personally?
7. What do you dislike most about your current role?
8. Our staff all contribute to the extra-curricular activities (ECA) at school. What interests do you have that you might like to use for an ECA?
9. How do you cope with teaching students who are cleverer than you?

10. What have you achieved? What are you proudest of?
11. In your current post, what is the next big project?
12. What are your thoughts on IBDP and its impact lower down the school?

Classroom Teacher

1. Why do you want to work in our school?
2. What attracted you to the NLCS family of schools?
3. What experience do you have in schools?
4. What do you think is the key to subject based learning?
5. What is your background in your chosen teaching subject?
6. Having heard our briefing, what do you think are the core skills and qualities for an NLCS teacher?
7. Tell us what makes an 'outstanding' lesson and how do you ensure that all students are stretched academically.
8. With reference to our briefing, how would you approach teaching a group of high-ability students?
9. What would you bring to the extra-curricular life of the school?
10. How do you understand our approach to pastoral care and how would you implement this if you were appointed?
11. Tell us how you dealt with a safeguarding issue in school.
12. What is a teacher's responsibility in keeping children safe?

Junior School Classroom Teacher

1. What attracts you to this role?
2. What do you think is key to the role of the class teacher?
3. What experience do you have with EAL learners?
4. How would the significant number of EAL learners influence your classroom practice?
5. Talk us through a lesson that you are particularly proud of.
6. What is your subject passion, how do you bring it to the school and how do you maintain it personally?

7. How do you ensure that there is stretch and challenge in your classroom?
8. Describe the culture of your classroom.
9. Talk us through how you have dealt with a tricky pastoral issue.
10. Our parents can be very demanding; how do you keep difficult parents on side?
11. Our staff all contribute to the co-curricular activities (CCA) at school. What interest do you have that you might like to use for a CCA?
12. What do you think that you would contribute to the whole staff/school community?

Appendix 8: Application Form

CONFIDENTIAL Application form for NLCS Hong Kong	
Details of Post Applied For	
Name of Employer	
Position Applied For	
Job reference Number (if any)	
Candidate ID	
Application Number	
Personal details	
Title	
Forename(s)	
Surname	
Former name(s)	
Contact number (e.g. mobile)	
Email address	
Current address	
Are you currently working in Hong Kong? If yes, what is your current status?	
Teacher reference number	
Skype ID/WhatsApp/WeChat ID	
Do you consider yourself to have a disability that you wish to declare whilst making this application?	
Are there any special arrangements that you wish to request should you be invited to interview?	
Subject(s) taught	
Ages you have taught	
Do you have Qualified Teacher Status (QTS)?	
Are you related to, or do you maintain a close relationship with an existing student, employee, volunteer, Governor or Trustee of North London Collegiate School (UK), NLCS Jeju, NLCS Dubai, NLCS (Singapore), NLCS Kobe or NLCS Hong Kong? Yes / No	
If so, please provide details:	
Have you previously applied for a role at an NLCS school? Yes / No	
If so, please provide details:	
Current or most recent employment	
Current/most recent employer	

Current/most recent employer's address, including city and country	
Current/most recent job title	
Date started	
Date ended	
Brief description of responsibilities	
Reason for seeking other employment	
Do you/did you receive any employee benefits? If so, please provide details of these	
Current salary/salary on leaving	
Please state when you would be available to take up employment, if offered	

Previous employment

Please start with the most recent and please add extra rows if necessary.

Dates		Name and address of employer	Position held and/or duties	Reason for leaving
From	To			

Gaps in your employment

Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave.

Dates		Reason for gap	Address/location during gap
From	To		

Education Qualifications

Please start with the most recent and please add extra rows if necessary.

Name of school/college/ university	Dates of attendance		Examinations			
	From	To	Name of course	Result	Date	Awarding body
Undergraduate and Postgraduate						
School and Further Education						

Professional Qualifications

Please start with the most recent and please add extra rows if necessary.

Name of college/ university	Dates of attendance		Examinations			
	From	To	Subject	Result	Date	Awarding body

Professional development

Please provide details of any vocational qualifications or skills that you possess, or training that you have received, which you consider to be relevant to the role for which you have applied.

Interests/Extra-curricular activities

Please provide details of any interests/extra-curricular activities in which you have been involved.

Additional Personal and Family details

Date of birth	
Nationality	
Passport number	
Passport expiry date	
Marital status	
First name of spouse/partner	
Surname of spouse/partner	
Nationality of spouse/partner	
Profession of spouse/partner	
Details of children (please list gender, and date of birth)	
Is your spouse/partner also seeking employment at the school? Yes / No	

Criminal records

An offer of employment from the NLCS Hong Kong operating company is conditional upon them receiving an ICPC (or equivalent) which the School considers to be satisfactory, and/or a satisfactory criminal record search being undertaken in your current country of residence. On their behalf, NLCS (UK) will apply for an Enhanced Check for Regulated Activity from the DBS which includes a check of the Children's Barred List. NLCS Hong Kong will not employ anyone who is barred from working with children. If you are successful in your application, you will be required to complete an ICPC and/or international equivalent. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

Have you been convicted by the courts of any criminal offence	Yes / No
Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence?	Yes / No
Have you ever been convicted of (or received a caution, reprimand or final warning from the police, for) a drug-related offence?	Yes / No
Is there any relevant court action pending against you?	Yes / No
Are you barred from working with children?	Yes / No

Have you ever been prohibited, disqualified or restricted from management?		Yes / No
If 'YES' to any of the above, please provide details on a separate document in PDF format marked "Confidential" and forward to the Principal with your Application form.		
I am aware that all or part of the information provided on this form may be used and processed by North London Collegiate School International for recruitment and personnel administration and for equality monitoring, and that the School may search social media and other sites, if shortlisted, during the selection process in order to find information about me that is in the public domain.		Yes / No
References Please supply the names and contact details of two people who may be contacted for references. One of these must be your current or most recent employer, preferably represented by your Headteacher or Chair of Governors. If your current/most recent employment does/did not involve work with children, then your second referee must be from the employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend, and they must be someone to whom you report(ed) - not a peer colleague. References for shortlisted candidates will be taken up prior to interview.		
Referee one		
Name		
Position		
Working relationship to you		
Address		
Contact number		
Email		
Referee two		
Name		
Position		
Working relationship to you		
Address		
Contact number		
Email		
Recruitment Policy All applicants for employment will be required to submit a letter of application and to complete an application form containing questions about their academic and employment history and their suitability for the role; candidates should submit a curriculum vitae in addition to their application form. Applications will not be considered unless supported by a completed application form, CV, recent photograph and cover letter. North London Collegiate School Hong Kong is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School's Safeguarding and Child Protection Policy are also available to applicants on request.		
Would you like the School to retain your details if your application is unsuccessful?		Yes / No
Would you be interested in roles at other NLCS schools? (Please indicate below)		
NLCS Jeju (South Korea)		
NLCS (UK)		
NLCS Dubai (UAE)		
NLCS (Singapore)		
NLCS Kobe (Japan)		
How did you hear about this vacancy? (Please indicate below)		

TES	
School website	
NLCS International website	
Jobs Bank	
Word of Mouth	
Other (please specify)	
Data Protection	
All personal data will be held and processed by NLCS Hong Kong. Data will be shared with and retained by NLCS International Ltd in accordance with the General Data Protection Regulation 2018 and Data Protection Act 2018 and in accordance with NLCS (UK)'s Data Protection Policy and guidelines. The information will be stored securely and used only for the intended purpose stated in this form.	
Declaration	
- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. - I confirm that I am not disqualified from work with children or subject to sanctions imposed by a regulatory body. - I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. - I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. - I consent to the NLCS Hong Kong making direct contact with the people specified as my referees to verify the references prior to interview.	
Signature:	
Date:	

Appendix 9: Medical Form

Health questionnaire	
Strictly confidential	
This questionnaire should be completed as fully as possible in capital letters.	
The information will be treated in confidence (between the School and its medical adviser/occupational health adviser/doctor).	
Title	
Forename	
Surname	
Date of Birth	
Address	
Name and address of GP	
Position applied for	

Medical history			
Please complete the following questions by ticking the appropriate box. If the answer is 'yes', give details including (a) date, (b) amount of time lost from school/work (if any), (c) treatment (if any).			
Have you ever suffered from any of the following illnesses?			
	Yes	No	If yes, please give details
Visual defects/eye conditions (including colour blindness)			
Hearing defects/ear conditions			
Severe anxiety, depression, other psychiatric disorder			
Paralysis or other neurological disorder			
Fainting attacks, blackouts, epilepsy or fits			
Recurrent headaches, migraine			
Vertigo, giddiness or tinnitus			
Heart disease, high blood pressure			
Asthmas, bronchitis, tuberculosis or other chest disease			
Liver disorder			
Kidney or bladder problems			
Recurrent backache, arthritis, rheumatism			
Any blood disorder			
Eczema, dermatitis, other skin conditions			
Diabetes, thyroid or other gland problems			
Hay fever, allergies to drugs, animals etc.			
Any recurrent infections			
Any impairment of immunity to infection			
Hernia			

Any alcohol or drug related problems			
Any other medical condition, physical or mental, not mentioned above			
Have you?			
	Yes	No	If yes, please give details
Ever undergone a surgical operation or been admitted to hospital for any reason?			
Had more than 20 days' sickness absence in the past 2 years?			
Ever been, or are, a Registered Disabled Person?			
Present health status			
	Yes	No	If yes, please give details
Are you at present taking any medication prescribed by a doctor?			
Are you at present receiving any treatment prescribed by a doctor?			
Do you have any disability necessitating special aids, or requirements for access to premises?			
Do you have any other relevant health problems?			

Please note: the UK Health Protection Agency advises schools that all staff working with children should ensure that they are up to date with immunisations. Staff aged 25 or younger, should check if they have had two doses of MMR.

Declaration

I declare that, to the best of my knowledge, the information I have given is correct and that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question.

I understand that my employment with the School is conditional upon the verification of my medical fitness and that I may be required to attend a medical examination.

I understand that failure to disclose relevant information or giving false information may result in termination of my employment or the withdrawal of an offer of employment.

I hereby give my consent to North London Collegiate School Hong Kong processing the data supplied above.

Signature _____

Date _____