



# Safer Recruitment and Selection Policy

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**Responsible person** | Zoe Woolley and Cheryl Castil

## **1.0 Introduction**

Knowledge Gate International School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is mistreated because of a protected characteristic.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties. The entry to the SCR will be retained in perpetuity to ensure records are kept of past employees as part of Keeping Children Safe in Education.

All checks will be made in advance of appointment or as soon as practicable after appointment.

This policy applies to staff directly recruited and employed by the School. In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the checks for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work, barred list, prohibition, qualifications, overseas checks, two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

## **2.0 Advertising of Roles**

Advertising a role is the first step in the recruitment process. The School's approach is to advertise vacancies to attract a wide range of high-quality candidates from diverse backgrounds, ensure fair and open competition and minimise costs.

All advertisements for posts, whether in newspapers, journals, online or via agencies should include a statement confirming that the School is committed to safeguarding and promoting the welfare of children and young people and that all candidates must be willing to undergo safeguarding checks, including checks with past employers and enhanced DBS checks.

Any documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018 (DPA) and the UK GDPR.

### **3.0 Application Form**

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Executive Principal. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") or comply with any other relevant criminal background or police check for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

Additional requirements may apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Executive Principal immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Executive Principal for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate

for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment. More guidance for schools from the DfE on this can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

#### **4.0 Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Executive Principal or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken Safer Recruitment training. The Chair of the School Board should chair the panel for the Executive Principal's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A passport or Oman ID Card;
2. Where appropriate any documentation evidencing a change of name;
3. Where the candidate is not a citizen of the Sultanate of Oman, proof of entitlement to work and reside in country.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.** Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## **5.0 Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the Sultanate of Oman;
3. A satisfactory enhanced DBS check or other criminal / police check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period;
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
8. Satisfactory medical fitness;
9. Where appropriate, receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare.
10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team and teaching heads of department; and
11. For a candidate that has lived or worked outside the UK or in any EEA member states, an EEA Check is required. In the absence of EEA check, the candidate is required to submit a Proof of Good Professional Standing issued by the relevant teaching regulatory authority of the EEA member country where the candidate has worked.
12. Social Media Check
13. COVID-19 vaccination status

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data

Protection Policy (See Appendix 3). This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **6.0 References**

The School will seek the references referred to above for shortlisted candidates (including internal applicants) and may approach previous employers for information to verify experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

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. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

## **7.0 Job Description**

The qualifications, skills, experience, knowledge, standards and abilities that are required for the post will be identified clearly in the job description. The job description will also state that it is the individual's responsibility to safeguard and promote the welfare of children and young people she/he is responsible for or comes into contact with.

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role as well as any safeguarding requirements.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

## **8.0 Criminal Records Policy**

The School complies with the provisions of the DBS Code of Practice and other relevant criminal background or police checks.

There are limited circumstances where the school will accept a check from another educational institution. In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

Where disclosure or other check is delayed, a short period of work is allowed under controlled conditions, at the Executive Principal's discretion. However, if an 'enhanced disclosure' is delayed, the Executive Principal may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS or other check application has been made in advance;
- With appropriate safeguards taken (for example, supervision);
- Safeguards reviewed at least every two weeks by the Head of School and member of staff;
- The person in question is informed what these safeguards are; and
- A note is added to the single central register and evidence kept of the measures put in place. It is not ordinarily the case that a person will be allowed to commence work in Early Years without a cleared DBS or other check.

## **9.0 Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment based on conviction or other details revealed. The School makes appointment decisions based on merit and ability. If an individual has a criminal record this will not automatically bar 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 below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

If 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

consider the following factors before reaching a recruitment decision:

- 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;
- in the case of disqualification from providing childcare, whether the applicant has or can obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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, deception or fraud.

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 or fraud.

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.

## **10.0 The Recruitment of Volunteers**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The School Board therefore, welcomes and encourages volunteers from the community to assist from time to time. The kinds of activities that volunteers may assist with are contributing to the school's extra-curricular programme, or accompanying school visits.

Volunteers will be subject to the same recruitment requirements as other members of the staff team as detailed above.

Volunteers will be provided with a copy of the Volunteer Code of Conduct which should be signed and returned before the placement commences. Details of training offered to volunteers and policies they should read and adhere to are detailed in the Volunteer Code of Conduct.

## **11.0 Non-Employees and Contractors**

In the case of agency workers, the School must obtain written confirmation from the agency or contractor that it has carried out the appropriate safeguarding checks (e.g. Identity; Criminal Check; Qualifications; References; Barred list & Prohibition where applicable and vaccinations/other required medical checks) to its staff assigned in the School.

Unchecked contractors will under no circumstances be allowed to work unsupervised in the School.

## **12. Single Central Register ("SCR")**



The Single Central Register is a requirement for each Inspired School and employing entity as it is considered best practice for organisations wishing to put child safeguarding at the top of the business priorities.

An entry will be made on the Single Central Register for all current members of staff at the School or office, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

Every school and employing entity of Inspired is required to hold a Single Central Register at all times for all current members of staff at the School and maintain this at a level required by Inspired in line with the UK Ofsted, ISI and other international accreditation bodies.

### **13.0 Retention, Security of Records and Data Protection Obligations**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

## Appendix 1: Template Recruitment Checklist

Position recruiting for:

Date of Interviews:

Event	Notes	Date Complete
<b>Planning</b>	<ul style="list-style-type: none"> <li>● Timescales</li> <li>● Person specification/Job Description including expectation to follow all safeguarding procedures</li> <li>● Application Form (state no CVs accepted)</li> <li>● Include commitment to safeguarding on all recruitment materials, including website</li> <li>● Applicant Pack created, including safeguarding information</li> <li>● Statement that DBS/other vetting checks will be completed</li> </ul>	
<b>Vacancy Advertised</b>		
<b>Applications received</b>	<ul style="list-style-type: none"> <li>● Scrutiny of dates, gaps, discrepancies and link to Person Specification / Job Descriptions</li> </ul>	
<b>Short-listing</b>	<ul style="list-style-type: none"> <li>● At least two people involved</li> <li>● Judged against standard criteria</li> </ul>	
<b>References requested</b>	<ul style="list-style-type: none"> <li>● Request directly from appropriate referee</li> <li>● Ask specific safeguarding questions</li> </ul>	
<b>References received</b>	<ul style="list-style-type: none"> <li>● Scrutinised against information given on application form</li> <li>● Note issues of concern to be followed up at interview or with referee</li> </ul>	
<b>Invitation to interview sent out</b>	<ul style="list-style-type: none"> <li>● Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in Oman (where applicable). For teachers, proof of QTS. For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards</li> </ul>	
<b>Interview day – applicants</b>	<ul style="list-style-type: none"> <li>● Copies of documents taken, and any issues noted and shared with interview panel for clarification.</li> <li>● Any lack of documents queried, and panel agree whether to interview or not.</li> </ul>	
<b>Interview day – panel</b>	<ul style="list-style-type: none"> <li>● Panel must include at least one person who has completed Safer Recruitment training</li> <li>● Panel must include people who are authorised to appoint staff</li> <li>● Panel to have met before interviewing and have discussed the questions and assessment criteria</li> <li>● The same people interview every candidate</li> </ul>	

<b>Interview</b>	<ul style="list-style-type: none"> <li>● Check any discrepancies in application form/ references/ identity/qualification evidence</li> <li>● Check suitability to work with children</li> <li>● Explore safeguarding/child protection understanding</li> <li>● Record made of questions/answers</li> </ul>	
<b>Conditional offer of employment made</b>	<ul style="list-style-type: none"> <li>● Made clear to successful applicant that the offer of employment is conditional on successful vetting and other per-employment checks (e.g. Medical) (and for non-teaching posts, a probationary period)</li> </ul>	
<b>Records of Interview information filed for unsuccessful candidates</b>	<ul style="list-style-type: none"> <li>● For unsuccessful candidates – kept from date of appointment of successful candidate plus 6 months</li> </ul>	

## Appendix 2: Template Employee Folder Checklist

Staff Member:

Date of Interview:

Event	Notes	In folder	On Success Factor
Records of Interview information	Placed in the personnel file and kept until termination of employment plus 6 years (include the name of interviewers with Safer Recruitment training)		
Copies of Documentation	Documentation should include items needed for the DBS or other legal/criminal record check		
Reference 1	Qualifications <ul style="list-style-type: none"> <li>Educational qualifications are required to be apostilled</li> </ul>		
Reference 2	<ul style="list-style-type: none"> <li>Request directly from appropriate referee</li> <li>Ask specific safeguarding questions</li> <li>Scrutinised against information given on application form</li> <li>Note issues of concern to be followed up at interview or with referee</li> </ul>		
Reference 3	Where required a third reference will be sought		
Telephone check 1	<ul style="list-style-type: none"> <li>Identify that person writing reference is the same</li> <li>Follow up any points raised</li> </ul>		
Telephone check 2	<ul style="list-style-type: none"> <li>Ask for any pertinent additional information</li> </ul>		
Telephone check 3	Where required and checked as above		
Evidence of Right to work in Oman	Kept until termination of employment plus 7 years		
Enhanced DBS form completed and sent off	For all staff and governors. Copies of DBS Certificates must not be kept for longer than 6 months - <b>DATE DESTROYED:</b>		
DBS Update Service Checked (if applicable)	If candidates have subscribed to the update service		
DBS Barred List requested	For staff or governors in regulated activity only. Often completed at the same time as the DBS Check – <i>'Enhanced DBS With Barred List Check'</i>		
Health Form completed and Requested	<ul style="list-style-type: none"> <li>Medical Health Declaration Form</li> <li>Employment Medical Exam</li> <li>COVID-19 Vaccination Status</li> </ul>		
QTS Check for teachers	<ul style="list-style-type: none"> <li>Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed.</li> <li>Confirmation statutory induction completed.</li> <li>Checked via Teacher Services – link below</li> </ul>		
Prohibition from teaching check completed	<ul style="list-style-type: none"> <li>Completed via COBIS Prohibition Check Services</li> </ul>		
Prohibition from Teaching COBIS check	Not prohibited or restricted from teaching. Completed via COBIS Prohibition Check Services.		
Prohibition from management check	Known as Section 128 check and completed via Teacher Services. Completed via COBIS Prohibition Check Services.		

<b>Disqualification under the childcare act 2006 – update 2018</b>	<ul style="list-style-type: none"> <li>For those working with under-8s <a href="https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li> <li>Self-declaration form (no disqualification by association)</li> </ul>		
<b>Teacher Reference Number</b>	Collect QTS Certificate for the Teacher Reference Number		
<b>Overseas Checks</b>	<ul style="list-style-type: none"> <li>Police check/Certificate of Good Conduct obtained according to school policy (lived overseas for a period of 6 months or more in the last 5 years)</li> <li>Applied for by applicants themselves <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></li> </ul>		
<b>EEA Check</b>	<ul style="list-style-type: none"> <li>Letter of Professional Good Standing issued by the relevant teaching regulation authority</li> </ul>		
<b>Social Media Check</b>	Social media search via Google search and through Avvanz		
<b>Single Central Record</b>	All relevant checks recorded on the Single Central Record		
<b>Induction completed</b>	Child Protection Training from DSL		
	Educare training complete - apply to DSL for confirmation		
	Read Staff Code of Conduct		
	Read Safeguarding and Child Protection Policy		
	Read 'Keeping children safe in education' Sept 2021		

**\*All fields should be initialed and dated.**

I certify that the above record is complete and entered onto the SCR.

Signature:

Date:

I confirm that this member of staff is able to commence work as: -

- All recruitment checks are complete **OR**
- A risk assessment is in place to allow this person to be employed prior to receipt of a satisfactory references (Risk Assessment in Employee folder)

Name: (Executive Principal)

Signature:

Date:

Name: (Designated Safeguarding Lead)

Signature:

Date:

## **Appendix 3: Template Recruitment Privacy Notice**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Who collects the information**

'The School' is a 'data controller' and gathers and uses certain information about you.

### **Data protection principles**

About the information we collect and hold;

The table set out in 0 of 0 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of 0 below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Information may be held at our offices and third-party agencies, service providers, representatives and agents as described above.

### **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, considering the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the School's Privacy Notice.

Further details on our approach to information retention and destruction are available in our Data Protection Policy.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact our Data Protection and Compliance Officer, Zoe Woolley, who can be contacted on [executiveprincipal@kgis-edu.com](mailto:executiveprincipal@kgis-edu.com) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Data and Compliance Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data and Compliance Officer will provide you with further information about the right to be forgotten, if you ask for it.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How to complain**

We hope that our Data Protection and Compliance Officer can resolve any query or concern you raise about our use of your information. If not, contact the Oman Information Technology Authority for further information about your rights and how to make a formal complaint.

## **Schedule 1 - About the information we collect and hold**

### *Part 1: Up to and including the shortlisting stage*

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (ie address, home and mobile phone numbers, email address)</b>	From you	Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable us to contact you to progress your application, arrange interviews and inform you of the outcome

<p><b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b></p>	<p>From you, in the completed application form and interview notes (if relevant)</p>	<p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details</p>
<p><b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b></p>	<p>From you, in a completed anonymised equal opportunity monitoring form</p>	<p>To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)</p>	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see Below*</p>
<p><b>Information regarding your criminal record</b></p>	<p>From you, in your completed application form</p>	<p>To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see below*</p>
<p><b>Details of your referees</b></p>	<p>From your completed application form</p>	<p>Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to request references</p>	<p>To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee</p>



Part 2: Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p><b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <sup>++</sup></b></p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel</p>
<p><b>Information regarding your academic and professional qualifications <sup>++</sup></b></p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p><b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) <sup>++</sup></b></p>	<p>From you and from the Disclosure and Barring Service (DBS)</p>	<p>To perform the employment contract To comply with our legal obligations Legitimate interest: to verify the criminal records information provided by you For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see below*</p>



<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <sup>++</sup></b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
<b>A copy of your driving license – where necessary <sup>++</sup></b>	From you	To enter into/perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a clean driving license Information may be shared with our insurer

You are required (by law or to enter into your contract of employment) to provide the categories of information marked <sup>++</sup> above to us to enable us to verify your right to work and suitability for the position.

\* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Safer Recruitment policy above.