



SANDFORD INTERNATIONAL SCHOOL

Addis Ababa, Ethiopia

Single Central Record (SCR), Personnel Files and Safer Recruitment Policy

NAME OF POLICY	Single Central Record (SCR), Personnel Files and Safer Recruitment Policy
APPROVED BY	Board of Sandford International School
DATE APPROVED	March 9 th 2023
DATE OF REVIEW	March 2025



Summary of policy:

This Policy sets out the Board and Head of School's responsibilities and requirements in relation to safer recruitment, pre-employment checks, maintenance of the Single Central Record including ongoing employment chec



Single Central Record, Personnel Files and Safer Recruitment Policy

Acronyms

SCR Single Central register

DSL Designated Safeguarding Lead

HR Human Resources

SIS Sandford International School

1. Introduction and Purpose

- 1.1. Sandford International School maintains a Single Central Record (SCR) of recruitment and vetting checks.

2. Scope

- 2.1. This Policy applies to all staff involved in recruitment processes, including the Head of School; Senior Leadership Team; DSL's; HR and Board members who have responsibility and oversight of the maintenance of the SCR's.

3. Format of the SCR

- 3.1. The SCR must be maintained electronically within the HR department, accessed only by a secure password and backed up every week.
- 3.2. There must always be a member of staff on site that can access the SCR. It must be accessible to the Head of School, SCR Lead (HR manager) and Lead DSL.

4. Who should appear in the SCR?

- 4.1. The SCR must cover and include the following people:

- a) all staff who work at the school, volunteers, sports coaches, consultants and all members of the Board.
- b) All staff who are employed directly by SIS;
- c) All who are engaged in "Regulated Activity";
- d) Board members and volunteers;
- e) People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc;
- f) Regular contract staff such as contract caterers;
- g) Visitors who are in the Academy on a 'regular' basis must be on the SCR.

- 4.2. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight). Appendix 3 details the visitor protocol guidance.

- 4.3. The SCR reflects our current workforce. When someone leaves the school, they are removed from the main SCR and placed on the leavers tab.



5. What information should be recorded on the SCR

5.1. The SCR is an integral part of Sandford International School's suite of safeguarding protocols, Recruitment and Selection Policy, recording and referencing the pre-employment checks within a single comprehensive document. The information that must be recorded in respect of staff members is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- a. an identity check;
- b. police check (national and international)
- c. satisfactory references
- d. Medical check for fitness to work
- e. a check of professional qualifications; and
- f. a check to establish the person's right to work in Ethiopia

5.2. Under each of these headings we record:

- a. what has been seen;
- b. when it was seen, and,
- c. by whom it was seen.

5.3. The excel format for the SCR complies with best practice to support SIS in delivering the principles of Safer Recruitment.

5.4. We never leave an empty field in the SCR. If not applicable insert N/A in the cell.

5.5. No new starter can commence employment without all appropriate pre-employment checks in place unless there is formal authorisation via email from the HR manager to the Head of School/Operations director

6. Identity Checks

6.1. The documents we check must confirm name, date of birth, address and should be in a photographic form of identity such as a passport or driving license

6.2. Gender and marital status including dependents

6.3. At least one of the documents must show the applicant's current address.

6.4. **We must see originals.** Photocopies must never be accepted.

6.5. We record on the SCR the evidence we have seen, e.g. credentials, passport, driving licence etc., plus the date it was checked and the name of the person who checked it.

6.6. We take a copy of the documents, sign and date that the original was seen and hold the copy in a personnel file.



7. Qualifications and Registration

- 7.1. We record the professional qualifications **that are a requirement of the job**, e.g. Qualified Teacher Status (QTS). For international staff, we need to make sure that the credentials are appropriate for the post and accepted by the Ethiopian Ministry of Education (apostille and notarised for the right to work in Ethiopia).
- 7.2. We record all professional qualifications for all staff
- 7.3. If the person needs to be registered with any other professional body to do the job, such as a health care professional or school counsellor, we also need to record that we have carried out the relevant checks.
- 7.4. We record the qualification/s that we have evidenced, the date seen and who has checked it.
- 7.5. We copy the documents, sign and date that the original was seen and hold the copy in the personnel file.

8. Right to Work in Ethiopia

- 8.1. Before arriving in Ethiopia, professional qualifications should be checked to make sure they meet the requirements set out by the Ministry of Education
- 8.2. We must confirm the right to work for those we wish to employ in Ethiopia. We record the evidence provided on the SCR and date when these checks were carried out. In addition, the name of the individual who carried out the check is recorded.

9. References

- 9.1. **Two references must be obtained prior to interview** for all shortlisted appointments. References should always be obtained from the candidate's current employer. Where a candidate is not currently employed, **verification of their most recent employment and reasons for leaving should be obtained from the school, at which they were last employed.**
- 9.2. SIS ensures that the recruitment processes are robust and thorough. It is SIS's policy that if a teaching reference request is returned, with the candidate graded as satisfactory the offer of the post must not be confirmed until further information, including additional references, has been obtained.
- 9.3. **References should be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed**, including for any internal candidate. Obtaining references before interview allows concerns to be explored further with the referee and taken up with the candidate at interview. **They should always be requested directly from the referee and from a senior person with appropriate authority**, not a colleague.



- 9.4. **SIS will not accept open references**, for example in the form of 'to whom it may concern' testimonials, or information provided by the candidate as part of the application process. **Where electronic references are received, employers should ensure they originate from a legitimate source.**
- 9.5. On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. **Any discrepancies should be taken up with the candidate.**
- 9.6. Any information about past disciplinary action or allegations should be kept in a separate secure HR folder.
- 9.7. Some existing employees may have gaps in their personnel files. It is important that in these cases we show an audit trail of our attempts to gather the required information if the record is since September 2016.
- 9.8. References should be retained in the personnel file.

10. Annual Declarations

- 10.1. The Annual Declarations require staff to declare:
- a. Criminal convictions;
 - b. Their understanding of, and agreement to adhere to key policies;
 - c. Business or personnel interests; and
 - d. Changes to personnel data (as applicable).
- 10.2. The HR department must issue the Annual Declaration to all staff immediately prior to the start of their employment and yearly thereafter. All sections must be completed. The date of completion of the Annual Declaration must be recorded on the SCR.
- 10.3. HR must be able to evidence that all staff have completed the Annual Declaration.

11. Safer Recruitment Training

- 11.1. SIS requires at least one member of any recruitment panel to have received appropriate training in line with safeguarding guidance.
- 11.2. SIS ensures that at least one member of every interview panel has undertaken safer recruitment training.
- 11.3. All interview questions must include a safeguarding question appropriate to the post being recruited.
- 11.4. All electronic application forms must be signed by the candidate at the interview.



- 11.5. All staff must attend a Safeguarding Refresher training session every year and a register must be taken to evidence their attendance. All staff must read the most recent update of 'Keeping Children Safe at Sandford Part 1.
- 11.6. Staff must sign and date to acknowledge that they have read and understood this document. This should be recorded on the SCR.

12. Personnel Files

- 12.1. The personnel files must be in chronological order.
- 12.2. Having completed the pre-employment checks in line with the **Recruitment and Selection Policy**, the personnel files **must** contain the following:
- a) Two references (one of which must be from the applicant's most recent employer and be provided by a senior manager or headteacher on headed paper or official email address) which SIS considers to be satisfactory;
 - b) Signed hard copy of the application form or electronic application form;
 - c) Photocopies/scans of original documents confirming any educational and professional qualifications referred to in their application form;
 - d) Evidence of Identity, in most cases this is a copy of photo ID. If alternative identity checks were required, these must be kept in the file;
 - e) Confirmation of medical fitness;
 - f) Right to Work in Ethiopia (legalised apostille for international staff);
 - g) Contract of Employment – Signed by the Head of School and Employee;
 - h) Offer of appointment letter;
 - i) All interview related information for the employee
 - j) Training records / certificates including Safer Recruitment;
 - k) Annual Declaration Forms.
 - l) It is very important that both the SCR and Personnel files are confidential. The SCR should be password protected and regularly backed up. A hard copy of the SCR should always be available in case of IT failure/breakdown

13. Training

Training on maintenance of the SCR will be included as part of the induction process for appropriate staff in SIS (Human Resources, DSL's and Board members)



14. Responsibilities

The Head of School has overall responsibility for the SCR, and the content of the employee personnel files but will delegate the process of maintaining them to the HR SCR Lead. The SCR must be checked six times per academic year by the Head of School and regularly by the school SCR Lead.

15. Monitoring and Compliance

Compliance with this Policy will be monitored by the Head of School in conjunction with the DSL's and Board

16. Review

The Policy will be reviewed every two years by the Board.



Appendix

Visitor Protocol Guidance

All visitors to the school will be asked to bring formal photographic identification with them at the time of their visit. They must follow the procedure below:

- a) Once on site, all visitors must report to the Head of Safety and Security at Gate 2. No visitor is permitted to enter the school via any other entrance under any circumstances.
- b) All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification upon request.
- c) Attention should be raised to the safeguarding procedures at the school and a safeguarding leaflet issued. By signing in, the visitor confirms acceptance of the procedures.
- d) All visitors will be required to wear an identification badge and a lanyard. Both the badge and lanyard must remain visible throughout their visit.

Visitors Departure from Academy

On departing the school, all visitors **MUST** leave via gate 2 and:

- a) Sign out in the same manner as signing in.
- b) Return the identification badge and lanyard.



Appendix

Volunteer Application Form

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Applicant's Personnel details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	

Driving Licence

Only answer if a full driving licence is required for the role.	
Do you hold a current Driving Licence?(select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements?	Yes / No



Why are you applying for voluntary work at the school?

Please mention any skills or experience that you bring to the role and explain what you want to achieve from volunteering.



Appendix

Single Central Record (SCR) Check Template

Date:

Name:

CHECK	✓
100% of staff from the staff list are recorded on SCR? (Including all new starters)	
All /volunteers/contractors that access site are recorded on SCR?	
Are any contractors/volunteers no longer accessing the site removed?	
SCR template includes: Teachers/Professional Services/Agency/Ambassadors/Volunteers/Contractors)	✓
No gaps/areas to follow up: Address/DOB/Photo ID	
No gaps/areas to follow up: Role	
No gaps/areas to follow up: Qualifications	
No gaps/areas to follow up: EEA/Certificate of good conduct	
No gaps/areas to follow up: Right to work in Ethiopia	
No gaps/areas to follow up: Annual declaration/KCSE	
Reference complete and satisfactory	

