

THE
BRITISH
SCHOOL
 OF AMSTERDAM

Safer Recruitment Policy

Policy Title			Safer Recruitment Policy								
Policy Owner			Head of Human Resources								
Approval Body			Works Council / Management Board / Supervisory Board								
Date Reviewed & Approved			January 2026								
Policy review date			January 2027								
Statutory policy	Yes	No	On website	Yes	No	On parent portal	Yes	No	On staff portal	Yes	No

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1. Rationale

The British School of Amsterdam's mission is to nurture, inspire and empower students to thrive within an ever-changing world. To that end, we are committed to providing a caring, safe and inclusive environment. Central to this mission is the recruitment of staff of the highest calibre who share our deep commitment to diversity, equity, inclusion and justice (DEIJ) and, above all, to safeguarding and promoting the welfare of children.

The School recognises that safer recruitment is the first step in creating a safe culture. This policy provides the formal framework to deter, identify and reject individuals who might be unsuitable to work with children, ensuring full compliance with international safeguarding standards.

2. Legislation and guidance

This policy is based on the guidance from the UK Department for Education (DfE), Keeping Children Safe in Education (KCSiE) 2025, and meets the requirements of Part 4 of the British Overseas School Standards. The BSA is further committed to complying with:

- The standards of the [British International Schools Safeguarding Coalition](#) (BISCC).
- Relevant Dutch legislation, including the mandatory [Verklaring Omtrent het Gedrag](#) (VOG).
- [The Equality Act 2010](#) (UK) and the [General Equal Treatment Act \(AWGB\)](#) (NL).
- Labour laws and regulations in the Netherlands

3. Aims

In alignment with our safeguarding and DEIJ commitments, we aim to:

- Ensure all job applicants are considered equally and consistently, without unfair discrimination.
- Conduct a rigorous multi-layered vetting process that meets BSO inspection requirements.
- Maintain a "Single Central Record" (SCR) that is accurate, up-to-date, and regularly audited.
- Ensure all staff involved in recruitment are trained in Safer Recruitment practices.

4. Recruitment and selection process

4.1 Advertising and Application

All advertisements include the School's safeguarding statement. Candidates must complete a full application form; CVs alone are not accepted. We require a full, chronological employment history. Any gaps of more than three months must be explained and verified during the interview process.

4.2 Shortlisting and Digital Due Diligence

In line with KCSiE 2025, the School conducts online and social media searches on shortlisted candidates. This due diligence aims to identify any publicly available information that may suggest unsuitability to work with children.

4.3 Interviewing

At least one member of every appointment panel will have received Safer Recruitment Training within the last three years. Interviews will probe the candidate's attitude toward safeguarding and their suitability to work with children through competency-based questions and hypothetical scenarios.

5. Vetting check matrix (requirements per role)

No individual is permitted to start work at The BSA and work unsupervised with children until all mandatory checks are completed and recorded on the Single Central Record (SCR). In some cases a risk assessment may be completed and the employee may start work while the checks are carried out. This is at the discretion of the Management Board only.

Category	ID & Right to Work	VOG (NL)	ICPC / Police Check (Int.)	References	Prohibition / Sec 128	Social Media Search
Teaching Staff	Yes	Yes	Yes	3 (incl. 2x Head)	Yes	Yes
Support Staff (contact with children)	Yes	Yes	Yes	3	No*	Yes
Leadership / Management	Yes	Yes	Yes	3 (incl. 2x Head)	Yes (incl. Sec 128)	Yes
Club Providers / External Tutors	Yes	Yes	Yes	Min. 2 (Aim for 3)	Yes (Prohibition)	Yes

Regular Volunteers	Yes	Yes	Yes**	2	No	Yes
Contractors (e.g. Catering/Cleaning)	Yes	Yes***	Yes***	Employer Conf.	No	No

* Unless the role includes management responsibilities. ** Dependent on length of stay abroad and nature of role. *** Held by the employer/agency and verified by BSA HR.

6. Reference requirements

For all roles involving direct contact with children (including permanent staff, fixed-term staff, and club providers), the School maintains rigorous referencing standards:

General Requirements: * References must cover at least the last five years of employment/experience.

The School will not accept "open" references (e.g. 'To whom it may concern').

All references will be followed up with a telephone call to the referee's place of work to verify the authenticity and content of the reference.

7. Policy on recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate on the basis of a conviction or other information revealed. However, as the position involves access to children, candidates must disclose all convictions relevant to the role. If a check (VOG/ICPC) identifies a criminal record, the Principal and Head of HR will conduct a formal risk assessment.

8. Roles and Responsibilities

- Head of HR: Oversees the operational management and accuracy of the SCR.
- Designated Safeguarding Lead (DSL): Advises on the suitability of candidates where concerns are raised.
- Supervisory Board: A designated board member (DSG) conducts Periodical audits of the SCR to ensure BSO compliance.