

Criminal and Child Protection Checks Policy

1. Purpose This policy outlines the procedures and requirements for conducting criminal background checks and child protection screenings for all staff, educators, and volunteers associated with our institution. The purpose of these checks is to ensure a safe and secure learning environment for students in compliance with A-level licensing requirements and international child safeguarding standards.

2. Scope This policy applies to all employees, contractors, volunteers, and any individuals who have direct or indirect contact with students, including administrative and support staff.

3. Background Checks Requirement All individuals seeking employment or volunteer opportunities at our institution must undergo the following background checks before commencing their duties:

- **Criminal Record Check:** Verification of any prior criminal convictions or pending charges.
- **Sex Offender Registry Check:** Confirmation that the individual is not listed on any national or international sex offender registries.
- **Reference Checks:** At least two professional references from previous employers or institutions, with a focus on child safety and professional conduct.
- **Identity Verification:** Validation of personal identification documents to confirm authenticity and eligibility to work with children.
- **International Background Checks:** If an individual has lived abroad for an extended period, additional background checks from relevant foreign authorities may be required.

4. Frequency of Checks

- Initial checks are required for all new hires and volunteers before engagement.
- Periodic re-checks will be conducted every **three years** or as required by regulatory authorities.

- Employees must self-report any criminal charges or legal actions that arise during their employment.
- Random audits may be conducted to ensure compliance with child protection policies.

5. Reporting and Documentation

- Background check results will be securely stored and accessible only to authorised personnel.
- If a check returns any concerning findings, the hiring committee will review and assess the risks before making a final employment decision.
- Any refusal to undergo required checks may result in disqualification from employment or termination of an existing contract.
- A designated Safeguarding Officer will oversee the background check process and ensure compliance with all safeguarding protocols.

6. Child Protection Training

- All staff members are required to complete child protection training upon hiring and undertake refresher training annually.
- Training includes recognising and responding to signs of child abuse, mandatory reporting requirements, and professional conduct standards.
- All employees must sign a **Child Protection Code of Conduct** agreeing to uphold the highest standards of behaviour when interacting with children.

7. Confidentiality and Data Protection

- All background check records will be handled in compliance with data protection regulations and stored securely.
- Information obtained through background checks will only be used for employment and safeguarding decisions.
- Unauthorised access or misuse of background check data will result in disciplinary action.

8. Compliance and Legal Considerations This policy aligns with:

- The Cambridge International A-level accreditation requirements.
- Local and international child protection laws and guidelines.
- Best practices in educational institutions worldwide.
- The United Nations Convention on the Rights of the Child (UNCRC) principles.

9. Review and Amendments This policy will be reviewed annually or as necessary to ensure compliance with legal and accreditation requirements. Any amendments will be communicated to all relevant stakeholders.

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