

International Task Force on Child Protection (ITFCP) Recommended Screening and Assessment Practices for International School Recruitment

Candidate Profiles

<i>A thorough personal and professional profile of each candidate is required, including the following.</i>	Y	N	Notes
Name			
Aliases or other names used now or in the past			
Gender			
Date of Birth			
Citizenship			
Secondary Citizenship			
Marital Status			
Country of Residence			
Address			
Additional Address			
Email Address			
Phone Number			
Education (Institution/degrees/dates, where relevant)			
Certification (Country/state/region/province/expiration date)			
Total number of years in education			
Total number of years living outside of your birth country			
Curriculum Experience			
Work History (Name of school/employer/address/reason for leaving/eligibility for re-employment)			
Explanation for any gaps in work history			
Names and contact details of references (personal and professional)			
Criminal History (arrests/convictions)			
The candidate makes a declaration of full disclosure and acknowledges that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation.			
The candidate provides the information requested above in a new application form rather than in an existing CV or other format.			
The dossier produced by the candidate is reviewed by at least two people (this may include a recruitment agency providing services to the hiring institution.)			

Reference Checks

The school has a clearly written statement of its hiring procedures including the process by which the institution reviews and validates references. The candidate provides specific minimum information for each referee.

Core Practices	Y	N	Notes
The candidate provides at least three confidential <i>professional</i> references			
One or more of the confidential references is a direct supervisor of the candidate (minimally at the Assistant Principal level).			
At least two confidential references are secured from the last two positions the candidate held during the past 6 years, with one or more of the references supplied by an assistant principal or principal.			
At least two supervisory references are contacted directly, either through technology (e.g. telephone, Skype, etc.) or face to face.			
Questions in direct exchanges include: <ul style="list-style-type: none"> ● Do you have any concerns about the candidate working unattended with children? ● Did any of the candidate's colleagues, students or parents express such concerns? ● Would you rehire the candidate? (why or why not according to the response received) 			
Recommended Additional Practices			
The candidate provides at least two <i>personal</i> references (to verify candidate biographical information, including place, nature and timing of employment).			

Referee Verification

The school has a clearly written statement of its hiring procedures including the process by which the institution verifies the identities of referees.

Core Practices	Y	N	Notes
Referees are contacted through business email addresses (if possible, e.g. retired) or personal electronic account (e.g. WhatsApp)			
Referees are contacted through business telephone numbers (if possible, e.g. retired).			
Recommended Additional Practices			
Personal numbers are checked through available online directory services.			
Referee identities and contact details are checked using professional directories/sources.			

Credential Verification

The school has clear guidelines for the review and verification of personal and professional histories and documentation.

Core Practices	Y	N	Notes
Required documentation is collected and reviewed before a final employment decision is made.			
Required documentation is translated by a certified independent translator as necessary.			
Recommended Additional Practices			
Colleges/universities upon which education qualifications are based are legitimately accredited educational institutions. Such institutions have the power to grant their own degrees and hold either university-level accreditation awarded by a nationally recognized accrediting organization or university-level recognition by the country's Ministry of Education.			
Documents of uncertain origin are legalized/endorsed by an authorized agency.			
Formal transcripts are sent directly from the awarding institution(s).			

Criminal Background Checks*

The school requires background and criminal record checks as a precondition of employment.

Core Practices	Y	N	Notes
There is a criminal record check from the country which issued the candidate's passport.			
There is a criminal record check from the country where the candidate currently resides which is less than 6 months old at the time the candidate leaves that country.			
Recommended Additional Practices			
There are criminal record checks from every country in which the candidate has worked for more than 6 months.			

Internet Checks*

The school conducts internet checks as a precondition of employment.

Core Practices	Y	N	Notes
The school conducts an Internet search of the candidate (subject to legal counsel).			

Review of Sex Offender Registries*

The school conducts checks of available sex offender registries as a precondition of employment.

Core Practices	Y	N	Notes
Review of sex offender websites for each of the countries where the candidate has lived.			

School's Interview and Advertising Practices

The school makes its commitment to child safety openly known through its interviewing and advertising practices.

Core Practices	Y	N	Notes
Interviews with the candidate include the following questions. <ul style="list-style-type: none"> ● Motivation for working in education (Why teach or otherwise work with children?) ● Background (cross-checking profile and exploring patterns of movement and employment; work history discussion includes questions about whether renewal of contract was offered at each post so that reasons for non-renewal can be examined; ask about <i>arrests</i>, as opposed to convictions) ● Attitudes and behaviors (affective questions about family life and relationships: “How would you respond to...(a specific child-protection scenario)?” “How do you maintain boundaries appropriate for your role?” etc. 			
The school publicly announces its commitment to child protection in job descriptions and job advertisements.			

** Accredited external agencies may be used to conduct and secure background checks, internet checks and sex offense registry checks.*