

Recruitment Policy – Silver Fern International School

Vision Statement of SFIS:

To inspire and empower every learner to thrive as a compassionate, curious, and globally responsible individual—ready to lead meaningful change in an interconnected world.

Mission Statement of SFIS:

At SFIS, we are a collaborative learning community committed to nurturing internationally-minded learners. We empower students to become creative and critical thinkers, fostering a spirit of inquiry and reflection. Through meaningful learning experiences, we support them in becoming compassionate, knowledgeable, and principled individuals who take responsible action to make a positive difference in their local and global communities.

Date Adopted: July 2025

Next Review: July 2026

1. Rationale

Silver Fern International School recognizes its statutory and moral responsibility to safeguard and promote the welfare of all students. The school acknowledges that effective safeguarding begins with the recruitment of suitably qualified, responsible, and trustworthy individuals. As such, this Safer Recruitment Policy is established to ensure that all hiring and appointment processes reflect the highest standards of child protection and professional conduct.

This policy is designed to prevent individuals who may pose a risk to children from gaining access to the school community. It sets out clear and consistent procedures for advertising, screening, interviewing, selecting, and onboarding all employees, volunteers, contractors, and service providers. The procedures outlined herein ensure that recruitment decisions are based on verified information, robust background checks, and safeguarding-focused assessments.

The policy aligns with the requirements of the Council of International Schools (CIS), the International Baccalaureate (IB) Standards and Practices, and Thai Ministry of Education regulations. It ensures that the school meets international expectations for safe recruitment while remaining responsive to the operational realities of a small school in a rural Thai context.

By adopting this policy, Silver Fern International School affirms its commitment to maintaining a safe learning environment, upholding professional integrity, and ensuring that safeguarding is central to all personnel-related decisions.

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This policy aligns with:

- IB Standards & Practices (Culture & Leadership)
- Thai Ministry of Education (MOE) regulations
- Local community context and cultural norms

2. Scope

This policy applies to:

- Full-time and part-time teaching staff
- Teaching assistants (LAs)
- Administrators and office staff
- Support staff (drivers, cleaners, security, kitchen staff)
- Volunteers and interns
- External contractors and service providers who work with children
- Substitute teachers

3. Safer Recruitment Principles

- Child protection is central to recruitment decisions
- Transparency and fairness throughout hiring
- Verifiable documentation for all candidates
- No appointment is made until all checks are complete
- Ongoing monitoring after employment
- Equal opportunity regardless of gender, ethnicity, or background
- Cultural sensitivity to the school's rural Thai context

4. Recruitment Process Overview

4.1 Workforce Planning

- Hiring needs identified by Head of School, Thai Principal, and Coordinators
- Positions approved by the School Board

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5. Advertising and Job Descriptions

5.1 Job Advertisements Must Include:

- Required qualifications (IB experience preferred but not mandatory)
- Languages required (Thai and/or English depending on role)
- Criminal background checks requirement
- Verification of past employment
- Reference checks as mandatory
- Example safeguarding statement:

6. Application & Screening Process

6.1 Application Requirements

All candidates must submit:

- CV/Resume
- Copy of passport or Thai National ID
- Copies of degrees and certifications
- Teaching licenses (Thai or international)
- Evidence of professional experience
- Contact details of 3 referees (including last employer/supervisor)

6.2 Initial Screening

- Verification of minimum qualifications
- Review of prior experience with children
- Identification of employment gaps
- Verification of professional licenses
- Applicants with unexplained gaps, inconsistent history, or refusal to provide references will not proceed.

7. Interviews

7.1 Interview Structure

- Panel discussion conducted by Head of School, Thai Principal, Coordinator & HR

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- May include demonstration lessons (if applicable)
- For remote teachers, interviews conducted via video call

7.2 Safeguarding Questions (Mandatory)

Interviewers must ask:

- “Describe a situation where you protected a child’s welfare.”
- “How do you maintain professional boundaries with students?”
- “What would you do if you suspected a child was being harmed?”

7.3 Rural Context Consideration

- Assess willingness to work in a small rural community
- Evaluate adaptability and cultural sensitivity

8. Reference Checks

Requirements

- Minimum two written references + one verbal check with last employer
- Referees must be professional, not personal

9. Background Checks

All staff must provide:

- Thai Police Clearance Certificate (for Thai nationals)
- Home-country criminal background check (for foreigners)
- MOE Teacher Council (Khurusapha) clearance, where applicable
- International Child Protection Certificate (ICPC) when possible
- No staff member may start work until the school receives the clearance.

In rare cases for urgent hiring, conditional contracts may be offered with the staff member supervised at all times until clearance arrives.

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10. Appointment and Onboarding

10.1 Letter of Appointment Includes:

Confirmation that the offer is subject to:

- Clean police check
- Satisfactory references
- Verified qualifications

10.2 Onboarding Requirements

Before entering classrooms, all new staff must:

- Sign the Staff Handbook of policies
- Sign the Code of Conduct
- Attend a school orientation
- Provide emergency contact and medical information

11. Volunteers and Interns

Volunteers must:

- Provide police clearance (Thai nationals: Tor Dor 43)
- Provide 1 reference
- Never be left alone with children
- Work under supervision of a qualified teacher
- Sign the Code of Conduct and Child Protection Agreement
- Short-term foreign volunteers must provide passport + self-declaration of no criminal record.

12. Contractors and External Providers

Includes:

- Bus drivers
- Security staff

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Requirements:

- Police clearance (Thai or home country depending on nationality)
- Company-level contract stating compliance with safeguarding rules
- Contractors must sign the Visitor & Contractor Safeguarding Agreement
- May not work unsupervised near children unless training is completed

13. Record-Keeping

The HR office keeps secure digital and physical files containing:

- Employment contract
- Background checks
- Reference check notes
- Safeguarding training completion
- Annual appraisal documents
- Work permit and visa documentation (for foreigners)

14. Post-Appointment Monitoring.

Includes:

- Annual safeguarding refresher training
- Ongoing observations by SLT
- Immediate investigation of concerns
- Disciplinary action for breaches

15. Risk Management and Red Flags

Automatic rejection or termination if:

- Background checks reveal offences involving children
- False documents are submitted
- Inappropriate communication with students
- Violation of safeguarding conduct

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16. Review & Continuous Improvement

This policy is reviewed every two years or earlier if:

- Thai laws are updated
- New safeguarding incidents arise
- Organizational changes occur
- Stakeholder feedback—Board, PLT, teachers—will be used to improve the policy.

