



# REIGATE GRAMMAR SCHOOL VIETNAM

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## Recruitment, Selection and Disclosures Policy

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<b>Policy Author:</b>	Arabella Crook & Simon Sharp
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## 1. Introduction

Reigate Grammar School Vietnam is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and following the safer recruitment process.

## 2. Data Protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Vietnam Immigration Department and relevant bodies, Interpol and relevant authorities in teachers' home countries if appropriate. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its School Privacy Notice.

## 3. Recruitment and Selection Procedure

Prior to the commencement of any recruitment exercise a job description and person specification should be prepared for the vacant role. This will confirm that there is a genuine need for recruitment, and will assist the School in ensuring that the most appropriate candidate is recruited for the role. A detailed timetable for the recruitment process, including the placing of the advertisement (internal and external) and details of the personnel to be involved in the process should be drawn up and approved by the Headmaster/Board of Management before the vacancy is advertised.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. It asks for information regarding the entire employment history, Safeguarding, Child Protection and Criminal Convictions. Incomplete application forms will be returned to the applicant when the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided with clear dates to the relevant month. Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications, this policy and the School's *Safeguarding & Child Protection Policy* are available to download from the School's website and can be printed and forwarded to applicants upon request.

The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for an interview. The shortlisting exercise will usually be conducted by two members of staff (who will ideally also be involved in the interview process.)

Shortlisted applicants will be invited to attend a formal interview at which their skills and experience will be discussed in more detail. To assist with the recruitment process, the school may use selection criteria to assess the candidates' performance in relevant tasks, for example, this may be teaching a lesson for teachers and a written test/task for support staff. Each part of the interview process will include a member of staff who has completed safer recruitment training. During the interview process the applicants' suitability for work with children will be explored. This will include an exploration of their work history and any gaps, Safeguarding questions, and knowledge and skills pertaining to the post they have applied for, are explored and written notes are kept.

All shortlisted applicants will be required to complete a self-declaration form prior to the final stage interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at the final interview.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
- Verification of the applicant's identity (where that has not previously been verified), ensuring that any change in name is sufficiently well documented. This will include:
  - The applicant's passport
  - The applicant's birth certificate
  - For a change in name, a marriage certificate or deed poll certificate
- Verification of qualifications, whether professional or otherwise, which the School takes into account in making the appointment decision.
- Verification of the applicant's employment history.
- The receipt of two references (one of which must be from the applicant's most recent employer and Headteacher/Principal, if this is not a school, then we will seek a reference from the most recent education employer) which the School considers satisfactory.
- In accordance with section 4.3 below, a criminal background or police check for every country the applicant has worked in for at least 3 months over the last 5 years. If the applicant has worked in the UK, this will be an International Child Protection Certificate (ICPC). The check must be translated into either English or Vietnamese.
- If a British Citizen, an up to date International Child Protection Certificate from the Criminal Records Office in the UK: <https://www.acro.police.uk/>
- For positions which involve "teaching work", proof of their teacher registration in their country of origin
- Verification of the applicant's medical fitness for the role (see section 4.8 below).
- Verification of the applicant's right to work in Vietnam; and
- Any further checks that the School decides are necessary as a result of the applicant having lived or worked outside of Vietnam and the UK which may include an overseas criminal records check, certificate of good conduct or professional references.
- For applicants who have carried out teaching work outside Vietnam, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School.

Where the position amounts to “regulated activity” (see section 4.3 below) the school will seek confirmation that:

- The applicant is not barred or subject to sanctions from working with children in any country.
- Information about whether the applicant has ever been subject to a direction in any country or equivalent, which renders them unable or unsuitable to work at the School.
- For management positions, information about whether the applicant has ever been referred to any country’s Department for Education, or is subject to a direction that renders them unable or unsuitable to work in a school.
- Confirmation that the applicant is not disqualified from working in connection with early or later years’ provision

If the applicant is a British citizen or has worked as a teacher in the UK, the school will ask COBIS to carry out a Prohibition Check using the following form [Prohibition Check request form 2023](#) which will cover

- If they are prohibited from teaching in the UK
- If they are barred from managing a school
- Are subject the sanctions from the General Teaching Council (England)
- If they failed their statutory induction period

In the case of the Prohibition Check carried out by COBIS, data is shared and processed in accordance with [THIS](#) document.

*\* The School is required to carry out a VN police check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out a VN police check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.*

*Whether a position amounts to “regulated activity” must therefore be considered by the School in order to decide which checks are appropriate.*

**Safeguarding is an integral part of staff induction and covers the following:**

- **Child Protection Training** either online, delivered by one of the DSLs or by another external provider
- Staff receive and read a copy of the **Safeguarding & Child Protection Policy** including information about the role and identity of the DSLs
- Staff receive and read a copy of the **Code of Conduct** which includes guidance on staff/student relationships and communications, including the use of social media
- Staff receive and read a copy of the **Whistleblowing Policy**
- Staff receive and read a copy of the **Acceptable Use Policy**
- Staff receive and read a copy of the section’s **Behaviour Policy**
- Staff receive and read a copy of the **Anti-Bullying Policy**
- Staff receive and read a copy of the **Technological Devices & Digital Citizenship/E-Safety Policy**
- Staff receive and read a copy of the **Health and Safety Policy**
- Staff receive and read a copy of this **Recruitment Policy**
- Staff receive and read a copy of the **Privacy Notice Policy**

All staff meet with one of the Designated Safeguarding Leads (DSLs) or Deputy Designated Safeguarding Leads (DDSLs) as part of the induction process.

Further information can be found in our Teaching Staff and Support Staff Induction information.

## 4. Pre-employment checks

In accordance with the recommendations set out in COBIS' Safer Recruitment Guidance and the latest Keeping Children Safe In Education in the UK (KCSIE) & COBIS, all RGS Schools carry out a number of pre-employment checks in respect of all prospective staff. A list of these checks is detailed in Section 3 above.

A new member of staff may not start work at the school until all checks are completed to the satisfaction of the school.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.

### 4.1. Verification of identity, address, eligibility to work in Vietnam and qualifications

All applicants who are invited to an interview will be required to share via email evidence of their identity, eligibility to work in Vietnam, address and qualifications.

The School asks for this information to ensure that the person attending the interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

**Identity:** prior to interview, all applicants must share via email copies of their valid passport as evidence of their identity as well as a certified copy of their birth certificate. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. The School asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in their employment and education history. The School works within the Vietnamese Labour laws for foreign workers and does not discriminate on the grounds of age.

**Eligibility to work in Vietnam:** all applicants must provide to HR any required evidence which confirms their eligibility to work in Vietnam.

**Qualifications:** All applicants must also provide to HR the scanned or original documents which evidence any educational and professional qualifications referred to in their application form and/or which the School requests.

### 4.2. References

References will preferably be taken up on short-listed applicants prior to the interview where possible.

Please note that questions may be asked about health or medical fitness prior to any offer of employment being made for Vietnamese work permit reasons.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references should be from the applicant's current or most recent employer and Headteacher/Principal/Director, and will have a follow-up telephone confirmation with the referee. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title, reason for leaving, performance, sickness\* and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people.

*(\*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made or where there may be an issue obtaining a Vietnamese work permit.)*

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. The School reserves the right to take up additional referees if the recruiting team believes additional information is required in order to make a decision.

Where a reference is not received prior to the interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification or obtain additional references before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although, again, additional references may be sought before an appointment can be confirmed.

The School will endeavour to make telephone contact with any referee to verify the details of the written reference provided, especially those that come in electronic form.

The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

**All references received from a school must be countersigned by the Headteacher/Director/Principal of that school**, unless a separate reference has been received from the Head. All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on internal candidates before the interview as part of the application process and can be provided by senior colleagues with appropriate authority as the School will be the most recent employer and will previously have taken up references from past employers.

#### **4.3. Police checks**

All staff are required to provide the following:

- a criminal background or police check for every country the applicant has worked in for at least 3 months over the last 5 years. If the applicant has worked in the UK, this will be an International Child Protection Certificate (ICPC). The check must be translated into either English or Vietnamese.
- If a British Citizen, an up to date International Child Protection Certificate from the Criminal Records Office in the UK: <https://www.acro.police.uk/>

#### **4.3.1. Regulated activity**

The school requires police checks for all staff involved in all positions at the School which amount to “regulated activity” as defined in the Safeguarding Vulnerable Groups Act 2006 in the UK (as amended). The purpose of carrying out a police check is to identify whether an applicant is to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to “regulated activity” if it is carried out:

- a. Frequently, meaning once a week or more; or
- b. Overnight, meaning between 2.00 am and 6.00 am; or
- c. Satisfies the “period condition”, meaning four times or more in a 30-day period; and
- d. Provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the School to decide whether a role amounts to “regulated activity” taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

#### **4.3.2. Police checks**

Valid police checks are a condition of employment with the School that the original police check certificate is provided to the School as soon as possible of it being received by the applicant. Original certificates should not be sent by post.

A convenient time and date for bringing the certificate into the School should be arranged with the Head of Human Resources as soon as it has been received. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

#### **4.3.3. Applicants with periods of overseas residence**

In accordance with section 4.3 applicants should provide:

- a criminal background or police check for every country the applicant has worked in for at least 3 months over the last 5 years. If the applicant has worked in the UK, this will be an International Child Protection Certificate (ICPC). The check must be translated into either English or Vietnamese.
- If a British Citizen, an up to date International Child Protection Certificate from the Criminal Records Office in the UK: <https://www.acro.police.uk/>

With periods of overseas residence and those with little or no previous Vietnam residence. The School will take into account the “unusual addresses guide” in such circumstances.

When requesting such information, the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent), Police Check (or equivalent) or a certificate of good conduct.

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work. Where possible, the school will undertake a prohibition order check for staff from the UK or other countries' equivalent or any additional check that the school considers appropriate.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The School will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file.

If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

#### **4.4. Disqualification from acting as a governor or senior manager/leaders**

Senior managers/leaders include those employees who report directly to the trustees or have responsibility for the overall management and control of the School's finances. At the School, the disqualification rules will be applicable to all governors and Boards of Trustee/Management, the Headmaster, the Managing Director and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School, therefore, adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

#### **4.5. Self Declaration**

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor, board member or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

#### **4.6. Medical fitness**

The School is legally required, in accordance with Vietnam law and the requirements of the Vietnam work permit and visa, to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.



It is the School's practice that all applicants to whom an offer of employment is made must complete a medical examination that meets the requirements of the Vietnamese Work Permit application.

The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

It is the School's practice that all voluntary staff will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of health, why they should not be able to discharge the responsibilities required by the role.

## 5. Contractors and agency staff (Third Party Employees)

The school may engage the use of third party companies, service providers to provide outsourced services: for instance catering, drivers, bus monitors, uniform, Co-Curricular Activities and Security. All of these contractors are subject to the school's *Safeguarding and Child Protection Policy* and regardless of the role should undertake the associated training when commencing work.

Service contracts with external companies providing services to the school should include a statement requiring the checking of their employees before commencing work. The school should check these background checks and document them. At a minimum this will be an identity check and Vietnamese Police Check, renewed every 2 years for local staff and for staff who have lived in other countries, 5 years of documented Criminal Background and/or police checks from those countries. All safeguarding checks and Criminal Background/Police Checks will be recorded on the school's Single Central Record (SCR).

Teaching Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires a copy of these checks before an individual can commence work at the School and this should be documented on the school's SCR.

## 6. Governors/ Board members

The procedures used for recruiting governors/selecting Board members will be recorded on the SCR. The Safer Recruitment Governor will be responsible for monitoring the SCR on a periodic basis. Copies of all Criminal Background Checks will be seen and verified by the School.

## 7. Volunteers

The School will request a Vietnamese Police Check, or other country if coming from overseas, on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section 4.3 above will be applied to all volunteers).

The School will request a Vietnamese police check on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day-to-day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new Vietnamese police check certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up for the police check update service as this permits the School to obtain up-to-date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- Formal or informal information provided by staff, parents and other volunteers
- Character references from the volunteer's place of work or any other relevant source; and
- An informal safer recruitment interview

## 8. Visiting speakers

The UK's Prevent Duty Guidance, which RGSV follows, requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised.

The School is not expected to obtain a Vietnamese Police Check, ICPC or similar on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the UK Prevent Duty Guidance.

The School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment disability or age.

## 9. Policy on recruitment of ex-offenders

### 9.1. Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 9.2 below.

All applicants must declare all previous convictions and cautions, including those which would normally be considered "spent".

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the police or the relevant authorities of the member of staff's home country if:

- it receives an application from a barred person
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

## 9.2. Background

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- Serious class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

## 9.3. Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster or Operations Director before a position is offered or confirmed.

## 9.4. Retention and Security of Disclosure Information

The School's policy is to observe the guidance issued or supported by the Vietnamese authorities and the UK Criminal Records Office on the use of disclosure information.

## 10. Whistleblowing

All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the *Whistleblowing Policy*, the *Safeguarding & Child Protection Policy* and the *Staff Code of Conduct*). All staff receive training so that they understand the School's expectations. Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal.

## 11. Referrals to the Vietnamese or other authorities

This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the Vietnamese authorities where:

- an individual has applied for a position at the School despite being barred from working with children; and/or
- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

The Vietnamese authorities will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to their national authorities or Teaching Regulation Agency/Board.