



SAFER RECRUITMENT POLICY 2020/2021

LanguageUK Recruitment procedure and policy are in full compliance with our Safeguarding Policies (for U18 and Adult Programmes. The aim of these procedures and policy is to provide safer learning environment for our participants and working environment for all our staff. To have well-structured and transparent process with consistent application, also having equal opportunities for everyone, all staff taking part in active recruitment process in any department strictly follow this Recruitment Policy.

Accordingly:

- **Job Descriptions** and person specification documents clearly contain related Safeguarding Responsibilities.
- In all **job adverts**, LanguageUK has a commitment to the Safeguarding and Welfare of U18 students/participants are clearly stated and all stakeholders are expected to share this commitment.
- During recruitment process, it is clearly stated that a **DBS check** will be carried out, there should be no gaps in CVs and that references will be checked. Each applicant should provide at least 2 references, preferably one of them is the most recent employer.
- Applicants are invited to face-to-face **interviews**, or skype/video conferencing when overseas, after selection from CVs with covering letter received in response to advertisements. Interviewees are sent the job description and safeguarding policy in advance.
- Interviews are conducted by the appropriate manager. Interviews for administration and long-term teaching posts are normally conducted by two members of staff. Teaching post interviews are preceded by Head of English and Vice-Principal.

Interviewees are given a tour of the school by another member of staff and are introduced to as many staff as possible. The interviewers complete an interview form during the interview to assess the applicant's suitability. The completed form is filed in the successful applicant's personnel file. Copies of their passport & original certificates are checked. All new members of staff are then added to the school all staff online HR system and documents are scanned in. Notes and details of unsuccessful post interview applicants are not kept on file for more than 6 months.

- In the case of working with U18, at least one of **the applicant's reference** is asked directly whether the applicant is suitable to work U18. All written references are checked by the interviewer/line manager (for teaching positions, Head of English) taking to the person who wrote the reference to confirm they did in fact write the reference
- All applicants undergo an **Enhanced DBS Check or an overseas police check** before they commence their employment
- **A record of all safeguarding checks** is kept on a single record file by the DSL of LanguageUK. Vice-Principal can access this document all the time.
- All applicants are invited to **self-disclose any criminal records** they have in a sealed envelope to the interviewer; this envelope can only be opened if the applicant's interview is successful; if not, the envelope is given back to the applicant unopened.
- **In case of delay in DBS or overseas Police checks return** before the successful applicant commences the work, there can be taken some measures in compliance with the safeguarding and welfare of U18 students/participants. These measures in place allow the relevant teaching staff to start teaching. In such cases, the classroom where the relevant staff teaches is checked every lesson, the door of the classroom

stays open all the time; the relevant teaching staff should not be alone with one or two students at any time, specifically cannot teach one-to-one or two-to-one classes with U18 students/participants.

Staff members for all positions may be able to work but *are not allowed to supervise U18 students/participants*, with the presence of a DBS checked staff member until such time that the Enhanced DBS is available.

- **All applicants are informed of the results by e-mail** within a week. All successful applicants are sent the job offer showing the employment T&Cs, the Employee Contract and Staff Handbook.
- All new employees are provided **an induction** for the school environment as well as fire safety and procedure for emergencies.
- All new employees undergo **online training Safeguarding Level 1 and PREVENT** training, arranged by DSL.
- **Referrals to the DBS:** A referral must be made to DBS when LanguageUK withdraws permission for an individual to engage in work with U18s or would have done so had that individual not resigned, retired or been made redundant, because they think the individual has engaged in relevant conduct, such as action or inaction that has caused neglect, emotional, psychological, sexual or physical harm: to harm or cause harm, attempt to harm, put a child at risk; received a caution or conviction for a relevant offence. If these conditions have been met the information must be referred to the DBS. The referral should be made to the DBS when the provider has gathered sufficient evidence as a part of their investigations to support their reasons for withdrawing permission to engage in work with U18 and in following good practice, consulted with their Local Authority Designated Officer -LADO, or Health and Social Care Trust Designated Officer if appropriate. **(Revised 2020)**
Please see Sarah in HR for any further questions on recruitment.

Policy Written Aug 2019

Reviewed Aug 2020

Next review Aug 2021