



RECRUITMENT POLICY AND PROCEDURE

APPROVED BY:

LAST UPDATED:

NEXT REVIEW DUE:

RESPONSIBILITY FOR REVIEW:

Application of Policy and Procedure:

This policy and procedure is to be read and acknowledged by all members of staff at Capital School of English involved in the recruitment of administration staff, academic staff (teachers), homestay providers and group leaders.

Content:

1. Overview: Safer recruitment
2. Recruitment materials
3. Recruitment stages for members of staff in the school
 - 3a. Recruitment stages for group leaders
4. Information given to applicants
5. Applicants awaiting DBS
6. Applicants with a criminal record
7. DBS equivalent
8. Recruitment of homestay providers
 - 8a. Hosting U18s
9. Homestay Applicants with a criminal record

1. OVERVIEW: SAFER RECRUITMENT

Cavendish School of English (CSE) believes that all students have a right to live life, study English, develop and achieve in a safe and supportive environment, as such CSE is committed to safer recruitment.

Cavendish School of English recruits a variety of staff. To work within the school we recruit members of staff for the Administration or Academic departments. We also recruit homestay providers who host students in their home, and, at times, Group Leaders. This policy and procedure applies to the recruitment of members of staff for all the previously mentioned. It also sets out obligations regarding disclosing information and the implications of an unsatisfactory disclosure being received.

Safer recruitment measures in place at CSE:

- Members of staff involved in recruitment will read this policy before being involved in recruitment.
- Members of staff responsible for recruitment will have completed all relevant Safer Recruitment training
- Where a Disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be conducted in the event of the candidate being offered the position.
- CSE uses a Disclosure service to assess the suitability of individuals for employment in positions of trust.

CSE and the Local Safeguarding Children Board (LSCB)

CSE communicates with the LSCB through email, local RALSA Safeguarding meetings and private meetings to discuss our safeguarding arrangements. The LSCB are legally able to set requirements for safeguarding within their local area.

2. RECRUITMENT MATERIALS

Where a Disclosure is deemed both proportionate and relevant to the position concerned, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be conducted in the event of the candidate being offered the position. All recruitment materials (Job Description, Person Specification, and Application Form) will also refer to CSE's commitment to safeguarding and the ***Duty of Care*** for all learners under the age of 18 (U18s) and any vulnerable adults attending the school.

3. RECRUITMENT STAGES FOR MEMBERS OF STAFF IN THE SCHOOL

STAGE	Recruitment and Selection Process
1	Post identified
	↓
2	Terms & Conditions (pay and benefits) of post approved by Finance Director
	↓
3	Job Description and Person Specification reviewed by management
	↓
4	Documents for applicants to complete short-listing process prepared by RM.
	↓
5	Post advertised on CSE's website and/or other leading recruitment sites
	↓
6	Sift of Application Forms by RM to objectively scrutinise them against the essential and desirable criteria on the person specification
	↓
7	RM and applicant's line manager short-list applicants for interview
	↓
8	Short-listed applicants informed by RM that they have been selected for interview and informed of the proceeding recruitment process, including Pre-Interview Task (Teaching posts only).
	↓
9	(Teaching posts only) Applicants submit Pre-Interview Task.
	↓

10	Referees return completed Reference Request Form. If not received, referees chased.
↓	
11 (Day before interview)	RM & applicant's line manager prepare for the interview
↓	
12	RM & applicant's line manager conduct interview Interview includes safeguarding specific questions: <ul style="list-style-type: none"> • What do you think makes a good, safe and caring school? • What do you understand is your role with regard to safeguarding? • Could you briefly explain your [length of gap in employment or education, i.e. 6 month] break in [year]/between [dates].
↓	
13 (Immediately after interview)	RM & applicant's line manager to separately write-up interview notes completing the evidence
↓	
14 (After all interviews)	RM & applicant's line manager compare interview notes for applicants and decide to whom to offer the post(s).
↓	
15 (within 14 days of interview)	Successful applicant(s) sent an offer letter
↓	
16 (within 14 days of interview)	RM sends letters to unsuccessful applicants informing them of the outcome.
↓	
17	Successful applicants on accepting the post are sent CSE documentation to read, sign, return to be placed in their personal file.

3A. RECRUITMENT STAGES FOR GROUP LEADERS

CSE does not recruit its own group leaders. All groups are assigned group leaders either by the Office Director. Group Leaders are normally the students' teachers in their own country or members of staff employed by Panke Sprachreisen who registered the group.

As such CSE does not follow the above recruitment process, CSE requests that all Group Leaders submit a 'Police Report' from their country (see Section 7 of this policy).

4. INFORMATION GIVEN TO APPLICANTS

Applicants are informed in the offer letter that the post is dependent on successful recruitment checks including DBS. All successful applicants undergo an Enhanced DBS with barring checks before or shortly after they are in the post of employment.

5. APPLICANTS AWAITING DBS

In some cases a member of staff may still be awaiting their DBS check on their start date. In this situation, they will be informed of the additional procedures at induction.

6. APPLICANTS WITH A CRIMINAL RECORD

In the event of an unsatisfactory Disclosure, CSE will arrange to meet with the applicant/employee to discuss this issue and reserves the right to withdraw any employment offer or terminate employment.

7. DBS EQUIVALENT

In certain situations an applicant may not be eligible for a DBS check, i.e. Applicants from Overseas. In this case a relevant check of the applicant's criminal record from the relevant authority in an overseas country will be obtained, where possible. Note: Not all countries provide this service.

The Recruitment Manager should check the Centre for Protection of National Infrastructure website to find out which countries do.

www.cpmi.gov.uk/advice/Personnel-security1/overseas-criminal-record-checks

8. RECRUITMENT OF HOMESTAY PROVIDERS

CSE recruits new homestay providers throughout the year. CSE does not actively advertise for homestay providers. The majority of applicant homestays are either recommended by other homestays or are due to direct enquires.

8A. HOSTING U18S

For applicant homestays taking U18 students additional safeguarding checks are in place. These include Disclosure and Barring Service (DBS) checks and all checks required by the local authority, i.e. Private Fostering. Applicant homestays will be asked if they have an Updated Enhanced Home-based DBS, if they do, the necessary procedure will be followed. If they do not, the necessary procedure will be followed.

9. HOMESTAY APPLICANTS WITH A CRIMINAL RECORD

See Section 6.