



RECRUITMENT POLICY AND SAFER RECRUITMENT

APPROVED BY: Nathan Barber

LAST UPDATED: 02/03/2020

NEXT REVIEW DUE: 02/03/2021

RESPONSIBILITY FOR REVIEW: Chris Evans / Nathan Santangelo-Barber

All Cavendish School of English policies will be ratified by the Directors and checked by the MD. Each policy will be signed by the Office Director or Operations Directors.

- **Chris Evans** - *Office Director*
- **Nathan Santangelo-Barber** - *Operations Director*
- **Managing Director** - *Marcus Barber*

We believe this policy relates to the following legislation:

- Rehabilitation of Offenders Act 1974
- Data Protection 1998
- Employment Relations Act 1999
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Education (Independent School Standards) (England) Regulations 2014
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Employment Equality (Age) Regulations 2006
- Work and Families Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Employment Act 2008
- Equality Act 2010
- Protection of Freedoms Act 2012

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Criminal record checks: guidance for employers

We have a statutory duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

The DBS provides the following checks namely:

Standard check: records of convictions, cautions, reprimands and warnings as found on the Police National Computer (PNC)

Enhanced check: as above plus other relevant information held by the police

Enhanced check with a Barred List check (child) and Enhanced check with a Barred List check (adult). Those people who are deemed unsuitable to work with children and vulnerable adults are placed on to either the Children's Barred List or Adults' Barred List.

We realise that the majority of school appointments are for personnel who will be responsible for the care and supervision of students on a regular basis known as regulated activity and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

We are aware that we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for all visitors but we will ensure that all visitors not on the approved visitor list are escorted whilst on school premises.

Also, we are aware that we have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We have a duty to ensure that all interns in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any intern to work unsupervised with students or work in regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their DBS checks indicates that they present a risk to children.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

AIMS

- To ensure compliance with all current guidance and legal requirements.
- To provide protection for children and vulnerable adults against those who might wish to harm them.
- To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

PROCEDURE

ROLE OF THE DIRECTORS

The Directors have:

- the responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements;
- delegated certain powers and responsibilities to the Office Director and/or Operations Director to oversee compliance with current guidance and legal requirements;
- delegated powers and responsibilities to the Office Director and/or Operations Director to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated the Directors to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy and Cavendish Schools Equality policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

ROLE OF THE OFFICE DIRECTOR AND OPERATIONS DIRECTOR

The Office Director and Operations Director will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- ensure all appropriate pre-employment checks are completed on school personnel, host carers and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- encourage all school personnel, pupils and parents to be aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and necessary training to all staff;
- monitor the effectiveness of this policy;

SAFE RECRUITMENT PROCEDURE

“Cavendish School of English is committed to safeguarding and promoting the welfare of children and young people and expects all of its employees to share this ethos”.

We will include the above statement in:

- recruitment websites that we use
- person specifications

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

- For every vacancy a job and person specification will be written and approved by the Office Director.
- All job descriptions and person specifications will include this statement of Cavendish Schools commitment to safe recruitment:
“Cavendish School is committed to safeguarding and promoting the welfare of children and young people and expects all of its employees to share this ethos.”

Job advertisement

- All vacancies will be advertised in an appropriate newspaper, journal, or website and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.
- Advertisements may also be notified to the local job centre.
- All vacancies will also be posted on the Cavendish School Website, and made known to staff, in order to facilitate internal promotions wherever possible as development opportunities for staff.
- On occasions it may be decided to restrict advertisements to internal candidates only.
- Vacancies which are restricted to internal candidates only will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.
- Employees on maternity leave will receive all advertisements for posts advertised in Cavendish School during their period of maternity leave.
- All advertisements will include this statement of Cavendish Schools commitment to safe recruitment: "Cavendish School is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff to share this ethos."
- All advertisements will also state that appointments are subject to satisfactory references, and appropriate suitability (DBS) checks.

Application

- All interested applicants will be provided with an application form and job description and will be directed to the Cavendish Schools website for more information about the company.
- Application forms should include:
 - Full name
 - Date of Birth
 - Current address
 - NI number
 - Qualifications plus dates and awarding bodies
 - Full chronological history since secondary school (with any gaps in employment detailed)
 - Details of 2 referees.

Short Listing and References

- Short listing will be undertaken by the appropriate staff.
- All applications will be considered.
- Applicants will be short listed for the post if they suit the job description and person specification.
- All referees will be asked if there is any reason why the candidate should not work with children or if they have been involved in any staff conduct issues.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- Those shortlisted will be informed immediately after the short listing process has taken place.
- Shortlisted candidates will be sent directions to the place of interview and instructions of what to bring with them.
- Candidates will be informed if they will have to undertake any skill tests as part of the interview.

The Interview

- Interviews will, ideally, be conducted by at least 2 members of staff
- All candidates will be asked the same set of interview questions and their responses graded, in order to ensure consistency.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of students.

Job Offer

- The Office Director and Operations Director who interview those shortlisted will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2) – specifically asking whether a referee knows of any reason why a candidate should not work with children or young people under 18 years old;
- Proof of identity with current photographic ID and proof of address
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) where the person will be engaging in regulated activity
- Proof that a candidate for a teaching vacancy is not subject to a prohibition order
- A barred list check if a DBS certificate is not available before an individual begins regulated activity
- Proof of qualifications (if relevant)
- Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment
- Cavendish Staff Handbook
- Any relevant teaching manual (relevant to department)
- Information about Cavendish Schools policies and a link to their online location
- Information about Cavendish Schools company pension scheme

The successful candidate will sign and return the terms and conditions of employment, plus receipt of all other induction documentation.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions including details of:
 - Start date of new position
 - Line manager
 - Salary

Induction

The induction programme for all newly appointed school personnel will include:

- All school policies dealing with the safeguarding of children and young people
- Safeguarding and Child Protection training
- Fire Awareness training
- Health and Safety training

Probationary Period

- All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their line manager.
- Probation interviews will take place at the end of the probationary period to establish whether the employment should be confirmed, extended or terminated.

RECRUITMENT OF HOST CARERS (HOMESTAY ACCOMMODATION)

Host carers are not subject to the same recruitment process as regular members of staff, however, measures should be in place to ensure the recruitment of host carers complies with the current British Council regulations. Prior to students under the age of 18 being placed with a homestay provider the following should be in place/carried out:

- DBS check (as detailed below)
- References (2)
- Signed host agreement
- Homestay assessment and interview (in-house)

APPLICATION OF POLICY AND PROCEDURE

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

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.
- 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. 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.

4. 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. Applicants awaiting their DBS must:

- Sign a self declaration form
- Remain supervised at all times
- Not be left alone with U18s, even momentarily

5. 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.

6. 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.

7. RECRUITMENT OF HOMESTAY PROVIDERS

CSE recruits new homestay providers throughout the year. All homestay hosts must have a valid DBS.

For applicant homestays taking U18 students additional safeguarding checks are in place. These include Disclosure and Barring Service (DBS) checks.