



## SAFER RECRUITMENT POLICY

### **Safer recruitment policy statement**

Anglolang is committed to safe recruitment practices for all staff who may interact with under-18s. This includes staff in the school as well as adults in a homestay, group leaders and others, such as transfer drivers.

Safer recruitment is conveyed when advertising a position, on application, at interview and in the checks carried out before employment begins.

### **Recruitment stages**

Teachers, staff, activity leaders, and homestay providers are all subject to an enhanced DBS check. Applicants also have to provide proof of ID.

Gaps in employment history for teachers, staff and activity leaders need to be explained, while anyone who has been working overseas for a period of one year or more is required to provide a good conduct police check from the country(ies) worked in.

In addition, for all staff and hosts, 2 references are taken up. References include a question about the applicant's suitability to work with children and whether they have been subject to any disciplinary action.

Interviews also include questions about a candidate's suitability and experience of working with children and knowledge of what safeguarding involves.

In addition to our own staff and hosts, the school requires that all agents or schools provide police good conduct certificates from their home country (or similar) for the group leaders that accompany each group.

We require a guarantee from transport providers that their drivers are DBS checked annually, especially those who transfer under-18s from/to the airport.

### **Information supplied to applicants**

Applicants are informed prior to interview that we follow a safer recruitment policy which means that:

- we need to see proof of ID
- gaps in employment need to be explained
- references will be taken
- enhanced DBS checks will be carried out before employment begins.

Following an offer, and before starting work, applicants will be required to complete an online Basic Awareness Safeguarding course and read all Anglolang policies.

### **Applicants awaiting DBS**

Where a DBS check is delayed or has not arrived in time for employment to begin, and it is deemed necessary by the DSL that the applicant start work without clearance, the school will ensure a risk assessment is carried out, and that a self-declaration is signed.

For a British national returning to the UK after working overseas where the authorities have not provided a certificate of good conduct, we request a DBS check of their UK records and take special care with other checks such as ID, qualifications, information on CVs and references.

For group leaders where the agency is not able to produce a recent police good conduct check we require a signed Agency Declaration that the Agency has carried out necessary checks to determine that the leaders are suitable to work with Under-18s.

### **Applicants with a criminal record**

Where the DBS shows that an applicant has a criminal record, the DSL will determine whether the nature of the crime prevents the applicant working with children. Any crime involving violence, abuse or drugs will automatically barr the applicant from being employed. Vehicular crimes such as speeding may not necessarily prevent employment.

### **Applicants where criminal checks are not possible**

Where a criminal check has not been possible, e.g., for overseas nationals, a record will be made about the action taken to try to obtain a check and why it has not been possible. Based on this, the DSL will make a judgement, with regards to suitability for the role applied for and the level of supervision that would be required, as to whether the applicant should be employed.

### **Recruitment of homestays**

DBS checks are carried out on the main carer in the home and it is declared that the work will be undertaken in the home. All other over 18s who reside in the house or are regular visitors are listed and suitable checks are also made on those individuals.