



Safer Recruitment Policy

At English Study Camps, we incorporate safer recruitment into all stages of our recruitment procedure. We have a well-planned, structured, and transparent process with consistent application. Our aim is to deter the wrong people from applying and prevent the wrong people from being appointed.

Job descriptions and person specification documents:

- Safeguarding responsibilities of the role are clearly defined.

Advertising:

- All job advertisements state the school's commitment to safeguarding and the promotion of student welfare for under-18s. All stakeholders are expected to share this commitment,
- All job adverts and job descriptions include reference to this Safer Recruitment Policy, making clear that a DBS check, or local police check for candidates based overseas, will be carried out, there should be no gaps in CVs, and that references will be checked.

Shortlisting candidates:

- Candidates (both new and returning) all complete a Staff Application Form which includes personal details and employment history. Applicants are also asked to enclose their current CV,
- Shortlisting is done with the person specification in mind,
- When possible, shortlisting is done by two people working independently who then compare notes to compile a fair and transparent shortlist of candidates.

Interviews:

- Applicants are invited to face-to-face interviews, or via Teams, after selection from application forms received in response to advertisements. Interviewees are sent the job description, brochure, conditions of employment, and privacy policy in advance.
- All applicants are informed during their interview that we will follow up references, we require a DBS disclosure or overseas police check, all gaps in CVs must be accounted for, and proof of identity and qualifications will be required.
- Interviews are conducted by the appropriate manager(s).
- For each position, a set of interview questions has been created and includes numerous references to safeguarding and child protection. All staff members involved in recruitment have access to examples of safer recruitment questions along with examples of responses which would cause concern.
- The interviewers complete an interview form during the interview to assess the applicant's suitability. The completed form is filed in the applicant's personnel file. Copies of their passport and original certificates are checked.
- Notes and details of unsuccessful post-interview applicants are not kept on file for more than 6 months.

References:

- English Study Camps recognises the importance of references in providing an indicator of future performance.
- References are collected from the most recent employer and/or places that are similar to the work for which the applicant has applied.

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- For new staff, two references are required. They can both be written or one written and one phone reference where a written record is kept of a verbal reference and a template is followed. The person spoken to, position, and date are noted.
- The applicant is asked for referee contact details if the interview was successful, and the interviewer contacts the referees by telephone or email shortly after an offer of employment.
- As every position at English Study Camps involves working with under 18-year-olds, at least one reference question asks directly about suitability to work with minors.
- Any causes for concern that arise from a reference are followed up with the applicant.
- For residential settings, all written references are checked by the interviewer/line manager talking to the person who wrote the reference (not another member of office staff) to confirm they did in fact write the reference.
- Members of staff are welcome to consult their staff files at any time.
- A position offered to a successful applicant is always subject to references and an enhanced DBS check or police check.

Pre-appointment checks:

- All applicants undergo an enhanced DBS check or an overseas police check before they commence their employment.
- A record of all checks and certification seen is kept on a single central record of all staff.
- All applicants are invited to self-disclose any criminal records they have. They are asked to submit this to the interviewer in a sealed envelope. This envelope will only be opened if the applicant has been successful at interview stage. Two Wimbledon School of English managers will be responsible for discussing and deciding whether to appoint based on the offence and records are kept of the discussion. If the applicant is not successful the sealed envelope is returned to him/her unopened.
- Where a DBS or police check has not been returned before the applicant commences, there are several measures in place to allow the person to start work: a Risk Assessment is completed; the employee's line manager monitors the activity or room where the staff member is working at least once an hour; sessions (lessons or activities) must take place with an open door; he or she must not be alone with one or two students at any time. When the position is residential, the staff member must be accommodated in another building away from the students.
- Staff members for all positions may be able to work but cannot supervise students under 18 years old without the presence of a DBS-checked staff member until such time that their DBS is available,
- In some cases, it may not be possible to obtain an overseas criminal record check, for example, if a country does not offer this service to non-citizens or if they have insufficient infrastructure to be able to do this. In such cases, a third reference is sought with all three referees asked to comment on the candidate's suitability for working with under-18s.
- When a previously employed member of staff returns to work for ESC, further checks are carried out. If the staff member has been living / working abroad, a police check is requested; if still resident in the UK a DBS check is carried out. At least one further reference will also be taken.

Selection:

- Applicants are informed of the results of the interview as soon as possible, preferably within a week. Confirmation of fixed term and pay is given in writing with a contract and full terms and conditions to follow before date of employment. All unsuccessful interviewees are informed by email.

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Post selection:

- A date is arranged for the recruit to have an informal meeting with the line manager, normally via Zoom. The purpose of this is for the manager and recruit to get to know each other and for the manager to plan the deployment of the recruit based on their strengths. The recruit is also reminded about safeguarding and fire-awareness training to be completed online before commencement of employment,
- Teachers are timetabled into classes based on experience and range of levels. They are also paired with suitable teachers based on experience in the school,
- A full induction takes place at the Centre prior to the commencement of the course. At or before the induction, all employees complete a Staff Information Form giving details of next of kin, medical requirements, bank details, and the Children's Act 1989 Self-declaration form. A copy of their passport and any certificates is taken, and originals are checked. Their line manager or other member of the Centre Management Team goes through the induction checklist and procedures with them.