



**REGENT LANGUAGE TRAINING  
YOUNG LEARNERS' SCHOOLS RECRUITMENT  
AND SELECTION POLICY**

**TO BE USED FOR THE RECRUITMENT OF EMPLOYEES IN SCOTLAND  
CARRYING OUT REGULATED WORK WITH CHILDREN AND WHO ARE  
RECRUITED OR CHANGE JOBS AFTER 28 FEBRUARY 2011**

**'Regent Language Training is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment'**

The above statement is included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Job descriptions
- Induction training

**Planning and advertising**

Candidates will need to demonstrate the mix of qualities, qualifications and experience appropriate to the role. Advertisements and Job Descriptions will include clear guidance on what will be required from applicants in order to be successful.

Application forms containing a common set of core data are required from all candidates. In addition to the application form, candidates are asked to provide a CV containing a full history in chronological order since leaving secondary education, with explanations for periods not in employment, education or training.

Two references will be required for each applicant. One of these should be the current or most recent employer. The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

Candidates who will carry out regulated work with children will be checked to see if they are on the barred list maintained by Disclosure Scotland under the Protection of Vulnerable Groups ("PVG") scheme.

All applicants who will carry out regulated work with children are required to submit a declaration substantially in the form set out in Appendix A.

Candidates with a PVG Scheme Record will be asked to bring it to interview. A criminal record does not necessarily exclude applicants from employment if it is not relevant to the position applied for.

Applicants with criminal convictions or other information that may appear on a PVG Scheme Record will be invited to submit with their application information relating to

their criminal convictions in a sealed envelope bearing their name and clearly marked confidential. This should be placed inside a second envelope addressed to the specified person at Regent Language Training. Information submitted in this way will be kept securely, separately from the other information submitted as part of the application process, and will be opened only if the candidate is invited for interview, when it will be made available to the interview panel, who may ask the candidate about it. All such information submitted by unsuccessful candidates will be returned to the candidate, or destroyed, as the candidate elects.

All applicants are advised to visit the government website <http://www.disclosurescotland.co.uk/> to consult the code of practice in connection with the use of disclosure information and with the functions of registered persons.

### **Job Description**

Job Descriptions will clearly state:

- the main duties and responsibilities of the post; and
- the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

### **Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interviewer will also explore:

- the candidate's attitude toward children and young people
- his or her ability to support the organisation's agenda for safeguarding and promoting the welfare of children
- any criminal convictions or other relevant information submitted by the candidate
- gaps in the applicant's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or referee

The candidate will also be asked whether they wish to declare anything [further] in light of the requirement for a PVG Scheme Record.

### **Conditional offer of appointment: pre-appointment checks**

An offer of appointment to the successful candidate shall be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of qualifications
- a satisfactory PVG Scheme Record

Where:

- the candidate is found to be barred from working with children; or
- an applicant has provided false information in, or in support of, his or her application which has a bearing on the risk that he or she may pose to children; or
- there are serious concerns about an applicant's suitability to work with children, the facts must be reported to Disclosure Scotland and may be reported to the police.

### **Post appointment: Induction**

There is an induction programme for all newly appointed staff, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about the organisation's policies and procedures
- support individuals in a way that is appropriate for the role for which they have been employed
- confirm the conduct expected of staff within the schools
- provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- enable the person's line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

### **Ongoing Monitoring**

Employees should be made aware that Regent Language Training can and may request updated information about their PVG status from Disclosure Scotland while the employee remains with the Regent Language Training Group

All employees must notify their line manager of any event or happening which could affect their suitability for work with children.

Appendix A

**Declaration Regarding Suitability to Work with Children**

To be completed by all staff and group leaders

Full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclosure**

Have you ever: (Please tick)	YES	NO
1 Been charged with or convicted of any offence against a child?	<input type="checkbox"/>	<input type="checkbox"/>
2 Appeared on a list of individuals barred from working with children or otherwise disqualified to work with children administered by Disclosure Scotland or other body	<input type="checkbox"/>	<input type="checkbox"/>
3 Had a child removed from your care by the order of a court?	<input type="checkbox"/>	<input type="checkbox"/>
4 Had registration under Part X of the Children Act 1999 refused?	<input type="checkbox"/>	<input type="checkbox"/>
5 Had rights and duties concerning any child in your care vested in a Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>
6 Had a probation imposed on you at any time?	<input type="checkbox"/>	<input type="checkbox"/>
7 Been disqualified from acting as a foster parent?	<input type="checkbox"/>	<input type="checkbox"/>
8 Been found guilty of negligence whilst supervising under 18s on activities/courses organised by any other organisation?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'yes' to any of the above questions, please supply the dates and circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Declaration

To help us ensure that we are complying with child protection laws, please complete the following declaration.

I \_\_\_\_\_ (full name)

of (address)

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confirm that the information given above is accurate and correct I am not on the barred list administered by Disclosure Scotland or otherwise disqualified from working with children.

I understand that if I am not already a member of the Disclosure Scotland PVG Scheme Regent Language Training will require me to join, and will request a PVG Scheme Record or Scheme Record Update, as appropriate.

I agree to inform the person in the organisation responsible for working with the Disclosure Scotland PVG Scheme if I am convicted of an offence after confirmation of the post, or if I become the subject of a police or social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my position.

I understand that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, bind-overs, including those regarded as 'spent' must be declared.

I can provide proof of my qualifications.

I understand that all references given will be followed up.

I confirm that I know of no reason why I would not be viewed as a suitable person to work with children.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Related Policies:**

Child Protection policy

Safeguarding Policy

E-safety policy

Recruitment and selection policy (England and Wales)

Health and Safety policy (in Health & Safety Manual)

CRB Policy – Recruitment of Ex-offenders

Recruitment of Ex-offenders (Scotland)

Policy Statement– Secure storage, handling, use, retention and disposal of Disclosure Information

Anti-Bullying Policy

Reviewed January 2020

To be reviewed January 2021