



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

TO BE USED FOR THE RECRUITMENT OF EMPLOYEES IN ENGLAND AND WALES

'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.

All applicants are required to submit to a declaration regarding their suitability to work with children, such as the one set out in appendix A

Candidates with a current disclosure form 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 DBS check 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 the company. 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.homeoffice.gov.uk/agencies-public-bodies/dbs/> to read the DBS code of practice. A copy of the Regent Language Training policy statement on the recruitment of Ex-offenders is available on request.

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 and willingness to support the organisation's agenda for safeguarding and promoting the welfare of children
- gaps in the applicant's employment history
- any criminal convictions disclosed or other similar information submitted by the candidate
- 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 an enhanced DBS disclosure.

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
- the candidate not being on the DBS children's barred list
- a satisfactory DBS check

Where:

- the candidate is found to be barred from working with children, or the DBS check shows s/he has been disqualified from working with children by a Court; or
- an applicant has provided false information in, or in support of, his or her application; or
- there are serious concerns about an applicant's suitability to work with children, the facts must be reported to the Designated Safeguarding Lead for a decision on whether to report to the DBS and/or 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.

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

CHILDREN ACT 1999

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 the Independent Safeguarding Authority ("ISA") or the Disclosure and Barring Service, or any 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)

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

Under the terms of the Police Act 1997, the Criminal Justice and Court Services Act 2000, and the Safeguarding Vulnerable Groups Act 2006, [School] reserves the right to carry out an enhanced Disclosure and Barring Service check, which will include a check of the list of those barred from working with children.

I consent to an enhanced DBS check if appointed to the position for which I have applied. I am aware that the details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999 and the Safeguarding Vulnerable Groups Act 2006, and the Protection of Freedoms Act 2012 .

I agree to inform the person in the organisation responsible for processing applications for DBS checks 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:

Alcohol Drug and Tobacco policy

Safeguarding Policy

E-Safety Policy

Child Protection policy

Recruitment and selection policy (Scotland)

Health and Safety policy (in Health & Safety Manual)

DBS Policy – Recruitment of Ex-offenders

Recruitment of Ex-offenders (Scotland)

Recruitment of Host Families

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

Anti-Bullying Policy

Reviewed January 2018

To be reviewed January 2019