



Leeds Language College Ltd.

SAFER RECRUITMENT POLICY

Safeguarding and promoting the welfare of children and vulnerable adults is an integral factor in the recruitment process at Leeds Language College and is an essential factor in creating a safe environment for children, vulnerable adults and all staff and learners.

This document sets out the responsibilities of all staff at Leeds Language College Ltd in relation to recruiting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to all staff employed at Leeds Language College Ltd and anyone coming into unsupervised contact with our students at the college, during trips, activities and college outings.

We comply with Safer Recruitment best practice, some of which is underpinned by the principles of legislation in documents such as Keeping Children Safe in Education April 2014. We also comply with Leeds Safeguarding Children Board guidelines.

1. Safer Recruitment in Practice

Safer practice in recruitment means thinking about and including issues connected to child protection, safeguarding, promoting the welfare of children, vulnerable adults and all staff and learners at the college. At Leeds Language College Ltd the following steps are taken to ensure the recruitment is safe and complies with Safeguarding guidelines and principles:

1. Staff carrying out the recruitment process are trained in Safeguarding and the protection of Vulnerable Adults and Safer Recruitment.
2. Job advertisements make clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
3. The employment application pack and post requirements make reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults. Specific reference is made to suitability to work with children and vulnerable adults;
4. Comprehensive information is obtained from employment applicants and gaps in the candidate's life and employment history are investigated and documented, with reasons, in the interview file. The candidate's previous employment history and experience are discussed at interview,
5. Professional and/or character references are obtained to answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults,
6. A face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post takes place before an offer of employment is made,
7. All qualifications must meet accreditation standards and original certificates are seen and copies are kept on file at the college,

8. The applicants' and candidates' identity is verified by checking original documents such as ID documents (passport, driving licence) and utility bills or financial statements,
9. The candidate is provided with a questionnaire to verify that s/he has the health and physical capacity for the job,
10. The mandatory Enhanced DBS certificate is obtained for all staff. Police certificates are obtained for overseas staff who may have unsupervised contact with under-age or vulnerable learners at the college,
11. All job advertisements warn candidates that advertised posts are only open to candidates who have a right to live and work in the UK. The candidate's immigration status is checked during the application process and in interview.
12. Successful candidates/job applicants will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed access to vulnerable adults or under-age learners.
13. Two reference checks are carried out when a candidate has been successful in interview. The reference forms include specific questions to verify the suitability of candidates to work with under-age learners.
14. Where the teacher is QTS or PGCE qualified, Prohibition Register checks will be carried out, where possible. The National College of Teaching and Leadership has informed Leeds Language College Ltd that prohibition orders were not applicable to English Foreign Language (EFL) teachers working in private language schools who are not QTS (i.e. do not have PGCEs) and have not been trained nor registered through the National College of Teaching and Leadership (NCTL). In view of this information, Enhanced DBS certificates and references will constitute the usual background checks that the college can carry out, where a Prohibition register check cannot be obtained.

2. Staff Induction

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

1. confirm the conduct expected of staff within the school,
2. provide training and information about our policies and procedures,
3. support individuals in a way that is appropriate for the role for which they have been employed,
4. provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
5. enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and a review of procedures and written policies in the areas of:

1. Child Safeguarding and promoting welfare e.g. child protection,
2. anti-bullying, internet safety and personal safety,

3. anti-racism and anti-discrimination,
4. safer working practice and the standards of conduct and behaviour expected of staff and learners at Leeds Language College Ltd,
5. How and with whom to raise concerns and report complaints, including relevant personnel procedures e.g. disciplinary action and reporting wrong-doing (otherwise termed as whistle-blowing).

3. The Single Central Record

We keep a Single Central Record for all staff employed at Leeds Language College Ltd. The Principal, Vice Principal and Director of Studies and the Academic Executive are responsible for the day to day up keep of the SCR. The Single Central Record includes all employees and teachers, interns, volunteers and any staff involved in regulated activity.

The central record indicates if the following checks have been completed:

1. **Nationality Check,**
2. **Date of Interview,**
3. **Induction Date,**
4. **Current DBS Status or overseas Police Certificate status,**
5. **Date of DBS Expiry,**
6. **QTS Status,**
7. **Prohibition List check where relevant,**
8. **Safeguarding Qualification record,**
9. **Date of Employment,**
10. **Post held.**

4. Group Leaders and External Staff

1. Leeds Language College Ltd does not use external agencies for staffing but if a group leader or external teacher were to accompany a group of student to the college, we would require a DBS or Police Certificate to be presented before arrival and seek written confirmation as to the teacher's or group leader's suitability to work with under-age or vulnerable learners from their employer.
2. Procedures regarding other visitors to the college are outlined in our **Temporary Visitor Policy**.