

## LSI UK Policy 2019-20

*To be Reviewed on a regular basis at least annually and be read in conjunction with Language Studies International (LSI) Safeguarding / Child Protection Policy.*

Language Studies International (LSI) is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share its commitment. Language Studies International (LSI) uses “Safer Recruitment” practices and seeks to minimise the risk of appointing someone unsuitable through recruitment procedures and pre-employment vetting in accordance with the following:

- Safer Recruitment and selection in Educational Settings, Keeping Children safe in Education April 2014, which replaces Safeguarding Children and Safer Recruitment in Education/Every Child Matters (From January 2007)
- Guidance on safe working practice for the protection of children and staff in educational settings.
- If a candidate’s application is considered to be fraudulent or contains false information, LSI will report the matter to the Secretary of State, via the DCSF and also police as appropriate.

Equal Opportunities

- Language Studies International (LSI) does not discriminate between candidates on the basis of race, disability, gender, religion and belief, age or sexual orientation.

### **Recruitment Procedures**

#### **In school staff**

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and vulnerable adults and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, analysing and evaluating information about applicants:

1. Advertise using “Safer Recruitment” advertisement.
2. Where possible send recruitment pack including; Safeguarding Policy, Prospectus, Job Description & Person Specification, Recruitment Process indicating that Language Studies International (LSI) is a safer Recruitment employer.
3. Staff directed to search for and investigate gaps/inconsistencies in candidate’s employment history.
4. All applicants to be informed that as a safer recruiter, LSI will require:

- a. a DBS check or update service reference
  - b. two specific references, not including 'To Whom It May Concern'.
  - c. All references will also specifically ask if there is any reason why the applicant should not be engaged in situations where they have responsibility for, or have substantial access to, people under 18 or vulnerable adults.
  - d. to see original proof of identity and qualifications
  - e. to see right to work in the UK.
  - f. to follow up on all gaps/inconsistencies in CVs.
  - g. For candidates living or having lived outside of the UK, a Certificate of Good Conduct/Police Clearance Certificate will be required.
5. Short list applicants flagging up gaps in service and noting questions to ask in interview. Candidates are invited to interview using Safer Recruitment letter and they are also asked to provide the following:
- proof of identity e.g. Driving licence or birth certificate, together with a valid passport, certificates or diplomas confirming higher education qualifications and qualified teacher status as appropriate to the post.
  - Each of the above must be the original.
6. The School Director/Principal and/or management will review and determine
- The standard required for the post
  - The issues to be explored with each candidate and who will ask them
7. References are sought either before or after interview. Follow up with a telephone call, as appropriate.
8. Personal Interview (including safer recruitment questions and questions to check any gaps in the candidate's application):
- Interviewers to assess the candidate's attitude towards children and young people and his/her ability to support the school's Safeguarding Policy.
  - Any concerns or discrepancies arising from the information provided by the candidate or his/her referees should be addressed.
  - The candidate is also asked if they wish to declare anything in light of the requirement for a DBS disclosure.
  - The candidate is informed that LSI has policies on the Recruitment of Ex-Offenders, the Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information and Offending During Employment and is GDPR compliant.
  - It also follows the Code of Practice for DBS checks. These policies and documents are available upon request.
9. An offer can be made only when:
- Satisfactory references that have been confirmed by follow up telephone/e-mail.
  - Verification of identity and the right to work in the UK – passport copies taken, signed as seen and retained on staff file

- Appropriate qualification check
  - Disclosure and safeguarding checks: Enhanced DBS – the number and date of DBS is recorded on the Single Central Register.
10. Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the DCSF safeguarding operations.
  11. Enter details on staff employment check list including character/professional references, original qualifications seen and signed , dated copies kept, check place of residence and identity including name address and date of birth by checking their passport together with two utility bills (less than 3 months old – which will be done as part of the ECRB/DBS). Also check nationality and right to work in the UK and previous employment history.
  12. Provide link to on-line PREVENT training for Practitioners to be completed before employment starts or as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.
  13. Provide a link to on-line basic Safeguarding training to be completed before employment starts or as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.
  14. School Director/Academic or Administration Manager to ensure complete Employment Check Lists for all staff and initial and date to show that evidence has been seen and checked as appropriate.
  15. All of the above to be entered onto the Single Central Register of Staff by School Director/Academic or Administration Manager.
  16. If a person starts work before the ECRB/DBS disclosure is received or references have been received, the register will show a separate application date and it will be noted that the person will not be left unsupervised with under 18s or vulnerable adults until receipt of an enhanced ECRB/DBS check and a risk assessment will be carried out.
  17. If an applicant has subscribed to the DBS Update Service, and gives permission, the relevant person will check to see if a new DBS is required. This can be done at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

### **Supply Staff**

Language Studies International (LSI) uses approved Supply Agencies that only work with DBS checked staff. The agency sends confirmation of all checks and the teachers DBS number. The supply teacher will provide proof of Identity and DBS when attending Language Studies International (LSI) for the first time.

They are also given an information sheet regarding safeguarding children and the name of the Designated Safeguarding Lead.

### **Homestay Hosts**

Language Studies International (LSI) are aware that Homestay Hosts play a vital role in Safeguarding the students aged under 18 they may host.

### **Recruitment Procedures**

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and vulnerable adults and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, analysing and evaluating information about homestay applicants:

1. Advertise using “Safer Recruitment” advertisement.
2. All prospective hosts are sent the recruitment pack including; Safeguarding Policy summary, Application Form, Children’s Act Declaration Form, Information for Accommodation Providers for Under 18s, British Council Code of Practice.
3. All applicants to be informed that as a safer recruiter, LSI will require:
  - a. a DBS check or Update Service reference on all residents over 16 in the Household (via ‘Yes’ on Question 66) or individual checks.
  - b. two specific references, not including ‘To Whom It May Concern’. As there is no obligation for Hosts to have an employment history, character references are acceptable.
  - c. All references will also specifically ask if there is any reason why the applicant should not be engaged in situations where they have responsibility for, or have substantial access to, people under 18 or vulnerable adults.
  - d. to see original proof of identity and proof of address. These to be seen as originals, copied, dated and signed as seen as part of the DBS process.
  - e. For candidates living or having lived outside of the UK, a Certificate of Good Conduct/Police Clearance Certificate will be required.
4. Each household visited by a member of staff at recruitment stage, to ensure accommodation standards are met and to identify potential safeguarding risks.
5. Each household to provide a Gas Safety Certificate and carry out a fire risk self-assessment.
6. When making an initial visit to prospective hosts the staff visiting will assess the candidate’s attitude towards children and young people and his/her ability to support the school’s Safeguarding Policy.
7. References are sought during the recruitment process. Follow up with a telephone call, as appropriate.
8. Any concerns or discrepancies arising from the information provided by the candidate or his/her referees should be addressed.
9. The prospective host is informed that LSI has policies on the Recruitment of Ex-Offenders, the Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information and Offending During Employment and is GDPR compliant.
10. It also follows the Code of Practice for DBS checks. These policies and documents are available upon request.
11. Students can only be hosted with a family when:

- Satisfactory references that have been confirmed by follow up telephone/e-mail.
- Disclosure and safeguarding checks: DBS – the number and date of DBS is recorded.

13. Where the prospective host is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the DCSF safeguarding operations.

14. Enter details on Homestay checklist including character/professional references, original qualifications seen and signed, dated copies kept, check place of residence and identity including name address and date of birth by checking their passport together with two utility bills.

15. Provide link to on-line Safeguarding/PREVENT training to be completed before employment starts or as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.

16. Provide a link to on-line basic Safeguarding training to be completed before hosting starts or as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.

17. A Homestay Host may not host students before the DBS disclosure is received. A risk assessment and List 99 check will not be sufficient in this case.

18. If an applicant has subscribed to the DBS Update Service, and gives permission, the relevant person will check to see if a new DBS/ECRB is required. This can be done at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

### **Others**

For people working on site only briefly, such as plumbers, we will seek confirmation [in writing](#) from the contractor that they operate safer recruitment procedures. Wherever possible all such work will be supervised and take place outside of times where the contractor may come into contact with students aged under 18.

**Policy updated by Policy reviewed: Policies Committee April 2019,**

**Review: April 2020**

**This policy can be made available in large print if required.**