

LSI Independent Sixth Form College

To be Reviewed on a regular basis at least annually and be read in conjunction with LSI Safeguarding Children/ Child Protection Policy.

LSI Independent Sixth Form College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share its commitment. 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 (September 2018)”.
- 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 DfE and also police as appropriate.

Equal Opportunities

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

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 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 (for candidates living outside of the UK, a Certificate of Good Conduct)
 - 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 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.
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.
 - 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 e-mail.
 - Verification of identity and the right to work in the UK – passport copies taken and retained on staff file
 - Appropriate qualification check
 - Disclosure and safeguarding checks: Enhanced DBS – the number and date of DBS is recorded on the centralised 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 DfE 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 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. Principal (or relevant person appointed by Principal) 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 in each school.
16. If a person starts work before the DBS disclosure is received, the register will show a separate Children's Barred List (formerly List 99) application date and check and it will be noted that the person will not be left unsupervised until receipt of an enhanced 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.
18. All of the above will also apply to any person moving from unregulated to regulated activity whilst in the employ of LSI.

Supply Staff

LSI uses approved Supply Agencies that only work with DBS checked teaching staff. The agency sends confirmation of all checks and the teachers DBS number. The supply teacher will provide proof of identity and ECRB/DBS when attending LSI for the first time.

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

Others

For people working on site only briefly, such as plumbers, we will seek confirmation 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 Seán Buckley: March 2019

Review: August 2019

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