

STAFF RECRUITMENT AND INDUCTION

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

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At Select English we incorporate safer recruitment procedures into all aspects of our recruitment procedure. We have a well-planned, structured, and transparent process. Our aim is to attract the most suitable candidates and prevent unsuitable candidates from applying and being appointed.

1. Advertising

All job adverts carry this statement:

Select English is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. We do not appoint without interview and require a minimum of two references plus proof of identity and qualifications. Reference requests will ask specifically whether there is any reason an applicant should not work with children. All gaps in employment must be explained satisfactorily. Enhanced DBS or Police checks will be required. We ask all staff to comply with our Code of Practice.

Job adverts direct applicants to the school website to see job descriptions and the school's code of practice.

The school's application form contains this statement:

The information provided on this form and in any other parts of my application is accurate and complete. I understand that I may be asked to explain gaps in my employment history and that Enhanced DBS Checks or Local Police checks may be requested. I have not withheld any facts or criminal conviction relevant to my application, which may preclude me from working with children under the age of 18.

2. Interviewing

Interviews are carried out face to face or via Zoom if candidates are overseas. Interviews are conducted by an appropriate manager. Interviews for long-term positions are usually conducted by two members of staff.

For each position, a set of interview questions is created which includes safer recruitment questions.

3. References

Two written references are required. One must be from the most recent employer. Reference requests ask about a candidate's suitability to work with children. References are stored on the school's online system.

4. Police checks

An enhanced DBS check will be carried for all new staff prior to employment. Information on all DBS checks (including the date of the check, the unique reference number and whether or not the record is clear) is stored online with Civil and Corporate. If a prospective member of staff has been living outside of the UK

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for more than a year, a police certificate of good conduct from the country of most recent residence will be requested in addition to the DBS check. If it is not possible to obtain an overseas record check, references will be checked by phone and the prospective member of staff will be asked to complete a self-declaration form.

If the DBS check shows an applicant has a criminal record, two members of the senior management team will make a judgment on their suitability to work with children, taking into account the seriousness and nature of the offence, the age of the offence and whether it was concealed during application.

On some occasions, we may have to recruit teachers at very short notice. As soon as we agree their employment, we will submit their DBS check. Whilst we are waiting for the result of the DBS, we will ensure that the teacher is teaching in a classroom off the main office with the door open. If the DBS is delayed, we will refer to our risk assessment.

5. New employees

The new employee is given a welcome pack which includes the Children Act 1989 Self-declaration form, health and safety information, the school's safeguarding and prevent policies, emergency plan and code of conduct.

New employees are strongly encouraged to take an online course from the British Council on child protection and safeguarding.

A copy of all employee's photo ID (passport or driving licence) and any certificates is taken, signed, and dated and then stored on the school's online system.

Summer staff attend an induction day before starting work where they are given training which includes fire safety procedures, safeguarding systems, and school rules for students.

New employees complete and sign an induction checklist.