



The Bournemouth School of English

Recruitment Policy

safer recruitment procedures for the protection of children and vulnerable adults

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Applies to: All members of staff
All homestay providers
All group leaders

Context: The Bournemouth School of English recruits members of staff and homestay providers to work with children aged 8 - 17 at certain times of year, and with students who we consider to be vulnerable adults all-year-round.

Last updated: July 2017

To be reviewed: Annually

Recruitment Policy

Introduction

The Bournemouth School of English has a policy of safer recruitment for all roles, on the assumption that every employee may have substantial or unsupervised access to children and vulnerable adults.

This policy should be read in conjunction with our *Equal Opportunities Policy*.

Statement

The Bournemouth School of English recognises that the welfare of children and vulnerable adults is paramount. All students, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity, have the right to protection from abuse.

The school's directors and staff are committed to providing a safe environment for any person visiting the school, staying with an approved homestay provider, participating in an organised activity, travelling with a recommended transport service, or enjoying free time as provided by the school.

Furthermore, we are committed to ensuring that our programmes of study are appropriate to the age of those students enrolled.

We believe that the school should provide a caring, positive, safe, and stimulating environment in which all students should feel comfortable at all times, be protected from potential risk, and be able to achieve their potential.

Aims

This policy has the following aims:

- ★ to attract suitable applicants and appoint the best;
- ★ to ensure equal treatment of all applicants;
- ★ to maintain consistency within our application process;
- ★ to highlight safeguarding procedures in the recruitment process.

Safer Recruitment Procedures for all members of staff

All members of staff are informed in advance of recruitment of the requirement to meet the following criteria, regardless of their role within the company.

Proof of identity

The school requires proof of identity and, where applicable, evidence of required qualifications.

Proof of qualifications

We require suitable qualifications for the role you are applying for.

Academic staff will be expected to have a general level of education normally represented by a Level 6 qualification on the Ofqual Register of Regulated Qualifications.

Teachers will have ELT/TESOL qualifications appropriate to the courses they are teaching; a TEFLI qualification is expected as a minimum.

References

The school requires written references from two referees, including at least one professional reference. References specifically ask about the candidate's suitability to work with children.

Declaration of Suitability

The school requires signed confirmation of an applicant's suitability to work with children. This forms part of the standard Contract of Employment.

Disclosure and Barring Service

The school requires all members of staff to undergo an Enhanced DBS police check, including a Child Workforce check. Permanent members of staff are subscribed to the DBS Update service.

Subscribing to our ethos

All applicants are required to read our Staff Handbook, Safeguarding Policy, and Code of Conduct. All sign to confirm that they have read and agree to uphold our policies, procedures, and principles.

An applicant is normally only accepted once all criteria have been met; for situations where an applicant is due to begin work before all of these criteria have been met, a risk assessment will be performed and necessary measures taken.

Where an applicant has been resident and working abroad for more than 12 months, a police check relevant to the country of residence is also required.

Safer Recruitment Procedures for homestay providers

All potential homestay providers are informed in advance of recruitment of the requirement to meet the following criteria, regardless of the age of the students to be placed with them.

Proof of identity

The school requires proof of identity from the Main Contact and, where applicable, Second Contact.

References

The school requires written references from two referees, ideally including one professional reference. References specifically ask about the candidate's suitability to work with children.

Disclosure and Barring Service

The school requires all hosts undergo an Enhanced (working from home) DBS police check. Where possible, regular hosts are encouraged to join the DBS Update Service.

Declaration of Suitability

The school requires the Main Contact to sign a declaration regarding the suitability of all Host Children, all Host Adults, and all Guests. This declaration also requires the Main Contact to supervise any Visitors at all times.

Concurrent bookings

The school does not host children and adults with the same provider concurrently. The Main Contact is responsible for concurrent bookings accepted from other schools.

Regular inspection

The school encourages, and is guided by, student feedback; we also check each homestay provider's details every 12 months, and perform a full inspection every 18 months.

Subscribing to our ethos

All applicants are required to read our Staff Handbook, Safeguarding Policy, and Code of Conduct. All sign to confirm that they have read and agree to uphold our policies, procedures, and principles.

All potential homestay providers are informed of these requirements in advance of application; a potential homestay provider is only accepted once all criteria have been met.

Safer Recruitment Procedures for group leaders

All group leaders, or agents on their behalf, are informed in advance of the requirement to meet the following criteria when accompanying children:

Proof of identity

The school requires proof of identity and, where applicable, evidence of required qualifications.

Disclosure and Barring Service

It is not appropriate to request a DBS check on group leaders of foreign origin, as this check is only based on UK-based crime.

Police Check

The school requires written confirmation that every adult accompanying a group of children, or a group which contains a child, has received a clear police check from the relevant authorities prior to departure from their home country.

- Where the visit is organised by an agent, we require the agent to arrange and confirm evidence of a clear police check for each group leader.
- Where the visit is organised on behalf of a school, we require the headteacher/principal to provide written confirmation, in English, that all group leaders have the relevant police checks in place to work with children.
- Where the visit is organised by a group leader, we require that person to arrange a police check and official translation into English for each group leader.

Subscribing to our ethos

All group leaders are required to read our Staff Handbook, Safeguarding Policy, and Code of Conduct. All sign to confirm that they have read and agree to uphold our policies, procedures, and principles.

All agents and group leaders are informed of these requirements in advance; a group leader is not accepted until all criteria have been met.

Safer Recruitment Procedures for transport providers

All transport providers are required to meet the following criteria:

Evidence of professional accreditation

All transport providers must hold appropriate operator licences.

Qualifications

All transport providers must require all drivers to hold professional driving qualifications, suitable and appropriate to the vehicles being operated.

Disclosure and Barring Service

All transport providers must require all drivers to hold a clear and up-to-date DBS certificate.

All transport providers are informed of these requirements in advance; a transport provider is not accepted until all criteria have been met.