



SAFER RECRUITMENT POLICY

Safer recruitment policy statement

AngloLang is committed to safe recruitment practices for all staff who may interact with under 18 year olds. This includes staff in the school as well as adults in a homestay, group leaders and other such as transfer drivers.

Safer recruitment is conveyed when advertising a position, on application, at interview and in the checks carried out before employment begins.

Recruitment stages

Teachers, administrative staff, activity leaders, and homestay providers are all subject to an enhanced DBS check. Applicants will also have to provide proof of ID.

Any teachers who have been working overseas for a period of one year or more are required to provide a good conduct police check from the country they have been working in.

We require a guarantee from transport providers that their drivers are also DBS checked annually, especially those who transfer under 18s from/to the airport.

In addition, for staff and hosts, 2 references are taken up and gaps in employment history will need to be explained. References include a question about their suitability to work with children and whether they have been subject to any disciplinary action.

Interviews also include questions about a candidate's suitability and experience of working with children and what safeguarding involves.

In addition to our own staff and hosts the school requires that all agents or schools provide police good conduct certificates from their home country or something similar for the group leaders that accompany each group.

Information supplied to applicants

Applicants are informed prior to interview that we follow a safer recruitment policy which means that we will need to see proof of ID, that gaps in employment will have to be explained, references will be taken and DBS checks will be carried out before employment begins.

Following an offer and before starting work applicants will be required to complete an online Basic Awareness Safeguarding course and read all Anglolang policies, especially all related to safeguarding and welfare.

Applicants awaiting DBS

Where a DBS check is delayed or has not arrived in time for employment to begin and it is deemed necessary by the DSL that they start work without clearance, the school will ensure a risk assessment is carried out, that a self-declaration is signed.

For a British national returning to the UK after working overseas where the authorities have not provided a certificate of good conduct, we request a DBS check for their UK records and take special care with other checks such as ID, qualifications, information on CVs and references.

For group leaders where the agency is not able to produce a recent police good conduct check we require a signed Agency Declaration that they have carried out necessary checks to determine the leaders are suitable to work with Under 18s.

Applicants with a criminal record

Where the DBS shows that an applicant has a criminal record the DSL will determine whether the nature of the crime prevents the applicant working with children. Any crime involving violence, abuse or drugs will automatically barr the applicant from being employed. Vehicular crimes such as speeding may not necessarily prevent employment as long as no person was injured.

Applicants where criminal check not possible

Where a criminal check has not been possible, eg, for overseas nationals, a record will be made about the action take to try to obtain a check and why it has not been possible. Based on this the DSL will make a judgement with regard to suitability for the role applied for and the level of supervision that would be required should the applicant be employed.

Recruitment of homestays

DBS checks are carried out on the main carer in the home by Civil and Corporate security and it is declared that the work will be undertaken in the home. All other over 18s who reside in the house or are regular visitors and listed and therefore suitable checks are also made on those individuals.