

RECRUITMENT AND INDUCTION POLICY



BRITISH STUDY CENTRES
School of English

Aim	To ensure appropriate staff are recruited trained effectively and retained.
Statement	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
Monitor	Inductions, appraisals, meetings.
Policy	<ul style="list-style-type: none">▪ To maintain a staff group with a balance of complementary skills and abilities.▪ To ensure all staff profiles match publicity materials.▪ To provide detailed and relevant job descriptions.▪ To train staff in internal procedure quickly and efficiently.
Last update	February 2017

PROCEDURES

1. All posts will be advertised both within the company as well as externally.
2. All job advertisements will comprise a short job description and refer enquirers to the job page of the company website. The website will detail where to send the covering letter and CV and a full job description will be available to download. All applicants will be sent a copy of the school's Safeguarding Children and Vulnerable Adults policy as part of the application process.
3. The job page of the website will have the following information for all potential applicants to read:

Please read the following as it is applicable for all applicants:

- *British Study Centres is committed to valuing diversity. In keeping with our equal opportunities policy, we welcome applicants from all sections of the community.*
- *British Study Centres accepts students under the age of 18. The law classifies these young people as children, as a consequence British Study Centres has implemented a number of safeguarding systems and procedures during the recruitment process, and in general.*
- *British Study Centres requires all applicants have a general knowledge of safeguarding issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child (and avoiding guarantees of confidentiality in any disclosure). Also, the ability to create effective rapport and a sound relationship with pupils, earning their respect and trust but maintaining proper professional boundaries (by not deliberately courting popularity or friendship). Please ensure that you read the [Safeguarding Children and Vulnerable Adults Policy](#). Questions based on this policy will be asked at interview stage.*
- *Reference requests will ask specifically whether there is any reason that they should not be employed in situations where they have responsibility for, or substantial access to, persons under 18.*
- *Appropriate Disclosure and Barring Service (DBS) disclosure will be required prior to confirmation of appointment and applicants should be aware that providing any false information is a criminal offence. Applicants will also be checked against the Barring List (if a current transferrable DBS is not available) and the Prohibited List for Life.*
- *All gaps in CVs must be explained satisfactorily.*
- *Police certificate of good conduct will be required from all countries where you have resided for three months or more. For more information please [see here](#).*
- *Proof of identity and qualifications will be required.*
- *All references will be followed up.*

4. Interviewing should be done by those with training and/or experience in this area as far as is possible. Whenever possible 2 staff members will conduct interviews. All interviews for candidates who will be working with children to be carried out face to face.
5. Questions asked during the interview should be relevant to the job description. Interviews must include questions that probe candidate's attitudes to safeguarding children.
6. Applicants to be given a tour of the building. The person carrying out the tour will be asked for their opinion on the applicant and this view will also be considered by the interviewing panel in making their decisions. A cover sheet for interview appraisal to be completed and attached to the applications.
7. Attention should be paid at all times to the equal opportunity policy as outlined in the Employee's Handbook. This states:
8. "We maintain a positive and proactive attitude to issues of equality in the workplace. You will not be treated any more or less favourably in terms of access to opportunities regardless of sex, sexual orientation, age (if under the age of retirement), race, colour, religion etc."
9. The equal opportunities policy is not simply contractual but is seen as integral to the culture of the organisation. All interviewing staff must be aware of this policy.
10. References will be taken up. Written references will also be verified by telephone by speaking the referee (not a colleague) and this will be noted for the employee's file by the person who has carried out the verification by initialling and dating the written reference. Reference requests will contain the following question:
11. "Have there been any disciplinary procedures / allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people?"
12. Job offers will be confirmed in writing to suitable applicants and a copy of the contract sent for perusal before signing.
13. Staff will receive an orientation as well as a full induction preferably before they start. Each new staff member will be issued with their own induction checklist which will comprise two sections:
 - A general list of topics all staff must be aware of (e.g. fire evacuation policy), to be completed with the employee, their line manager and the school director.
 - The second section will be based on the job description and will be completed with the new employee and line manager and other team members if appropriate.
14. All staff will be required to sign a declaration stating that they have not been convicted of a crime against a minor at the appropriate level of contact we deal with students under the age of 18.
15. All staff will undergo an enhanced DBS check paid for by the company. In the case of temporary summer teachers, the cost of the DBS check will be deducted from their final salary.
16. All the data on file is subject to the Data Protection act of 1998.