

**POLICIES AND PROCEDURES**

---

**7.9 Safer Recruitment Policy**

- 7.9.1 Recruiting people with the right skills and qualities is essential for the continued success of Anglo-Continental, if it is to maintain and improve its efficiency. Our aim in recruiting staff is to seek, appoint and retain the best person on merit for the job. The manner in which this is carried out should be seen as fair and professional by both internal and external candidates. Anglo-Continental will always base recruitment and selection decisions on merit and not discriminate on the grounds of gender, race, caring responsibilities, marital status, sexuality, disability, religion or age. Assessment for recruitment and career progression purposes is based entirely on the individual's ability and suitability.
- 7.9.2 We recognise that our staff are our main asset. Although we have no rigid career development structure, we pride ourselves in encouraging our employees to develop to their full potential within their role. This may take the form of participation in regular staff departmental meetings, selection for participation in special projects, assisting with training for new members of staff and opportunities to work in different departments to enhance an individual's core skills and to have a wider and more lateral appreciation of the company's objectives.
- 7.9.3 The safe recruitment of staff at Anglo-Continental is the first step to safeguarding and promoting the welfare of our students. In line with legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education 2006, Safeguarding Vulnerable Groups Act 2006 and Keeping Children Safe in Education 2016, the school takes very seriously its duty of care for all students. The school is committed to a thorough and consistent Safer Recruitment Policy. The aims of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- 7.9.4 It is the responsibility of the Personnel and Student Administration Manager and senior members of the Education Team to ensure that the school operates safer recruitment procedures and ensures that all appropriate checks are carried out on all staff and volunteers who work at the school, that contractors comply with this policy and that we promote the welfare of our students at every stage of the procedure.
- 7.9.5 All applicants for employment will be required to complete an application form or submit a detailed CV containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are notified that they will be required to account for any gaps or discrepancies in employment history).
- 7.9.6 Recruiting staff with the right skills and qualities is essential for the continued success of Anglo-Continental and for the safety and wellbeing of all our students. The School is committed to a thorough and consistent Safer Recruitment Policy and this is the first step to safeguarding the welfare of all our students. All applicants should be aware that Anglo-Continental accepts students under the age of 18 years and the Safer Recruitment Policy is to help deter, reject or identify prospective applicants who might be unsuited to working with children or vulnerable adults. Prospective applicants should be aware that all gaps in CVs must be explained satisfactorily at interview and proof of qualifications and a Disclosure and Barring Service (DBS) Enhanced check will also be required. The cost of the enhanced DBS check (currently £50.00) will be deducted from your first salary payment unless you have subscribed to their Update Service. In addition, reference requests will ask specifically whether there is any reason why applicants should not be employed in situations where they

**POLICIES AND PROCEDURES**

---

have responsibility for, or access to, persons under 18 years of age. Posts at the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Prospective applicants/ staff are reminded that it is a criminal offence to provide false information. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

- 7.9.7 To encourage applications from as wide a group of applicants as possible, Anglo-Continental will look sympathetically at requests for flexible working patterns and job sharing arrangements. However, the needs of the organisation must be the main consideration in deciding whether or not such working patterns will be suitable for specific posts.
- 7.9.8 Where ever possible, posts will be advertised internally first. In cases where there are departmental restructures or redundancy situations, any members of staff directly affected, will be considered but will also be treated equally with external applicants.
- 7.9.9 The Personnel Manager, in conjunction with promoted or experienced members of the department who will be assisting with the interviewing process, will shortlist the candidates.
- 7.9.10 Shortlisting decisions should be based on evidence that the applicant has met the requirements of the job description / person specification. All prospective teachers applying for teaching posts must have obtained the following qualifications in order for their applications to be processed further:
- a degree
  - TEFLI certificate in ELT/TESOL - a valid certificate must meet the following criteria
    - (i) be externally validated by a reputable examination body (usually a university or recognised examination board) and/or accredited by a national accrediting body such as Ofqual in England
    - (ii) contain at least six hours' supervised teaching practice (i.e. teaching practice where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)
    - (iii) contain at least 100 hours of ELT/TESOL input
    - (iv) the above criteria are set out by the British Council and may be revised at any time

An applicant who does not meet the above criteria can only be offered a contract of employment with the written permission of an Academic Head. In addition, positions that require a greater level of experience and/or further qualifications should be ratified in accordance with the above criteria and written authorisation from an Academic Head.

- 7.9.11 A letter or email should be sent to the short-listed candidates confirming the following:
- date, time and place of the interview;
  - confirmation of who will be interviewing the applicant;
  - a request that they contact the Personnel Manager, if they have any particular requirement or need to discuss the interview facilities (with regard to access or any other need related to a diisability);
  - if appropriate, details of any test they will be required to take or if they should bring related examples of work;
  - qualification certificates that are essential to the post (original documents for photocopying e.g. degree, TEFLI and other relevant teaching qualifications);

**POLICIES AND PROCEDURES**

---

- permission to work in the UK documents (original documents for photocopying e.g. passport, identity card)
- 7.9.12 The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who does not have permission to work in the UK. To avoid making assumptions about such permission, each short-listed applicant must be asked to bring to interview evidence of eligibility to work in the UK. It is unlawful discrimination to carry out checks only on potential employees who by their appearance or accent seem to be other than British. It is therefore a requirement to ask all candidates attending for interview to bring with them evidence of their right to work in the UK. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.
- 7.9.13 Interviews will be carried out by a senior member of the Education Team, or other promoted or experienced members of the department that the applicant will be working in. All interviewers must be in possession of the current job description for the vacant post. There will be a face-to-face interview wherever possible and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and be assessed against this and the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NSPCC Safer Recruitment Training). Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process. At least one member of any interviewing panel will have undertaken Safer Recruitment training.
- 7.9.14 The same areas of questioning should be covered with all candidates and assumptions should not be made with regard to the expertise or abilities of candidates because of their employment history. Interview questions should be phrased so that they do not favour any one candidate or group of candidates. Care must be taken to avoid questions that could be construed as discriminatory (e.g. questions about personal circumstances that are unrelated to the job). It is for example legitimate to ask for confirmation of whether individuals can comply with the working patterns of the post, but not to ask details of their domestic or child care arrangements.
- 7.9.15 Where the candidate being interviewed is disabled and reasonable adjustments may need to be considered in relation to the workplace or job, these should only be discussed if the disabled candidate is successful at interview.
- 7.8.16 Internal applicants may request feedback after the interview. Feedback should be specific, relating to the job / person specification and honest. In feedback to unsuccessful applicants after interview, it is best practice to balance the applicant's weaknesses with their strengths. A written note of the reason for selecting the successful candidate and for rejecting the others should be made and kept on file for twelve months. It is not company policy to provide feedback for unsuccessful external candidates
- 7.9.17 A written provisional offer will then be made to the successful applicant subject to the receipt proof of identity, satisfactory references, the result of an Enhanced Disclosure and Barring Service (DBS) check and if not available at interview, proof of qualification certificates. The offer of employment will also state if the successful applicant will be subject to a probationary period. It is the school's policy to re-check employee's DBS check every three years and any

**POLICIES AND PROCEDURES**

---

employee who takes a break in employment for more than one year. In addition, applicants who have lived/travelled abroad for more than three months will need to obtain a police check from the relevant country.

- 7.9.18 Anglo-Continental will not discriminate unfairly against applicants who are found to possess a criminal record. Anglo-Continental will not necessarily ban an applicant from employment due to an unspent conviction. However, the nature of the conviction and its relevance to the post will be considered. We will take into account the nature, seriousness and relevance of the event, how long ago the offence took occurred, one-off or history of offences and changes in circumstances. Anglo-Continental reserves the right to rescind an offer of employment if an employee is found to have an unspent conviction relating to damage to property, violence, assault or unacceptable behaviour towards a child or vulnerable adult. This list is not exhaustive and each individual case will be judged on its own merits.
- 7.9.19 Where the successful applicant is disabled, reasonable adjustments may need to be considered depending upon their disability and in consultation with them. This should be done as soon as possible after the appointment and in the working environment. Where reasonable adjustments are agreed then these must be recorded in writing. The applicant should also receive a written confirmation of these agreed adjustments.
- 7.9.20 In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This single centralised record will contain details of all employees who work at the school.
- 7.9.21 Anglo-Continental will retain all interview notes on all applicants for a period of six months, after which time the notes will be shredded. The six month retention period is in accordance with the General Data Protection Regulations (GDPR) 2018 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.