

## **Safer Recruitment Policy**

### **Statement of Intent:**

'Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check. Unjustifiable discrimination based on gender, sexual orientation, marital status, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability will form no part of the selection process.'

In line with recent legislations including the Children's Act 1989 & 2004, Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children (HMRC Guidance March 2015) and Keeping Children Safe in Education + Summer for Staff (re-issued by DfE September 2016), the Company is committed to its duty of care and recognises that all children have the right to be protected.

The following Recruitment Policy has been set out in order to ensure unsuitable people are prevented from working in the Company.

### **1. Recruitment Process**

#### **Advertisement**

Job advertisements will make explicit reference to the commitment of the organisation to Safeguarding, including the requirement for an Enhanced Disclosure & Barring Service check

#### **Job Descriptions**

Job descriptions will be supplied to all staff. These outline tasks that staff will be expected to perform, the skills, qualifications and experience necessary to undertake the role and safeguarding references

#### **Application Form**

All applicants will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record as well as asking each applicant to certify that all information given is correct. In addition to this, all applicants must provide the contact details for two referees.

#### **Equal Opportunity**

The company is an equal opportunities employer where all job applicants will receive equal treatment regardless of sex, sexual orientation, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability ('the protected characteristics'). The Company is committed to building an organisation that makes full use of the talents, skills, experience and different cultural perspectives available in a multi-ethnic society, where people feel they are respected and valued, and can achieve their full potential.

#### **Shortlist**

Short, informal telephone conversations may be arranged and carried out by a member of Head Office staff if they are undecided on an applicant's suitability for an interview just from reading the application form and CV.

A shortlist of applicants will be invited to interview. The job description will provide the criteria for each role and evidence of a candidate's suitability will be sought in the application form and CV

### **Interview**

Applicants will be assessed by two members of the recruitment team and notes will be taken. Where possible applicants will attend both a group assessment and a one to one interview.

Applicants will be asked about **gaps in work history**

All candidates will be interviewed by a member of the Head Office staff or another experienced member of the company (e.g. a Centre Manager or Director of Studies), preferably in person; skype will be used for applicants who will not be in the UK at any time during the recruitment period. All interviews will include questions to find out the applicant's motivation for and experience of working with children

EFL teacher applicants will undergo a second interview with the Academic Manager

## **2. Vetting Checks**

### **References**

Two confidential references must be provided. Referees will be asked specifically about the applicant's suitability to work with children and whether there have ever been any concerns about work with children and young people

### **Identity Checks**

The original documents of all forms of ID will be seen either by a member of the Exsportise Head Office staff, or by using the ID verification service provided by the Post Office. Applicants who are unable to provide these prior to the start of their contract must do so as soon as they arrive on site and before taking up appointment

### **Qualification Checks**

Applicants will be asked to provide any academic or vocational qualifications as required for the position he/she has applied for. Applicants who are unable to bring these to the interview must provide these as soon as they arrive on site and before taking up appointment.

### **DBS Disclosure**

An Enhanced Disclosure and Barring Service check (DBS) will be undertaken by the company prior to taking up a position if not already in possession of one dated from within the last 3 months of the time of employment. Photographic evidence of identity is required for these checks, which also serve to confirm the applicant's identity. Acceptable proofs of identity may include passport, birth certificate, driving licence as well as evidence of proof of address.

For any applicants who are not resident in the UK a Police Certificate of Good Conduct will be obtained, according to the process that is in place in the country of residence.

For candidates who have a criminal record or other notification on the DBS Check or Police Check, further information will be sought from the applicant. A decision as to whether to proceed with employment will be made by the Managing Director or the Recruitment Manager that depends on the nature of the offence and whether it would have a negative bearing on the applicant's suitability for working with children.

No applicant will start work without a successful barred list check.

For any applicant whose DBS or Police check has not arrived before the start of his/her employment, unsupervised access to the students will not be allowed until a satisfactory check has been obtained.

This will be achieved by implementing the following procedures:

- A third reference will be requested
- Coaches will coach in sight of other staff
- Teachers will only teach with the door open and the DOS will maintain a frequent presence in the corridor throughout the lesson
- Staff will be accommodated in parts of the facility that children do not access and will not have unsupervised access to student accommodation areas; staff will not undertake any supervisory duties in the accommodation

### 3. Conditional Offer

An offer of employment will be sent out which clearly states that the offer is subject to passing certain pre-employment checks. These are:

- Two satisfactory references
- A successful enhanced DBS check
- Proof of identity
- Evidence demonstrating the entitlement to work in the UK
- Proof of any academic / vocational qualifications (ELF Teachers and Sports Coaches only)