

## **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 age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation will form no part of the selection process.'

In line with recent legislations including the Children's Act 1989 & 2004, Children & Social Work Act 2017, Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children (HMRC Guidance July 2018) , Sexual Offences Act 2003 and Keeping Children Safe in Education (re-issued by DfE September 2023), 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 age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation ('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**

Applicants are measured against a predetermined selection criteria and scored against how well they meet this. Those with the highest score progress to the next stage of the recruitment process. 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. Shortlisting is carried out by two Head Office staff members, independently of each other. This, together with a standardised selection criteria for each available role ensures a fair and objectively justified shortlisting and selection.

## Interview

Initial telephone or video interviews will be carried out to narrow down interviewees to those considered for employment. An applicant's motivation behind applying will be explored, basic information checked, and opportunity given for any initial questions.

Successful applicants will be invited to a second, face-to face / video interview.

Applicants will be assessed by another member of the recruitment team, usually the General Manager, or another experienced member of the company (e.g. a Centre Manager, Head of Specialist Academies or Director of Studies) and notes will be taken. Interviews will be carried out either in person or via Google Meet video calls. Additionally, interview days consisting of a group assessment and individual interviews, may be offered.

Applicants will be asked about gaps in work history and any anomalies explored to confirm the applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

All interviews will include questions to find out the applicant's motivation for and experience of working with children.

If any information regarding past disciplinary action, allegations, cautions, or convictions has been disclosed on the application, this will be discussed and considered in the context of the individual case.

EFL teacher applicants will undergo a further interview with the Academic Manager or a Director of Studies.

At least one member of the interview team will have undertaken "Recruiting safely in ELT" training offered by English UK, the national association of accredited English language centres in the UK.

## 2. Vetting Checks

### References

At least two confidential references must be provided and will be followed up. 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.

References may be taken up before your interview (applicants can indicate on the application form should they not wish their current employer to be contacted prior to a conditional job offer but this reference must be obtained prior to the start of employment). As prospective employer, we reserve the right to contact any previous employer, not just the referees provided.

References from family, friends or basic references are not acceptable. Any offer of employment may be withdrawn if references are not received, are inadequate or it becomes evident that an applicant has knowingly withheld or have given misleading or false information.

### Identity Checks & Right to Work in the UK

The original documents of all forms of ID will be seen either by a senior member of Exsportise, or by using the ID verification service provided by the Post Office.

Applicants who are unable to provide these at interview or prior to the start of their contract must do so as soon as they arrive on site and before taking up appointment.

If an applicant's original documents are insufficient to proof their right to work in the UK, a UK Visas and Immigration (UKVI) "share code" is requested and their status checked online as well as their identity documents.

### **Qualification Checks**

During the interview process, applicants will be asked to provide any academic or vocational qualifications as required for the position they have 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. 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.

The DBS Update Service allows for portability of a Certificate across employers. Should an individual have a subscription to this service, it can be checked whether there has been any change to the information recorded, since the initial certificate was issued. The initial certificate must be presented to confirm the certificate matches the identity of the individual and that it is for the appropriate workforce and level (i.e. enhanced certificate including barred list information).

For any applicants who are not resident in the UK a Police Certificate of Good Conduct (or equivalent) will also 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 CEO, Managing Director or the General Manager and depends on the nature of the offence and whether it would have a negative bearing on the applicant's suitability for working with children.

Considerations will be given to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 (2013,2022, 2023) and also:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Mitigating circumstances
- Decriminalisation and remorse

No applicant will start work without a successful "Barred List" and, if applicable, "Prohibited List" check.

Individuals should only be allowed to commence employment without an enhanced disclosure certificate if, in exceptional circumstances and following completion of a satisfactory risk assessment by the Managing Director or General Manager, any delay is likely to severely affect service delivery. Unsupervised access to 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 off site or 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.

### **Record Retention/Data Protection**

Exsportise is required by law to conduct pre-employment checks. If an applicant is successful, any relevant information provided as part of the application process will be kept on their personnel file. This includes copies of documents used to verify their identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help Exsportise fulfil its obligations as an employer, such as considering reasonable adjustments if an employee has a disability or to assist with any other workplace issue. This documentation will be retained by Exsportise for the duration of employment and for 7 years, effective from the end date of contract.

All information retained on employees is kept centrally on the purpose-built Exsportise database.

Exsportise will retain all job application and interview records on unsuccessful applicants for a period of 12 months after the date the applicant is informed of the outcome. After this time the records will be deleted permanently. This retention period is in accordance with the General Data Protection Regulation (GDPR).

### **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:

- At least two satisfactory references
- A successful enhanced DBS check and Police "Certificate of Good Conduct" (or equivalent) of resident outside the UK
- Proof of identity
- Evidence demonstrating the entitlement to work in the UK
- Proof of any academic / vocational qualifications (role dependent)

Once all safer recruitment checks have been completed, the contract together with additional documentation (such as job description) will be emailed out and access given to extra information which must be read such as privacy notice, employee handbooks and Part 1 and Annex B of "Keeping Children Safe in Education" (DfE, 2023) etc.