

## General Details

**Oxford Spires International** is committed to recruiting staff with the fundamental skills and attributes to fulfil its corporate aims and objectives. The Recruitment Policy aims to provide clear guidance to managers in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

This policy aims to achieve the following objectives:

- To recruit staff with the appropriate skills, both technical and personal, in order to meet the company's current and future needs.
- To recruit staff that have an affinity with working with young learners, and are suitable to fulfil pastoral needs – to include an appropriate DBS check.
- To ensure that staff appointed to posts involving teaching responsibilities are qualified to carry out such duties.
- To ensure a fair and effective recruitment procedure, that is consistent with employment legislation.
- To develop and enhance the public image of Oxford Spires International, both as an employer and as a quality provider of education.

All staff employed by Oxford Spires International will be responsible for working with young people under the age of 18 years old in some capacity; as a responsible employer, we will insist on conducting thorough reference and vetting checks on each successful candidate.

## Staff Recruitment Procedure

### Staff are recruited using the following procedures:

- All staff taking part in the recruitment process will be trained in Safe Recruitment
- Safeguarding requirements for staff are made clear in all job adverts
- All candidates must complete a Job Application form
- Candidates are interviewed by two members of staff
- Two satisfactory references are required for each member of staff, ideally from their most recent employer and/or someone who can best judge their suitability to work with children (eg college tutor, scout leader)
- Staff may be allowed to start work pending the receipt of the second reference if the first reference has been verified by a telephone call
- Where possible, candidates will be required to complete a trial session at the setting before the post is formally offered
- All job offers are made subject to satisfactory completion of a probation period

## DBS Disclosures

- Staff should have an enhanced DBS disclosure before starting work. In certain circumstances, it may be possible for staff to start work whilst waiting for a DBS check to come through – if this is the case, a risk assessment will be completed and if judged safe, the member of staff will be allowed to work under supervision and not be left alone with children at any time. (For Language School Teachers, part of this risk assessment will include a Barred List check.)
- All staff working with a member of staff without a completed DBS disclosure will be made aware of their status so that they are never given unsupervised access to children.
- In certain circumstances, it may be possible to accept an existing DBS disclosure. Following Ofsted guidelines, these circumstances would be:
  1. The level of the existing DBS check is the same level needed by Oxford Spires International
  2. The DBS check is less than 12 months old (3 months for language school teachers, who will also need to be checked on the barred list)
  3. The existing DBS check is for a similar post in the children’s workforce
  4. There are no unexplained gaps in a person’s employment – a DBS check will not be used if there has been a break of more than three months in service
  5. The person’s identity has been checked to ensure it matches the DBS check
  6. The existing check has been done with an organisation which demonstrates safe recruitment procedures and who is able to confirm the status of the DBS is still correct to their knowledge
  7. The DBS certificate will be seen and checked by an Oxford Spires International Manager
- In line with Ofsted guidelines, it is our policy not to routinely repeat DBS checks unless there is a break in employment, or we are given information that suggests a person may no longer be suitable to look after children. However, we do currently aim to ensure each member of staff has a DBS disclosure no more than three years old.
- Wherever possible, Oxford Spires International will use the new DBS on-line update service to check the status of staff’s DBS checks and we encourage all new staff to subscribe to this.

## Overseas Criminal Record Checks

- If a candidate has lived overseas in the 5 years preceding a job offer, a criminal record check from each country they have spent a continuous period of 3 months or more will be required.
- If it is found that it is not possible to obtain a criminal record check from a particular country, a reference will be obtained from an appropriate referee in that country covering the time they spent there.
- If an overseas criminal record is not complete before the starting dates of the candidate, a risk assessment will be completed.
- If judged safe, the member of staff may be allowed to work under supervision and not be left alone with children at any time.
- All staff working with a member of staff with incomplete checks will be made aware of their status so that they are never given unsupervised access to children.



## Qualifications

- Where posts require a particular qualification, evidence of the qualification will be checked, and a copy of the certificate will be kept on file
- For Language School teachers, non-standard TEFL qualifications will be investigated to ensure they meet the required standard

## Other Safeguards

- All staff are required to sign a Staff Suitability Declaration annually
- If any member of staff has incomplete checks before their start date, a risk assessment will be completed and, if judged safe, they will be allowed to work under supervision and not be left alone with children at any time, until full checks are completed.
- All staff working with a member of staff without completed checks will be made aware of their status so that they are never given unsupervised access to children.
- All staff are given training in safeguarding when they start work and this is reviewed on a regular basis.