Cambridge Seminars College

Cambridge Seminars College (CSC) Safer Recruitment in Education Policy

Cambridge Seminars College

Introduction, purpose and scope

Cambridge Seminars College (CSC) is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. CSC follows “Safer Recruitment” practices, which minimize the risk of appointing someone unsuitable through recruitment procedures and pre-employment vetting. This is done in accordance with:

- The Children’s Act 2004
- Working Together to Safeguard Children 2013
- Keeping Children Safe in Education 2023

If any candidate’s application is considered to be fraudulent or contains false information, CSC will report the matter to the Secretary of State, via the DCSF and also the police as appropriate.

This policy is designed to ensure that all recruiting staff are aware of the requirements and standards for safer recruitment throughout the organisation.

Equal Opportunities

- Cambridge Seminars College does not discriminate between candidates on the basis of race, disability, gender, gender identification, religion and belief, age, sexual orientation or any other protected characteristic.
- For more detail, please see the Cambridge Seminars College Equality and Diversity Policy

Recruitment Procedures

In-school staff

- At each stage of our recruitment process we are mindful of the need to protect and safeguard children and vulnerable adults and to ensure that their welfare is promoted. There is a consistent and thorough process of obtaining, analyzing and evaluating information about applicants:
    - We advertise using “Safer Recruitment” advertisements.

- Where possible, we send recruitment packs including; Safeguarding Policy, Job Description indicating that CSC is a Safer Recruiter.
- Staff are directed to search for and investigate gaps/inconsistencies in a candidate's employment history.
- All applicants to be informed that as a Safer Recruiter, CSC will require:
  - an Enhanced Disclosure and Barring Scheme check, with barred list check (EDBS) or update service reference number.
  - two specific references, not including 'To Whom It May Concern'.
    - all references will also specifically ask if there is any reason why the applicant should not be engaged in situations where responsibility for, or have substantial access to, people under or vulnerable adults.
  - to see original proof of identity and qualifications, copy, sign and date as 'original seen'.
  - to see right to work in the UK.
  - to follow up on all gaps/inconsistencies in CVs.
  - for candidates living or having lived outside of the UK, a Certificate of Good Conduct/Police Clearance Certificate will be required.

- We shortlist applicants flagging up gaps in service and noting questions to ask at interview. Candidates may be asked to bring:
  - proof of identity e.g. Driving licence or birth certificate, together with a valid passport, certificates or diplomas confirming higher education qualifications and qualified teacher status as appropriate to the post.
  - each of the above must be the original.
- The Principal and/or management will review and determine
  - a. the standard required for the post
  - the issues to be explored with each candidate and who will ask them
  - references are sought either before or after interview, and followed up with a telephone call, as appropriate.
- We interview in person (including Safer Recruitment questions and questions to check gaps in the candidate's application) and cover:

    - interviewers to assess the candidate's attitude towards children and young people and his/her ability to support the college's Safeguarding Policy.
- any concerns or discrepancies arising from the information provided by the candidate or his/her referees should be addressed.
    - the candidate may also be asked if they wish to declare anything in light of the requirement for a DBS disclosure.
    - the candidate is informed that CSC has policies on the Recruitment of Ex-Offenders, is GDPR compliant and follows the Code of Practice for EDBS checks. These policies and documents are available upon request.
- We aim to only commence employment when:
    - satisfactory references that have been confirmed by follow up telephone/e-mail if they come from personal email addresses.
    - verification of identity and the right to work in the UK – passport copies taken, signed as seen and retained on staff file.
    - appropriate qualification check.
    - disclosure and safeguarding checks carried out or received: Enhanced DBS – the number and date of DBS is recorded on the Single Central Register, or as soon as is practicable.
- Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, we will report the facts to the DCSF safeguarding operations.
- We will enter details on Trello and Single Central Register (SCR) including references, original qualifications seen and signed, dated copies kept, check place of residence and identity including name address and date of birth by checking their passport together with two utility bills (less than 3 months old – which will be done as part of the EDBS). We will also check nationality and right to work in the UK and previous employment history.
- We will provide a link to on-line PREVENT training for Practitioners to be completed before employment starts or as soon as is practicable and certificate seen and pdf kept on file.
- We will provide a link to on-line Level 1 Safeguarding training to be completed before employment starts or as soon as is practicable and the resulting certificate seen and a pdf kept on file.
- All of the above to be entered onto the Single Central Register of Staff by the Principal or other appointed person.

- If a person starts work before an EDBS disclosure is received, or any other of the above checks have been successfully completed, that person will not be left unsupervised with under 18s or vulnerable adults until all checks are in place. A risk assessment will be carried out.
- If an applicant has subscribed to the DBS Update Service, and gives permission, the relevant person will check to see if a new DBS is required. This can be done at www.gov.uk/dbs-update-service.
- All of the above will also apply to any person moving from unregulated to regulated activity whilst in the employ of CSC.

Supply Staff

- In the event that supply staff are required, Cambridge Seminars College (CSC) will only use approved Supply Agencies that only work with EDBS checked staff, where the agency sends confirmation of all checks and the teachers' EDBS number.
- The supply teacher will provide proof of Identity and EDBS when attending Cambridge Seminars College (CSC) for the first time. This will be signed as seen and copied by the Principal or other appointed person.
- They are also informed of the Designated Safeguarding Lead and Alternate Designated Safeguarding Lead and given a copy of the Safeguarding Policy.

Homestay Hosts (HSH)

Cambridge Seminars College(CSC) are aware that Homestay Hosts play a vital role in Safeguarding the students aged under 18 they may host.

Recruitment Procedures

- At each stage of our recruitment process we are mindful of the need to protect and safeguard children and vulnerable adults and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, analyzing and evaluating information about homestay applicants:
- Advertise for Homestay Hosts using "Safer Recruitment" advertisement.
- Where possible send recruitment pack including; Safeguarding Policy, Application Information Form, Letter of Agreement, Bank

Details, Welcome Letter, and the Hosting Students Aged Under 18 guidance document.

- All applicants to be informed that as a safer recruiter, CSC will require:
    - an EDBS check or Update Service reference on all residents over 16 in the Household, either done via 'Yes' on Question 66 or via individual checks.
    - two specific references, not including 'To Whom It May Concern'. As there is no obligation for Homestay Hosts to have an employment history, character references are acceptable.
    - All references will also specifically ask if there is any reason why the applicant should not be engaged in situations where they have responsibility for, or have substantial access to, people under 18 or vulnerable adults.
    - to see original proof of identity and proof of address. These to be seen as originals, copied, dated and signed as seen.
    - For candidates living or having lived outside of the UK, a Certificate of Good Conduct/Police Clearance Certificate will be required.
    - Each household visited by a member of staff at recruitment stage, to ensure accommodation standards are met and to identify potential safeguarding risks.
    - Each household to provide a Gas Safety Certificate and carry out a fire risk self assessment.
    - staff to assess the HSH attitude towards children and young people and his/her ability to support the school's Safeguarding Policy.
    - References are sought either before or after visiting Follow up with a telephone call, as appropriate.
- Any concerns or discrepancies arising from the information provided by the HSH candidate or his/her referees should be addressed.
- The HSH candidate is also asked if they wish to declare anything in light of the requirement for a DBS disclosure.
- The HSH candidate is informed that CSC has policies on the Recruitment of Ex-Offenders, and is GDPR compliant.
- CSC also follows the Code of Practice for EDBS checks. These

policies and documents are available upon request.

- Students can only be hosted with a HSH when:
    - Satisfactory references have been confirmed
    - Disclosure and safeguarding checks: DBS – the number and date of DBS is recorded.
- Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the DCSF safeguarding operations.
- HSH details are entered on Homestay Trello checklist including character/professional references, original qualifications seen and signed, dated copies kept, check place of residence and identity including name address and date of birth by checking their passport together with two utility bills.
- Link provided to on-line PREVENT training to be completed before first hosting starts or as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.
- Provide a link to on-line basic Safeguarding training to be completed before first hosting starts or, in the case of over 18s only as soon as is practicable (no later than one week from start date) and certificate seen and pdf kept on file.
- A Homestay Host may not host students u18 before the EDBS disclosure is received. A risk assessment and List 99 check will not be sufficient in this case.
- If a HSH applicant has subscribed to the DBS Update Service, and gives permission, the relevant person will check to see if a new DBS/ECRB is required. This can be done at www.gov.uk/dbs-update-service.

Others

- For people working on site only briefly, such as plumbers, we will seek confirmation from the contractor that they operate safer recruitment procedures. Wherever possible all such work will be supervised and take place outside of times where the contractor may come into contact with students aged under 18.

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Statement on Recruiting Ex-Offenders

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Cambridge Seminars College complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- CSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- CSC can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- CSC can only ask an individual about convictions and cautions that are not protected
- CSC is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- CSC has a written policy on the recruitment of ex-offenders, which can be made available to all DBS applicants at the start of the recruitment process
- CSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Cambridge Seminars College select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all

application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. Due to working with students aged under 18, it is expected that almost all roles will require a EDBS check, as Cambridge Seminars College believes that there is a risk that all staff may come into unsupervised contact with students under 18.

- Cambridge Seminars College ensures that all those in CSC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Cambridge Seminars College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- in a separate discussion with a candidate, CSC ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- CSC makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- CSC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This policy to be read in conjunction with:

Safeguarding Policy
Keeping Children Safe in Education 2021
A Guide to Homestay Hosting

This policy was reviewed and updated by Phil Scherb July 2022
Next review July 2023