



ISE - Intensive School of English Language Limited

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ISE Staff Recruitment Policy

Safer Recruitment Overview

At ISE we firmly believe that the best results are achieved when the students are cared for by "...well-trained, compassionate and enthusiastic adults, with whom they can develop appropriate attachment and build positive relationships." (Children Act, 1989; Section 22).

As a result we have certain Recruitment Policy and procedures that investigate appropriate attitudes to relationships with students as well as to deter, reject or identify people who might abuse children or are unsuited to work with them.

Recruitment

A vital part of child safety is prevention; therefore, the following measures are taken to ensure that only those who do not pose a risk to children are employed.

1. Job contracts and advertisements

States that ISE works to protect children or young adults and that those seeking work will be assessed regarding their suitability to work with children. Also states that ISE reserves the right not to offer employment, or to terminate employment with immediate effect, any individual that the school deems unsuitable to work in an environment with people under 18 or vulnerable adults.

2. An application form or CV

Elicits information regarding applicant's past experience and contact with children.

3. Face-to-face interview

Is used to explore all candidates suitability to work with children, enquire about previous experience and use vignettes and scenarios to elicit responses about interactions with children.

3. Declaration of Suitability to Work with Young People or Vulnerable Adults

Requires any applicant to declare past offences, self-declare suitability and allow the school to conduct all necessary checks.



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4. Passport / ID / Employment Visa

Confirms identity of a candidate and eligibility to work in the UK if non-EU citizen

5. CRB check & referral to LADO

CRB provides a verification of work history in regards to comparison with Government-held data from a variety of sources. Candidates may also have their details submitted to the LADO for comparison to information held by the Secretary of State.

6. References

Full references are taken up on all applicants by the Academic Director or Managing Director as standard, to ensure suitability to work in an environment with Children present. In the event that any referee expresses a doubt about the candidates' suitability to work with people under 18, the applicant will be notified that they will not be able to work at ISE Hove

7. A complete employment history

All candidates must provide suitable and appropriate reasons with a reasonable explanation for gaps. Gaps of more than 12 weeks will require additional 3rd party confirmation.

8. Compliance with Safeguarding Policy and on-going Safeguarding Requirements

All candidates are inducted by either the DOS or the Managing Director into the school. All candidates are referred to the school policies and procedures maintained on the ISE Hove website and in hard copy in the school main reception.

As a condition of employment all candidates must sign to confirm that they have read and understood the school policies and procedures, specifically the rules in regards to Safeguarding of Under 18s. On-going safeguarding training is actively provided by ISE Hove and all staff is encouraged to complete the level 1 safeguarding training.

Definitions

In child protection guidance 'child' is a person not yet 18 years of age, i.e. who has not yet reached his/her 18th birthday. We refer to 7-17 year olds as 'under 18's'.

Vulnerable adults, or adults at risk, are defined as an adult (18+ years) who needs special or additional care because of mental or other disability, illness, infirmity or age. However we subscribe to the point of view that adults with very limited English are also at risk or vulnerable in any English city, being disempowered by their inability to communicate effectively in English.

The ISE Safeguarding Officer is:- Chris Edge, Director. Email: chris@ise.uk.com; Tel: 01273 749244; Mobile: 07957432918



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Document history:

24 February 2015 (Lawrence Eke) First draft.

10 October 2018 (Chris Edge) Revised and agreed

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