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CELTA

Safeguarding

Children

&

Adults at Risk Policy

E Safer Recruitment

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Section E SAFER RECRUITMENT

E1 Overview

CELT is committed to safer recruitment practices for all staff who may have unsupervised contact with under 18s. This includes school staff, the main carer in a homestay plus other adults in the household, group leaders and other agents such as transport companies. It is delivered at every point of the recruitment process – from the stage of advertising a job vacancy, in the invitation to interview letter, during the interview itself and throughout our suitability checks.

E2 Recruitment Materials

Safeguarding is referred to in our recruitment materials both as a statement of CELT's commitment to safeguarding as well as the expectation that all adults related to the school are expected to share the school's ethos and actively engage in looking after under 18s safely.

E3 Recruitment Stages For All

All teaching and administrative staff and homestay providers with unsupervised access to under 18s are subject to the school's DBS check procedure. As far as service providers (taxi and coach companies, for example) are concerned, we require a guarantee in writing from each company that all staff used by CELT students are DBS checked.

The school recognises that DBS and police checks are not the only safeguarding measure that organisations should apply at the point of selecting an individual to work closely with children. Therefore, for staff roles, the school always takes up at least two references and checks an individual's employment history and will check any gaps in an applicant's CV. A Prohibited List check will also be carried out for anyone who has been in teaching work or worked in the regulated education sector, e.g. as Teaching Assistants.

Returning summer teachers will also be asked to provide another reference from their most recent employer. References for any person who may have contact with under 18 year olds will include a question about their suitability to work with young people under the age of 18 and whether they have been subject to any disciplinary action.

Interviews also include questions that ask about a candidate's attitude to and expectations of working with under 18s and what safeguarding involves.

The school will also require any agents/schools or group leaders accompanying groups with students under the age of 18 to provide confirmation or evidence that the group leaders have current police good conduct certificates or similar from their country of origin.

Overseas police checks

Any teachers who have spent a period of one year or more based abroad in the last 3 years (including returning teachers) will also be required to produce a current police good conduct certificate from the country where they have been working. If the certificate is delayed or unavailable (this is checked using <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>), we will take additional care with the other checks and request a third reference. It is also our policy to check that teachers from the EEA do not have restrictions imposed in their own country. Wherever possible, we carry out Prohibited List checks on teachers who have worked in the state sector, which also covers any teachers who has worked in the state system within the EEA.

E4 Information For Applicants

Applicants are informed prior to interview that for staff roles, the school always takes up references and checks an individual's employment history and will check any gaps in an applicant's CV. The school's application documentation also states that we are committed to safeguarding and that suitability checks including DBS checks will be carried out for all staff before appointment. All applicants will also be asked to read a summary of the school's safeguarding policy and Code of Conduct at the pre-interview stage.

E5 DBS Applications and Renewals

All teaching and administrative staff and homestay providers with unsupervised access to under 18s are subject to the school's DBS check procedure: this requires each person (including all adults over 18 in homestays) to provide an Enhanced DBS check.

In the case of UK residents, CELT undertakes Enhanced DBS checks for all its teaching and admin staff and for all adults over the age of 18 in our homestays if they are to have unsupervised access to under 18s.

If an application is received from someone who is resident overseas, CELT requires a current police good conduct certificate from the country where they have been living and or working. This is also true for any teachers who have spent a period of one year or more based abroad in the last 3 years (including returning teachers). If the certificate is delayed or unavailable (this is checked using <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>), we will take additional care with the other checks and request a third reference. It is also our policy to check that teachers from the EEA do not have restrictions imposed in their own country. Wherever possible, we carry out Prohibited List checks on teachers who have worked in the state sector, which also covers any teachers who has worked in the state system within the EEA.

In the case of non-UK nationals and residents, our first step is to request an Enhanced DBS check. If this is not possible our next step is to request a current police good conduct certificate from the country where they have been living and or working. In this case, additional care with the other checks is taken and a third reference is requested. It is also our policy to check that

teachers from the EEA do not have restrictions imposed in their own country. Wherever possible, we carry out Prohibited List checks on teachers who have worked in the state sector, which also covers any teachers who has worked in the state system within the EEA.

If an applicant for a teaching job has an existing Enhanced DBS for a similar role, this is only accepted if the date is within three months of appointment. If the DBS is older than three months, CELT routinely requests a new DBS.

Renewals of Enhanced DBS are required as follows:

- For teachers in continuous employment at CELT, checks are renewed every three years unless they are covered by the Update Service, in which case CELT requests an update
- For returning teachers: if a teacher with an Enhanced DBS has been abroad during the year and returns in subsequent years for summer work, we require a reference from the employer for the intervening period

E6 Recruitment Of Homestays

In homestays accommodating under 18s, as advised by Accreditation UK, the main carer is required to have a satisfactory DBS check undertaken before under 18s are placed with them and every 3 years thereafter and to tick the 'Working at home address' box (equivalent to box 66 on the DBS's own application form) to ensure that suitable checks are carried out on all adults at that address.

In the case of homestays, we accept existing Enhanced DBS certificates if they are no older than 3 months and are for a similar role. In this case, for a homestay with no other adults in the house and where the homestay has opted into the updating service, we request an update. If the homestay is not part of the Updating Service, we request a Barred List check. If the homestay lives with other adults, a new Enhanced DBS is requested even if the existing certificate is within three months. In all other circumstances, a new Enhanced DBS is required.

Checks are renewed every three years.

E7 Applicants awaiting DBS

Where a new member of staff, is not able to provide a satisfactory check because it delayed has not arrived in time and it is deemed unavoidable by the DSP that they start work without clearance, the school will ensure a Barred list check is done beforehand and a risk assessment is carried out, that a self-declaration is signed and that the unchecked person is not allowed to work with under 18s unsupervised. For this reason, homestay hosts cannot accommodate under 18s until a check has been received.

E8 Applicants With A Criminal Record

If an applicant's disclosure shows that the applicant has a criminal record, CELT will judge that applicant's suitability to work at CELT and to work with under 18s on a case by case basis and in light of the results of the pre-appointment checks carried out on him/her. The fact that an applicant has a criminal record does not automatically make him/her unsuitable for work at CELT: a decision will be taken by the DSP and another member of the Safeguarding Team taking into account only those offences which may be relevant to the particular job or situation in

question. The following points will be taken into consideration when deciding the relevance of the conviction:

- Seriousness and nature of the offence
- Nature of the appointment
- Age of offence(s)
- Frequency of the offence (s)

The disclosure will be discussed with the applicant in order to establish if the information in the disclosure does in fact relate to the person concerned and to gather further details. Any decision will be made by a team of at least two people, the DSP and another senior member of the Safeguarding Team directly involved in the recruitment process. Once a decision has been reached, a clear record of the decision will be made, bearing the judgment and the signature of the recruiting manager. This record will not contain details of the offence(s).

E9 Applicants Where A Criminal Check Is Not Possible

In the case of a British national returning to the UK after working overseas where the authorities have refused to provide a record check because the applicant is a British national, an Enhanced DBS will be requested for their UK records and additional care taken with the other recruitment checks such as ID, qualifications, information on CVs and references. In such cases we will ask for a third reference and wherever possible make sure at least one reference is checked verbally, preferably from somebody who has seen the applicant working with under 18s.

For overseas nationals, we document what action has been taken to obtain a check and why it has not been possible, taking additional care with other checks such as ID, qualifications, employment history and references. Based upon these findings, a judgement is then made with regard to suitability for the role and the level of supervision.

E10 Single Central Record

To ensure that all necessary pre-appointment checks have been done for all staff, homestays and group leaders we have two grids – one for homestays and one for school staff and group leaders. These registers can only be accessed by Senior Management and the Senior Members of the Safeguarding Team. This central records act as a record/checklist of the following information:

- 1) Identity – name, address, DOB
- 2) Start date
- 3) Role in organization
- 4) Qualifications
- 5) DBS certificate (Disclosure number, date issued, type, evidence of check and date)
- 6) Barred list check

- 7) Overseas Police check – check required (Y/N), received (Y/N)
- 8) Right to work in the UK
- 9) Prohibited list check (for teachers)
- 10) Restriction check for teachers who have worked in the EEA
- 11) S128 Prohibition Check for Management Positions in Independent Schools
- 12) Minimum of 2 references (+ extra one for returners or those with delayed DBS checks)

NB Disqualification by association checks are not required by CELT as we have no homestays hosting under 8s.

[E11 Prohibited List Checks](#)

The Prohibited List Check is an additional check on teachers who have been deemed unsuitable to work in the state sector as teachers and can be made across the EEA (European Economic Area) as well as the UK. This list therefore covers staff who may not have broken the law or done anything to appear on the DBS barred list but are nevertheless deemed inappropriate to work with children. CELT will carry out Prohibited List checks for anyone who has been in teaching work or worked in in the regulated education sector, e.g. as Teaching Assistants.

[E12 s128 Check for Managers](#)

If an individual joins CELT as a senior manager (or potentially as an owner or director), an s128 check for managers will be carried out to establish if that person has not been deemed suitable to manage in an educational setting. This check refers to staff who have held a management position (owner, senior manager, director, governor, trustee, department head) in the regulated education sector.

[E13 Childcare Act Disclosure](#)

As CELT does not work with juniors aged under 8, the need to obtain evidence that an applicant has not been in a situation, in the UK or overseas, that would not appear on police (DBS) or Prohibited List checks, relating to a child being placed under a Care Order or had a Childcare Registration cancelled, is not pertinent.

[E14 Disqualification List Check](#)

As CELT does not work with juniors aged under 8, the need to check for disqualification by association for staff who may live at the same address as somebody who is disqualified from working with children is not pertinent.

[Other Related Policies and Procedures](#)

Please see Section A11 Associated Policies for a list of related policies and documents.