



Safer Recruitment and Selection Policy

Millfield English Language Holiday Course – Safer Recruitment and Selection Policy

The Millfield English Language Holiday Course (MELHC) staffing process is governed by the Safeguarding Children and Safer Recruitment in Education Guidelines, as well as the Schools' principles of non-discrimination. The process is designed to achieve the best match between the individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

MELHC relies on the skills, competencies and contribution of all employees to ensure the smooth running of the summer course. The overall aim of this policy, therefore, is to safely recruit a high calibre of staff that can bring an extra special element to the course to ensure the courses continuous success.

MELHC is committed to tackling discrimination and promoting inclusion through equality and diversity. The Safety and Well Being of all pupils on MELHC is our highest priority. We all share an objective to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process for MELHC to ensure we achieve this the best we can.

Scope of the policy

The policy applies to all MELHC positions

Authorisation of Positions

All positions (both new and returning) must be authorised by the MELHC Manager or the MELHC DOS, which is overseen by the Director of MELHC to ensure consistency of employment practice.

Advertising of Positions

All agreed appointments will be advertised and subject to competitive selection procedure. All appointments are advertised on the MELHC website, as well as other external teaching websites and media outlets.



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The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds.

Recruitment Documentation

Prior to advertising, all our job descriptions which describe the purpose, duties and responsibilities of the post are updated on our MELHC website.

The qualifications and person specification are also identified on the website to give a full understanding of the job to all prospective candidates. These will not include any potentially discriminatory requirements.

Detailed on the MELHC website within the Job information section we identify that all subsequent offers of employment by MELHC will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service check and references.

The requirements of the Data Protection Act will be strictly adhered to.

Short Listing

Shortlisting will be based on the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. The capability of the individual to perform in the position will be the major factor and in certain roles the ability to work with others will be taken into account.

The Interview Process

Candidates will be asked questions depending on whether they are applying for a teaching or non-teaching position. They will be asked questions that attest to the match of the person specification and job description. The interview team will ensure that candidates with a disability or special needs are fully provided for at the interview, providing notification has been made in advance.

For non-teaching staff, trials days will take place in April where candidates will have the opportunity to attend Millfield for the day to be assessed for their specific position.

Teachers of English to speakers of other languages (TESOL) candidates will also attend Millfield to speak with one of the TESOL selection team based in Witney.



After Interview

Offers of employment are subject to the receipt of satisfactory reference , DBS, identity, qualifications, right to work in the UK and overseas checks.

All appointments are subject to the continued declaration of any charges, arrests or conviction, including serious driving offences. Failure to disclose as stated could lead to the termination of employment.

Routine Procedure Checks

Adequate staff recruitment checks are needed for all those with unsupervised access to pupils. They are an essential part of our responsibility under the Children Act. No system will guarantee that no one unsuitable is ever recruited to Millfield but a high standard of scrutiny should reduce the potential for harm being done to the children in our care.

Prior to commencing employment the following safeguarding checks must be completed:

1. Two written references and declarations (including last employer) which make specific reference to candidates suitability to work with or near children.
2. An explanation of any gaps in the application form (recorded in writing by the interviewer).
3. A verification of relevant qualifications at interview. Originals of all recent and relevant as well as degree or similar professional qualifications must be seen.
4. A verification of identity (Copy of passport, birth certificate or driving licence)
5. An enhanced Disclosure and Barring Service check and List 99 (barred list) check. Should the individual have lived or worked abroad within the last 5 years for a period of time then a Certificate of Good Conduct will be requested.
6. Medical Check to be completed prior to employment.
7. The right to work in the UK will be checked.
8. Medical declaration form completed.
9. Disqualification declaration*.
10. For teaching staff the prohibition register will be checked.
11. Any other employment check that may be necessary.

*Under the childcare (Disqualification) Regulations 2009 and the Keeping Children Safe in Education Guidelines (KCSIE), the school is required to ensure that all staff working or directly concerned in the management of Early Year settings (0-5 years), including reception and out of hours school care for children up to eight years of age are not “disqualified” from working within such a setting.



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Once these safeguarding checks have been completed a newly appointed employee can begin their employment.

Prior to starting the course

All staff are asked to complete an online Safeguarding course before they commence working on the MELHC. They sign a declaration to say that they have read the Staff handbook and print off a copy of their safeguarding certificate.

Individual Personnel File

An individual personnel file is created which contains the below:

- Applicants application form
- References
- Interview form
- Copy of contract
- Check list
- DBS – Verification number
- Copies of personal information obtained for the DBS check with signed permission from the employee stating that we can keep a copy of their documents on file e.g. passport, Driving licence etc.
- Copy of certificates

Central Register

A central register is updated and maintained to keep a log of all staff.