



## **SAFER RECRUITMENT POLICY**

Responsible:	Director and DSL
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Director
External Release:	Yes

### **Statement of Intent:**

Kingfisher Education is committed to safeguarding the safety and well-being of children and young people, expecting all staff members to uphold this dedication both during and outside of work hours. Each staff member is required to undergo a Disclosure and Barring Service

(DBS) check. The recruitment process will be conducted without any unjustifiable discrimination based on age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

In accordance with recent legislation, including the Children Act 1989 and 2004, the Children and Social Work Act 2017, the Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children (HMRC Guidance July 2018), the Sexual Offences Act 2003, and Keeping Children Safe in Education (reissued by the DfE in September 2023), the Company recognizes its duty of care and affirms that every child has the right to protection. The Recruitment Policy outlined below is designed to prevent unsuitable candidates from joining the Company.

## **1. Recruitment Process**

### **Advertisement**

#### **Job Advertisements**

Job advertisements will explicitly communicate our commitment to safeguarding, which includes the requirement for an Enhanced Disclosure and Barring Service check.

The advertisements will typically include the job title, job location(s), salary range, and an email address for applicants to submit their CVs and applications.

#### **Job Descriptions**

Job descriptions will be provided to all employees, outlining the tasks expected of staff, along with the necessary skills, qualifications, and experience required for the role, as well as safeguarding references.

#### **Application Form**

All applicants must complete an application form that collects detailed information about their background, including a self-disclosure regarding any criminal history. Each applicant must confirm the accuracy of the provided information and supply contact details for at least two referees; however, we kindly request three to mitigate delays in the appointment process due to unresponsive referees.

#### **Equal Opportunity**

Our company is an equal opportunity employer, ensuring that all job applicants are treated fairly and without discrimination based on age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation (collectively referred to as 'protected characteristics').

We are dedicated to building an organization that fully leverages the talents, skills, experience, and diverse cultural perspectives available in our multi-ethnic society, where individuals feel respected and valued, enabling them to realize their full potential.

### **Shortlist**

Applicants will be assessed based on predetermined selection criteria and scored on how effectively they meet these standards. Those with the highest scores will progress to the next stage of the recruitment process. The job description will outline the criteria for each position, and evidence of a candidate's qualifications will be required in the application form and CV. Shortlisting will be conducted independently by two staff members from Kingfisher Education, ensuring a fair and objective shortlisting and selection process through standardized selection criteria.

### **Interview**

Initial telephone or video interviews via Zoom will be conducted to narrow down candidates. These interviews will assess the applicant's motivation for applying, verify essential information, and provide an opportunity for the candidate to ask questions. Successful candidates will be invited for a second interview, either in person or via Zoom. This round will involve another member of the management team, typically the Academic Director or another experienced staff member, and notes will be documented.

Interview questions will focus on the skills, knowledge, experience, and behaviours essential for the position. Candidates will be asked about any gaps in their employment history, and any irregularities will be scrutinized to ensure alignment with safeguarding criteria, in accordance with Safer Recruitment Training.

EFL teacher applicants will undergo an additional interview with the Kingfisher Education Academic Directors, concentrating solely on teaching skills, style, and expectations. If an Academic Director is unavailable, the Director will facilitate the teaching and methodology portion of the interview, which will be evaluated by the Academic Directors. Questions will also explore rewarding or challenging experiences in the classroom or during class preparation.

At least one member of the interview panel will have completed “Recruiting Safely in ELT” training, offered by English UK, the national association for accredited English language centres in the UK.

## **2. Vetting Checks**

## **References**

A minimum of two confidential references is required and will be verified. Referees will be specifically questioned regarding the applicant's suitability to work with children, as well as any past concerns related to their work with children and young people.

References may be contacted before an interview. As a prospective employer, we reserve the right to contact any previous employer, not just the referees provided.

References from family, friends or basic references are not considered acceptable. Any offer of employment may be withdrawn if references are not provided, are inadequate or it becomes evident that an applicant has knowingly withheld or have given misleading or false information.

## **Identity Checks & Right to Work in the UK**

The original documents for all types of identification will be reviewed either by a senior representative of Kingfisher Education or through an ID verification service. Applicants who cannot attend an in-person interview must present their original documents via video link and show these in person before starting their appointment.

If an applicant's original documents are insufficient to prove their right to work in the UK, a UK Visas and Immigration (UKVI) "share code" is requested and their status checked online as well as their identity documents.

## **Qualification Checks**

Applicants will be required to provide any academic or vocational qualifications as required for the position they have applied for. Applicants who are unable to bring the originals to the interview must provide these as soon as they arrive on site and before taking up appointment.

## **DBS Disclosure**

An Enhanced Disclosure and Barring Service check (DBS) will be undertaken by the company prior to taking up a position. Photographic evidence of identity is required for these checks, which also serve to confirm the applicant's identity. Acceptable proofs of identity may include passport, birth certificate, driving licence as well as evidence of proof of address.

The DBS Update Service allows for portability of a Certificate across employers. Should an individual have a subscription to this service, it can be checked whether there has been any change to the information recorded, since the initial certificate was issued. The initial certificate must be presented to confirm the certificate matches the identity of the individual and that it is for the appropriate workforce and level (i.e. enhanced certificate including barred list information).

For applicants with a criminal record or any alerts on their DBS Check or Police Check, additional information will be requested from the candidate. The decision to move forward with employment will be made by the Director and will be based on the nature of the offense and its potential impact on the applicant's suitability for working with children.

Considerations will be given to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 (2013, 2022, 2023) and also:

- The nature, seriousness, and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Mitigating circumstances
- Decriminalisation and remorse
- No applicant will start work without a successful "Barred List" and, if applicable, "Prohibited List" check.

Individuals should only commence employment without an enhanced disclosure certificate in exceptional circumstances. This can happen after the Director conducts a thorough risk assessment and determines that any delay could significantly impact service delivery. Additionally, unsupervised access to students will not be permitted until a satisfactory check has been completed.

This will be achieved by implementing the following procedures:

- A third reference will be requested and contacted
- Coaches will coach supervised
- Teachers will only teach with the door open and the Academic Director will maintain a frequent presence in the corridor throughout the lesson

## **Record Retention/Data Protection**

Kingfisher Education is legally required to conduct pre-employment checks for all applicants. If an applicant is successful, any relevant information submitted during the application process will be retained in their personnel file. This documentation includes copies of documents verifying identity, right to work in the UK, medical fitness, and qualifications. Medical information may be utilized to assist Kingfisher Education in fulfilling its responsibilities as an employer, such as considering reasonable adjustments for employees with disabilities or addressing other workplace matters. These records will be maintained for the duration of employment and for seven years following the termination of the contract.

All employee information is securely stored in the centralized Kingfisher Education database.

Records of job applications and interviews for unsuccessful candidates will be retained for 12 months after the outcome notification. After this period, the records will be permanently deleted, in compliance with the General Data Protection Regulation (GDPR).

## **Selection Outcome and Conditional Offer**

Within three weeks of the interview, candidates will receive either an offer of employment or a rejection letter. Any offer extended will explicitly state that it is contingent upon the successful completion of specific pre-employment checks.

These checks include:

- A minimum of two satisfactory references
- A successful enhanced DBS check and a Police "Certificate of Good Conduct" (or equivalent) for residents outside the UK
- Proof of identity
- Evidence of entitlement to work in the UK
- Documentation of any relevant academic or vocational qualifications (as applicable to the role)

Once all safer recruitment checks have been finalized, the contract and additional documents, such as the job description, will be sent via email. Applicants will also receive essential information for review, including the privacy notice, employee handbooks, and Part 1 and Annex A of "Keeping Children Safe in Education" (DfE, 2023), among other materials.