



# BLISS SAFER RECRUITMENT POLICY

## POLICY STATEMENT

The safety and wellbeing of our children is our top priority and we take all reasonable and sensible measures to ensure they are kept safe from harm.

We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children.

## INTRODUCTION

BLISS is committed to safeguarding and promoting the welfare of all children in its care. The safe recruitment of staff at BLISS is the first step to safeguarding and promoting the welfare of pupils in our care. The purpose of this policy helps to ensure the safety of the children who attend BLISS language school and sets out the requirements of our recruitment processes. These processes apply to all roles. BLISS will:

- ensure that the best possible applicants are recruited on the basis of their merits, abilities and suitability for the role;
- ensure that all job applicants are considered equally and consistently;
- ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

## **ROLES AND RESPONSIBILITY**

It is the responsibility of the Management Team to:

- ensure that BLISS operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work at BLISS;
- Promote the welfare of children and young people at every stage of the procedure.

## **RECRUITMENT AND SELECTION PROCEDURE**

### **Advertising**

In every advert placed, we will ensure DBS/PVG checks are specified.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Prospective applicants will be supplied, as a minimum, with the following:

- an up-to-date job description which makes clear the responsibility for protecting and promoting the welfare of children;
- BLISS Child Protection Policy

All prospective applicants will be required to send a CV, passport picture, proof of address and finally their PVG.

### **References**

References for applicants will be sent for immediately after interview, if they are successful. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by BLISS. References must be from the applicant's current or most recent employers, or from an academic institution.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

Referees will always be asked specific questions about:

- the applicant's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the protection of children;
- the applicant's suitability for the post for which they have applied.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up.

All college employees and unsuccessful applicants are entitled to see and receive, if requested, copies of their employment references.

## **THE SELECTION PROCESS**

### **Interviews**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted applicants.

Interviews will always be face-to-face or online where this is more appropriate for applicants e.g. those living abroad. Telephone interviews will not be a substitute for a face-to-face/Zoom interview. The interview process will explore the applicant's ability to carry out the job description. During the interview we will explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.

Applicants who are invited for interview will be required to bring:

- professional qualification certificates essential for the post;
- PVG registration number if already registered;
- or any other qualification upon which the role depends.

Copies of the documents of the successful applicant will be retained for their personnel file. The documentation received for unsuccessful applicants will be destroyed after 6 months.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

### **Pre employment Checks**

All successful applicants are required:

- to provide proof of identity and proof of eligibility to work in the UK;
- to complete a PVG application and receive satisfactory clearance;
- to provide original certificates of qualifications;

### **Offer of Employment**

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating BLISS terms and conditions of employment;
- verification of the applicant's identify (where this has not previously been verified);

- the receipt two references (one of which must be from the applicant's most recent employer, if this is possible);

### **Safeguarding**

BLISS believes that children have a right to stay in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any child in distress and are confident about applying the processes to avert and alleviate any such problems.

Any concerns should be referred to Suzanne Littlejohn, Alex Brown or Holly Hunter

### **Review**

This Policy will be regularly monitored and reviewed by the SMT.

Written May 2019  
Reviewed June 2021  
Reviewed June 2022