

RECRUITMENT POLICY

At Beet Language Centre, safer recruitment principles are embedded into every stage of our hiring process. We follow a structured, transparent, and consistently applied procedure designed to deter unsuitable applicants and prevent inappropriate appointments.

Job Descriptions and Person Specifications

- The safeguarding duties associated with each role are clearly outlined.
- The centre's Safeguarding Policy is included in all recruitment packs.

Advertising

- All job adverts state our commitment to safeguarding and promoting the welfare of students under 18. We expect all applicants and stakeholders to uphold this commitment.
- Adverts explain that a DBS check will be required, employment history must be accounted for with no unexplained gaps, and references will be verified.
- CVs may be submitted as supporting documents, but a full application form must also be completed.
- Adverts confirm that references will be followed up for shortlisted candidates.

Shortlisting Candidates

- Shortlisting is carried out using the person specification as the basis for decisions.
- Where possible, two individuals independently shortlist candidates before comparing assessments to ensure fairness and transparency.
- References for shortlisted candidates are requested and followed up.

Interviews

- Candidates selected from CVs and application forms are invited to attend a face-to-face or, when necessary, online interview.
- Interviewees receive the job description, Conditions of Employment, Safeguarding Policy, and Privacy Policy in advance.
- All applicants are informed before their interview that:
 - references will be checked
 - a DBS disclosure or overseas police check is required
 - all employment gaps must be explained
 - proof of identity and qualifications will be required

- Interviews are conducted by the relevant manager, with two interviewers normally present for administrative or long-term teaching positions.
- Candidates are given a tour of the centre and introduced to staff whenever feasible.
- Each role has a set of pre-prepared interview questions, including safer recruitment questions. Staff involved in recruitment have access to example questions and answers that highlight potential safeguarding concerns.
- Interview forms are completed to assess suitability; these are stored in the successful candidate's personnel file.
- Passports and original qualification certificates are checked, copied, signed, and dated by the interviewer. Documents are stored on the centre's HR system.
- Notes relating to unsuccessful post-interview candidates are kept for no longer than six months.
- When multiple candidates are interviewed, a comparison grid of essential criteria is used.

References

- Beet Language Centre recognises the importance of references as indicators of future performance.
- Two references are obtained, ideally from the most recent employer or from settings similar to the role applied for.
- If necessary, referee details are requested during the interview, and with candidate consent, contact is made shortly afterwards.
- Any concerns arising from references are followed up both with the candidate and directly with the referee.
- For roles involving under-18s, at least one reference question specifically asks about suitability to work with young people.
- In residential contexts (such as junior programmes), written references are verified by phone to confirm authenticity.
- Staff may view their online personnel files at any time.
- All job offers are conditional upon satisfactory references and an enhanced DBS (or overseas police) check.

Pre-Appointment Checks

- All applicants undergo an enhanced DBS check and, where applicable, an overseas police check before starting work.
- A record of all checks is maintained on the single central record.
- Applicants are invited to self-disclose any criminal history. Shortlisted candidates may seek advice before submitting disclosures in a sealed envelope. It is only opened if the applicant is successful at interview. Two Beet Language Directors review disclosures and document their decision. If the applicant is unsuccessful, the sealed envelope is returned unopened.
- For those with experience in UK mainstream education, the Prohibited List is checked.

Referrals to the Disclosure and Barring Service (DBS)

A referral will be made to the DBS if Beet Language Centre withdraws or would have withdrawn permission for an individual to work with under-18s because they have:

- engaged in relevant harmful conduct (neglect, emotional/psychological, sexual, or physical harm)
- met the Harm Test (posing or creating risk of harm, attempts to harm, or inciting others)
- received a caution or conviction for a relevant offence

Referrals must be made once sufficient evidence is gathered during internal investigations and, following best practice, after consultation with the Local Authority Designated Officer (LADO) or relevant Designated Officer where appropriate.

Selection

- Candidates are informed of interview outcomes as promptly as possible.
- Successful candidates receive confirmation of terms, including contract length and pay, in writing, followed by a full contract before their employment start date.
- Unsuccessful candidates are notified by email.

Post-Selection

- New staff receive a comprehensive induction pack; non-teaching staff also attend the student welcome talk and tour.
- All new staff submit next of kin information, bank details, and a Children Act 1989 Self-Declaration form.
- A designated staff member supports each new employee through the induction checklist.
- All new staff complete online training in:
 - Basic Awareness in Safeguarding
 - Fire Awareness
 - Prevent (for Practitioners or Managers, as appropriate)

Returning Staff

- When a previously employed staff member returns to Beet Language Centre, additional checks are carried out.
 - If they have lived or worked abroad since leaving, a new police check is required.
 - If they remained in the UK, a new DBS check is conducted.
 - Updated references are also obtained.

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