

Safer Recruitment Policy

INTRODUCTION

1.1 The safe recruitment of staff in Amber Education is the first step to safeguarding and promoting the welfare of children in education. Amber Education is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the company expects all staff and volunteers, and host families to share this commitment.

AIMS AND OBJECTIVES

2.1 The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having an appropriate procedure for appointing staff.

2.2 The aims of Amber Education's recruitment policy are as follows:

2.2.1 to ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the position;

2.2.2 to ensure that all job applicants are considered equally and consistently;

2.2.3 to 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;

2.2.4 to ensure that the Amber Education meets its commitment to safeguarding and promoting the welfare of students by carrying out all necessary pre-employment checks.

2.2.5 Employment checks involve the employment of all staff, volunteers and host families.

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

2.4 Amber Education has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the role. The recruitment and selection process should ensure the identification of the person best suited to the job at the Amber Education based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of the Governing Body to:

3.1.1 ensure Amber Education has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements

3.1.2 monitor the Amber Education's compliance with them.

3.2 It is the responsibility of the direct Managers, project manager and the CEO involved in recruitment to:

3.2.1 ensure that Amber Education operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Amber Education.

3.2.2 monitor contractors' and agencies' compliance with this document

3.2.3 promote welfare of students at every stage of the procedure.

3.3 Amber education has given the responsibility for recruitment to the direct managers who will arrange the first stage interviews, the second stage will be with the project manager within Hong Kong and the CEO.

3.4 The final decision will rest with the CEO. The project manager will be involved within the second stage of interviews, however if it is for volunteers or host families, the project manager will not be involved. And the matter will be given to the guardian to arrange the appointments and the direct managers to follow the recruitment policy and be able to make the decision of employment.

Definition of Regulated Activity and Frequency

4.1 Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

4.2 Volunteers is an unpaid employment by the company, nonetheless, the same procedure applies, and the same documents will need to be signed to comply with the GDPR policy, safeguarding, staff code of conduct and health and safety.

4.3 Amber Education is required to carry out an enhanced DBS check for all guardian staff who will be working with students. However, Amber Education can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity is carried out more frequently.

RECRUITMENT AND SELECTION PROCEDURE

5.1 Advertising

5.1.1 Amber Education will advertise all vacancies on indeed.com and on the company website to explore the maximum opportunity to meet the right candidates. All vacancies will include the DBS check is required for the safeguarding of the children we look after at Amber Guardianship. Following with two referee contact details and an application form.

5.2 Application Forms

5.2.1 Amber Education 's application form requires the candidate to write the address, contact details, work experience, references and disclosure of criminal records. All applicants will be made aware that providing false information is an offense and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

5.3 Job Descriptions and Person Specifications

5.3.1 A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

5.3.2 The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities, and expertise that are required to do the job.

unsuitable to work with students. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

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

6.1.5 Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

6.1.6 Amber Education does not accept open references, testimonials or references from relatives.

7.1 Interviews

7.1.1 The first interview is a face to face interview at the London Office with the Office Manager and once successful, the second interview will be conducted via Skype with the Senior Leadership Team in Hong Kong. The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

7.1.2 Any information in regard to 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 not been disclosed on the application form.

7.1.3 The London Office Manager will have undertaken Safer Recruitment Training or refresher training as applicable.

7.1.4 All applicants who are invited to an interview will be required to bring evidence of their identity, right to work in the UK without restrictions, and proof of address. The only original document will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

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

8.1.1 the agreement of a mutually acceptable start date and the signing of a contract incorporating the Amber Education 's standard terms and conditions of employment;

8.1.2 verification of the applicant's identity (where that has not previously been verified);

8.1.3 the receipt of two references (one of which must be from the applicant's most recent employer) which the Amber Education considers to be satisfactory;

8.1.4 where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the Amber Education considers to be satisfactory;

8.2 confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at Amber Education, taking part in the management of an independent Amber Education or working in a position which involves regular contact with children;

8.2.1 verification of the applicant's medical fitness for the role;

8.2.2 verification of the applicant's right to work in the UK;

8.2.3 any further checks which are necessary as a result of the applicant has lived or worked outside of the UK; and

8.2.4 verification of professional qualifications which the company deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified). Whether a position amounts to "regulated activity" must, therefore, be considered by the company in order to decide which checks are appropriate. It is however likely that in nearly all cases Amber Education will be able to carry out an enhanced DBS check.

8.4 A personal file checklist will be used to track, and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files. The offer of employment of a host family

9.1 Stage 1: The host family will be interviewed at first over the phone. To talk about the general information of where their location is, and why they would like to be employed by Amber education. This is usually performed by either the direct manager or the guardian.

9.2 Stage 2: The interviewer (direct manager or guardian) will ask to visit the home of the host family. During the visit, checks will be done, and the discussion over the policies and regulations of the company will be explained.

9.3 Stage 3: The host family will be asked to review the contract and sign when available. This will be sent back to the guardian, who will then inform the host family of any upcoming students wanting to stay in host families. The student's age, gender, and requirements will be given to the host family. And a host family profile will be sent to the students' parents. Two parties will have to agree to one another before any arrangements are made.

9.4 Stage 4: The student's parents will pay for the host family through our Amber accountant and data protection officer. And regular communications with the host family and students will be in contact with the guardian during the whole stay process.

9.5 If in an emergency the student would like to leave the host family house, the safeguarding procedure will begin, where an emergency host family will be contacted for the student. This host family would be in Ambers existing families or help from another AEGIS accredited Guardianship organisation.

The Rehabilitation of Offenders Act 1974

10.1 The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to students. Therefore, any convictions and cautions that would

normally be considered 'SPENT' must be declared when applying for any position at Amber Education. DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

11.1 Amber Education applies for an enhanced disclosure from the DBS and a check of all positions at Amber Education which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children.

11.2 It is Amber Education policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

11.3 It is Amber Education's policy to re-check employee's DBS Certificates every three years and in addition, any employee that takes leave for more than three months (i.e.: maternity leave, career break etc) must be re-checked before they return to work.

11.4 Members of staff at Amber Education are aware of their obligation to inform the HR Department in Hong Kong of any cautions or convictions that arise between these checks taking place.

11.5 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.