

Safer Recruitment Policy

ANGLO recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children through ANGLO. We, therefore, now follow a strict policy of safer recruitment that includes statutory pre-appointment checks for regulated activity, which means:

- Applications for employment will only be accepted via the official form found on our web site.
- Details provided on a CV will be checked with the candidate and cross-checked with other documentation provided throughout the recruitment process.
- Verifying a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Ensuring all candidates complete a self-disclosure form, Pre-DBS Declaration, about any criminal record and suitability to work with young people as part of job offer acceptance.
- Obtaining a certificate for an enhanced DBS check, or a police certificate of good conduct if a candidate is resident and working outside of the UK.
- No member of staff will be allowed to commence employment without ANGLO having seen the appropriate suitability check documentation. Should a last-minute appointment be necessary, a DBS check will be requested at the employees expense, additional references required and checked, the candidate will complete a Pre-DBS Declaration, and it will be made clear to the candidate and their management team that they cannot be left unsupervised with any under 18s and should be assigned to duties paired with another member of staff who has DBS clearance.
- If appointment is required prior to DBS clearance Anglo will carry out a Barred List check and a suitable risk assessment will be carried out on the Anglo Risk Assessment Checklist template.
- If an applicant is not registered with the update service but provides a valid DBS certificate that is less than three months old and is for a similar role in the children's workforce, Anglo may carry out a barred list check
- Following up at least two references for each candidate via email, and for late recruits after the 1st June references can be undertaken verbally. Referees will be asked to confirm whether the candidate has been subject to any disciplinary sanctions or allegations/concerns

- Confirming with referees that there is no reason why a candidate cannot be employed in a situation where they will have responsibility for the care of, and/or substantial access to children.
- Checking a candidate has the right to work in the UK.
- Verifying professional qualifications as appropriate.

All advertisements for staff will state that ANGLO follows a policy of safer recruitment. Questions asked in interview will be specifically designed to explore the candidate's attitude towards working with young learners. Staff awaiting their disclosure results at the time employment commences will always be paired with a member of staff with a completed DBS disclosure.

Evidence or disclosure of a criminal record will not necessarily result in a candidate not being appointed to a position. The nature of the disclosure will be considered, and if deemed irrelevant to dealing with young people, the candidate may well be successful if all other employment criteria are met. Such cases will be dealt with on a case by case basis and a further reference may be requested.