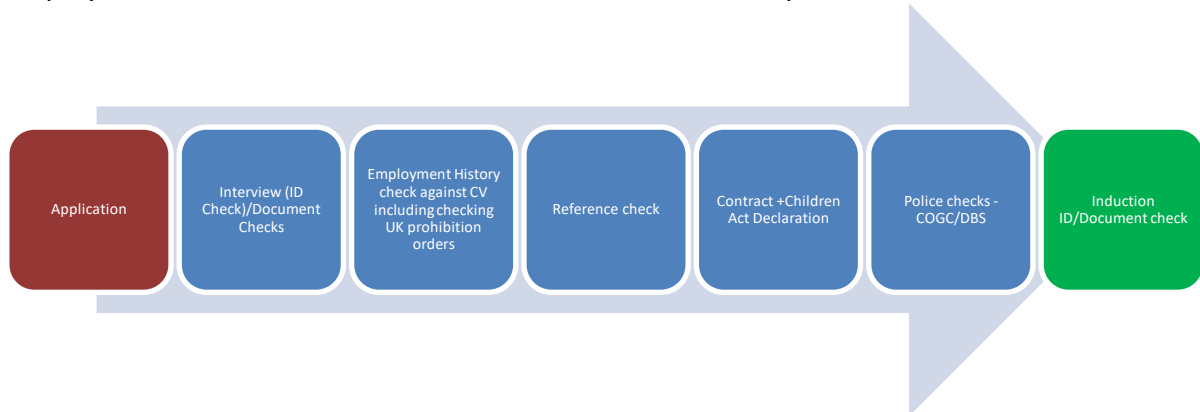




Recruitment Policy 2025

This document describes the process we must follow for each potential Churchill House employee to ensure that we meet our Safer Recruitment requirements.



Interview

All staff must receive an interview, either face to face or via video chat (Teams) before they can be offered their first position with us. Should a video chat not be possible we must follow up a phone interview with a later ID check.

Returning staff need not be re-interviewed unless they are applying for a different position.

ID Checking

We check staff ID before they start work for two reasons:

UK law requires us to check the identity of all new employees

We need to check the validity of the identity used before we can carry out a DBS check.

ID will be checked twice: on interview and on arrival at the centre/school

Checking ID on Teams Interview

Before the interview the interviewee will be required to email a scanned copy of the ID they will use for the DBS process. During the interview, they must show the original ID to the webcam so that the two can be compared. Once the interviewer is satisfied that they have a copy of the actual document and that it matches the interviewee, they sign and date ('sighted by') the copy, which is then returned to HO.

Should it not be possible to complete this check at the interview stage a later Teams ID chat must be scheduled to complete the stage.

On arrival at the centre/school

All staff should bring their ID (original document only) to their induction where the DOS/CM will take a photocopy of the ID and sign the copy as 'sighted by'. The original signed copy should be returned to HO by post, retaining a photocopy in the centre's HR folder for inspection by visiting HO staff.

Document Checks

All qualifications relevant to employment (e.g. teaching/coaching/first aid certificates will be checked during the application process and during induction. Copies of certificates should be

sent to the recruiter for checking. Originals should be sighted at the start of the period of employment and a copy of the original made, officially signed off by the line manager and returned to Head Office at the end of the contract.

Work History check against CV

All applicants must submit a chronological CV which will allow us to check their work/educational history. Once received, the person responsible for the appointment must check the CV for gaps in the history and ask the applicant to reasonably account for those gaps.

If an applicant leaves a gap in the CV this could potentially be deleting work which they might not want us to know about.

Checking Prohibition Orders

Anyone with a prohibition order pending or made against them may not teach in the UK. All UK nationals/residents should be checked against the Department for Education website:

<https://sa.education.gov.uk/idp/Authn/UserPassword>

References

We must gain suitable references for all employees before they are DBS checked or employed. References provide us with:

- An indication of general suitability
- The ability to check their suitability to work with children/young people for Safeguarding/Safer Recruitment reasons

Suitable Referees

References from former colleagues do not count as employer references – only the employing organisation can give references e.g. a teacher cannot give their summer school DOS as a referee, we would need a reference from their HO

If an applicant has previously worked in a summer school, we must gain a reference from that organisation (whether they have named them as a referee or not) both for safeguarding reasons and as this is likely to be the best indicator of performance

Personal references are not acceptable except under extreme circumstances and only if authorised by the SCD

Family members cannot provide a reference

New employees

We must gain references from 2 suitable referees for all applicants who didn't work for us the previous summer. At least one of these referees should be a recent former employer, if possible.

Returning Staff

Employees from the previous summer (who we have already carried out checks on in the last 12 months) need only provide one referee – a recent employer to cover the period since they left us.

However, if they have had multiple recent employers we should check a second referee.

Children Act Declaration

All employees are required to submit a signed children act declaration with their contract. On arrival at the centre they must be asked to sign/date a new copy, which should be kept in the centre's HR folder for later return to HO.

Police Checks

For a full statement of our policy on police checks (COGC/DBS) please see the Policy on Background Checks.

Induction

All staff (including returners) must receive a formal induction before they are allowed to start work. Refusal to attend will cause the contract of employment to immediately cease. For management, this means being inducted at Head Office (Ramsgate). Induction for SLOs/ALs/Teachers are carried out by the Centre Manager/DSL and their line managers on arrival. At the summer centres and at the school the induction includes:

- Introduction to company policies on Health & Safety, Safeguarding, Prevent, whistle blowing
- Child safeguarding and Prevent training: code of conduct, encouraging a positive attitude to safeguarding, appropriate behaviour, reporting procedures, safeguarding within the staff's role
- Job-specific training, including specific responsibilities relating to safeguarding and H&S in the role/working environment
- Campus orientation

At the end of the induction session staff will be asked to sign a declaration agreeing to Churchill House's code of professional conduct. There will also be the opportunity to ask questions and, once satisfied, staff will be asked to sign a form to confirm that you have received the induction in full.

Last minute recruitment

In the event that we have to recruit someone at short notice, the minimum standard of recruitment documentation we will accept before someone is allowed to go to a school is:

1. CV checked and all gaps reasonably explained
2. Completion of reference checks as normal
3. Children Act form received
4. ID checked
5. DBS application completed AND submitted by CHSC with the List 99 option

For summer schools, all last-minute recruitment to be assessed and cleared by the Operations Manager before a contract is issued. Any applicant who turns up at the Centre before these checks are completed will be immediately asked to leave and the contract cancelled.

Policy on Police/Background Checks 2025

Churchill House is required to carry out checks on all employees before they can be allowed unsupervised access to children/young people. The company's default position is that all staff should go through the UK Disclosure & Barring Service (DBS) or Disclosure Scotland (for Edinburgh) but there may be circumstances where this may not be possible/ appropriate for foreign nationals.

Disclosure & Barring Service (DBS) Check policy

All Summer Centres Head Office staff in a role where they may be in a position to influence HR/Recruitment decisions must undergo an Enhanced DBS check.

All management staff (including Deputy/Assistant management grades) and Student Liaison Officers must hold a current enhanced DBS as they will be supervising people with significant contact with minors.

UK Nationals of other grades must hold/undergo the enhanced DBS check.

Foreign nationals of other grades that have lived/worked in the UK must undergo an enhanced DBS check.

Employees who have never lived/worked in the United Kingdom MUST provide a Certificate of Good Conduct from their country of origin plus a certified translation of the document if necessary. Churchill House reserves the right to also carry out DBS checks.

Non-UK nationals living outside their country of origin but with a history of living in the UK must also be DBS checked.

The default decision is to carry out a DBS check for all staff.

The DBS Update Service

The DBS Update Service is a subscription service which allows completed DBS certificates to be registered for constant update and therefore we can check for changes to the status of a certificate. This removes the requirement to undergo a full DBS check on starting a new period of employment as an applicant can give potential employers access to the results for an immediate decision, provided that the employee provides a copy of the certificate to check against the record. The employee must present this certificate for sighting at the centre/school.

For summer staff, DBS checks will be carried out from April to give time for the DBS to clear. DBS Update service checks will be made as soon as information is provided by the applicant but will be checked no sooner than April.

Certificates of Good Conduct

All non-UK residents – including UK Nationals living abroad – must provide a Certificate of Good Conduct from their country of residence, irrespective of whether they will be required to undergo a DBS check.

Information about the certificates available from given countries, and on how to obtain them, can be found on the British Council website:

https://www.britishcouncil.org/.../international_criminal_record_checks_directory.xls

Staff Participation in the Background checks

Staff members refusing to take part in background checks or failing to take reasonable steps to assist with them may have their contracts immediately cancelled.

Where a staff member takes reasonable steps to obtain a COGC but is unable to do so for reasons beyond their control, we will make a risk assessment of their application and decide whether to pursue their application.

Where there are any concerns about an applicant/employee's suitability to work with minors, or any doubt about an application or the information provided by the applicant, their application/contract will be cancelled immediately.

If an offence relating to children is found on the applicant's COGC we have a duty to report the details of the applicant to the DBS for a referral to be barred from working with children.

Employment where the DBS process is incomplete

Options include:

- Cancelling the contract
- Delaying start date
- Allowing the employee to work with increased supervision and no unsupervised access to children/young people

While it is possible to employ someone to work with children without a DBS check, this is not our intention, and it is only acceptable if we can arrange circumstances where they can work with children with adequate supervision.

Decisions on whether to continue to employ people without a valid DBS should be escalated to the Operations Manager/DSL at least 7 days before the person is due to start work, to give time to rearrange staffing/contracts if necessary. A final decision will be made no later than 48 hours before the employment contract is due to start.

Factors affecting this decision may be:

- Completion of other checks e.g., COGC, good references received
- Checkable UK work record
- Evidence of a clear List 99 check
- Legitimate reason for late clearance

- Employee's compliance in the employment process e.g., completing documents on time

In the event that the decision is made to employ someone without a complete DBS check it will only be done where:

1. The line manager is informed and is able to put suitable supervision procedures in place
2. There is no suspicion that the employee is unreliable or poses a safeguarding risk e.g., they have fully complied with the recruitment process and completed their DBS documentation in good time
3. Procedures set out in the Staff Handbook for staff without a valid DBS check are followed and the employee complies with the restrictions put upon them. Any failure to comply will result in the termination of their contract.

Employment decisions for applicants with criminal records

A criminal record does not automatically mean that an applicant cannot be employed. Instead, we must make a decision as to relevance of the conviction to their role in working with children on a residential site.

Where a DBS check is returned with convictions the applicant must be asked to provide a copy of their certificate and explain the noted convictions. All such applications will be assessed on a case-by-case basis to decide whether the information within the DBS check constitutes a risk to either customers, colleagues or the reputation of Churchill House. A final recruitment decision will then be made by the Operations Manager/Director.

Basic criteria to consider:

- Date of conviction – is the conviction 'spent'?
- Nature of the offence – Was the offence of a sexual nature? Was violence (implied or actual) a factor? Was the offence against children?
- Severity of conviction i.e., Was there a custodial sentence?

Offences likely to result in the rejection of an applicant (* denotes instant rejection)

- Offences relating to the care/mistreatment of minors*
- Any offence characterised by sexual harassment or assault* Unspent convictions of a violent/abusive/threatening nature* Unspent convictions of a sexual nature*
- Applicants barred from working with children* Multiple unspent offences
- Supplying drugs
- Supplying alcohol to minors
- Incitement to violence
- Neglect

IMPORTANT

We have a legal duty as a regulated activity provider to make a referral to the Disclosure & Barring Service if a candidate discloses a caution or conviction of an offence relating to children or young people.

Last reviewed: August 2025

Reviewed by: Sarah Adjani, Operations Manager

Kash Izydorczyk, Welfare Manager

Next review date: August 2026.