



# Safeguarding our Students

## Recruitment Policy



### Purpose

The purpose of this policy is to ensure that York Associates International Limited recruits and selects qualified, competent, and committed staff in a fair, transparent, and consistent manner that supports the school's mission to deliver high-quality English language education. As a British Council-accredited institution, York Associates is committed to upholding the standards of Accreditation UK in the areas of staff management, safeguarding, and student welfare.

### Scope

This policy applies to all recruitment and selection activities for academic, administrative, welfare, and support staff — including permanent, temporary, seasonal, freelance, and homestay roles. It covers recruitment for:

- Teaching, administrative, welfare, and support staff
- Temporary, seasonal, and freelance staff
- Homestay hosts

### Legal and Regulatory Framework

Recruitment will be carried out in line with the following legislation and guidance:

- Equality Act 2010
- UK Visas and Immigration (UKVI) requirements for the right to work
- Keeping Children Safe in Education (KCSIE)
- British Council Accreditation UK Handbook
- Data Protection Act 2018 / UK GDPR
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006

All recruitment practices will reflect safer recruitment principles to ensure the protection of students, especially under 18s and vulnerable adults.

### Core Principles

- Commitment to Safeguarding: The welfare of students, particularly under 18s, is paramount. All appointments are subject to rigorous safeguarding checks.
- Fairness and Equality: Recruitment decisions will be based solely on merit, using objective, job-related criteria.
- Transparency and Consistency: The same recruitment and selection process applies to all candidates for a given role.
- Quality and Professionalism: The school seeks to attract individuals who demonstrate professionalism, intercultural sensitivity, and commitment to continuous improvement in teaching and service delivery.



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### Recruitment Procedure

#### Workforce Planning and Role Definition:

- Recruitment need will usually be identified by a senior staff member and subject to approval by a Director.
- Each vacancy must have a clear job description and person specification defining duties, qualifications, and required experience.
- For teaching roles, the minimum qualification is normally a CELTA or Trinity CertTESOL, plus a degree.

#### Advertising Vacancies:

- All vacancies will be advertised through appropriate and reputable channels (e.g. British Council Jobs, EFL job boards, Indeed, and the school website).
- Advertisements will include the school's commitment to safeguarding, a clear job summary, and indicate that references and DBS checks are required prior to appointment.

#### Application Process:

- Candidates must submit a full and detailed CV along with a covering letter outlining their reasons for applying and detailing their suitability for the role. (CVs alone will not be accepted).
- Applications will include full employment history, self-declaration of convictions, and two referees including the most recent employer.

#### Shortlisting:

- Conducted by at least two staff members.
- Gaps in employment or discrepancies will be addressed during interviews.

#### Interviews:

- Assess competence, safeguarding awareness, and alignment with school values.
- Teaching roles may require a demonstration.
- Conducted by at least two staff members.

#### Pre-Employment Checks:

All appointments are subject to verification of identity, DBS check, right to work, professional references, qualifications, employment history, and overseas police check (if applicable).



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### Induction & Probationary Period

All new staff will receive an induction programme including safeguarding and child protection training, health and safety, school policies, and an overview of British Council standards. Teaching staff will receive academic orientation and may undergo class observation.

The first six months of employment will constitute a probationary period. During this time, we will monitor the employee's performance and suitability for the role. We may terminate employment at any point within the probationary period by providing one week's written notice or payment in lieu of notice. We also reserve the right, at our discretion, to extend the probationary period where additional time is required to assess performance.

### Delayed Suitability Checks

Our standards for safer recruitment are:

- at least 2 references will be asked for, and all references are followed up.
- all gaps in CVs must be explained satisfactorily.
- proof of identity and (where applicable) qualifications is required.
- reference requests will ask specifically whether there is any known reason that the candidate should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- appropriate suitability checks are required prior to confirmation of appointment
- a declaration of convictions is required

Occasionally it may not always be possible to complete all recruitment checks in good time; for example, in cases where recruitment and the starting date are very close. We will always have:

- a full CV
- an interview with 2 people
- proof of identity and the right to work in the UK
- a suitability declaration
- An enhanced DBS certificate including Children's Barred List
- We will always attempt to get 2 appropriate references. However, where this is not immediately possible, we will consider employing the person as long as other checks and the interview do not identify any issues. Sometimes this may be because the referee is not immediately available.

York Associates /English In York does not have access to the standalone Children's Barred List. Therefore, if an enhanced DBS certificate including Children's Barred List is not available, we will apply as soon as the candidate is offered employment. We will not deploy the candidate in any activity (regulated or otherwise) until we have seen an enhanced DBS certificate.



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### Record Keeping

Recruitment records will be stored securely for six months then destroyed confidentially. A Single Central Record (SCR) of all vetting checks will be maintained in accordance with the Data Protection Policy.

### Monitoring and Review

The Operations & Academic Manager will monitor recruitment practices to ensure compliance with British Council standards and all relevant legislation. This policy will be reviewed annually or upon changes in legislation or accreditation requirements.

### Roles and Responsibilities

Director – Approval of recruitment decisions.

Operations & Academic Manager - Compliance oversight. Managing recruitment records and vetting checks.

Designated Safeguarding Lead – Overseeing safer recruitment and training.

Line Managers – Conducting interviews and induction.

All Staff – Upholding safeguarding and equality principles.

### Policy Review

This policy will be reviewed annually by the Operations & Academic Manager and the Compliance Coordinator, to ensure compliance with British Council Accreditation UK criteria, KCSIE, and UK employment law.

### Policy Availability

A copy of this policy is made available to all applicants during the recruitment process and is published on the school's website. The policy can be made available in large print format or as an audio file on request.

### Statement of Commitment

York Associates International Limited is committed to the fair treatment of staff, potential staff, and users of its services, regardless of race, gender, religion, sexual orientation, marriage or civil partnership status, pregnancy & maternity, responsibility for dependents, age, physical/mental disability, or offending background.