



ISE Staff Recruitment Policy

Safer Recruitment Overview

At ISE we firmly believe that the best results are achieved when the students are cared for by "...well-trained, compassionate and enthusiastic adults, with whom they can develop appropriate attachment and build positive relationships."¹

As a result, we have certain recruitment policies and procedures that investigate appropriate attitudes to relationships with students as well as to deter, reject or identify people who might abuse vulnerable adults or students whose first language is not English, or are unsuited to work with them.

Recruitment

A vital part of student safety is prevention; therefore, the following measures are taken to ensure that only those who do not pose a risk to children are employed.

1. Job contracts or advertisements

State that ISE works to protect vulnerable adults, and that those seeking work will be assessed regarding their suitability to work with those individuals. They also state that ISE reserves the right not to offer employment to, or to terminate with immediate effect the employment of, any individual that the school deems unsuitable to work in an environment with vulnerable adults.

2. An application form or CV

Elicits information regarding applicant's past experience and contact with vulnerable adults.

3. Face-to-face interview

Is used to explore all candidates' suitability to work with vulnerable adults, enquire about previous experience and use vignettes and scenarios to elicit responses about interactions with such students.

4. Declaration of Suitability to Work with Young People or Vulnerable Adults

Requires any applicant to declare past offences, self-declare suitability and allow the school to conduct all necessary checks.

5. Passport / ID / Employment Visa

Confirms identity of a candidate and eligibility to work in the UK if non-UK citizen

¹ Children Act, 1989; Section 22



6. DBS check & referral to LADO

DBS provides a verification of work history in regards to comparison with Government-held data from a variety of sources. Candidates may also have their details submitted to the LADO for comparison to information held by the Secretary of State.

7. References

Full references are taken up on all applicants by the DOS, ADOS or Managing Director as standard, to ensure suitability to work in an environment with vulnerable adults present. In the event that any referee expresses a doubt about the candidate's suitability to work with vulnerable adults, the applicant will be notified that they will not be able to work at ISE Brighton.

8. A complete employment history

All candidates must provide suitable and appropriate explanation for any gaps in their CV.

9. Compliance with Safeguarding Policy and on-going Safeguarding Requirements

All candidates are inducted by either the DOS, ADOS or the Managing Director into the school. All candidates are referred to the school policies and procedures maintained on the ISE Brighton Staff Handbook, in hard copy in the school, and on the school policy page online.

As a condition of employment all candidates must sign to confirm that they have read and understood the school policies and procedures, specifically the rules in regards to Safeguarding. On-going safeguarding training is actively provided by ISE Brighton, and all staff are offered access to complete the level 1 safeguarding training.

Definitions

Vulnerable adults, or adults at risk, are defined as an adult (18+ years) who needs special or additional care because of mental or other disability, illness, infirmity or age. However, we subscribe to the point of view that adults with very limited English are also at risk or vulnerable in the UK, being disempowered by their inability to communicate effectively in English.

The ISE Safeguarding Officer is:
Lisa Claresby (also DOS)
Email: lisa@isebrighton.com; Phone 01273 384800

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