Safer Recruitment Policy

Approvers:
Steph Gilbert
Helen Wu

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Oxbridge Guardians
Part of Oxbridge Group

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Oxbridge Group Ltd: Safer Recruitment Policy

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Oxbridge Group Ltd: Safer Recruitment Policy

Introduction

Oxbridge Group Ltd Safer Recruitment Policy is linked to our Safeguarding and Child Protection Policy.

Oxbridge Group Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, homestays and any individual working with the organisation to share this commitment. Every young person in the care of Oxbridge Group Ltd should feel safe and protected from any form of abuse or neglect.

Oxbridge Group Ltd believe that:

- Guardians and Homestays can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs, including those who may have experienced abuse.
- Children need to be safe and feel safe in school and when staying with their guardian or homestay.

Oxbridge Group Ltd recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in the following documents:

- PREVENT Duty Guidance for England and Wales, 2023 Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)
- Keeping Children Safe in Education (2026) (from Sept 1st) Keeping_children_safe_in_education_2026_.pdf
- Working Together to Safeguard Children (2026) Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf
- Channel Duty Guidance, 2015 (updated 2025) Channel duty guidance: protecting people susceptible to radicalisation (accessible) - GOV.UK
- The Use of Social Media for On-line Radicalisation (July 2015) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440450/How_social_media_is_used_to_encourage_travel_to_Syria_and_Iraq.pdf

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Oxbridge Group Ltd aims to recruit staff that share and understand our Safeguarding commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

- Equality Act 2010

Safer Recruitment Policy Aims

To ensure that all Oxbridge Group Ltd staff who have access to children have been fully checked as to their suitability for the role, including verification of their identity, references, online searches, qualifications (where appropriate) and a satisfactory enhanced DBS check and to ensure a central record is kept of these checks for audit purposes.

To ensure that there is at least one person on every interview panel who has completed recent Safer Recruitment training with a recognised external provider.

To ensure that Oxbridge Group Ltd complies with the principles of the Data Protection Act (2018) Data Protection Act 2018 (legislation.gov.uk) in respect of its handling of all personal data.

To raise the awareness of all Oxbridge Group Ltd staff, homestays and volunteers, of their duty to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

Definitions

Staff

For the purpose of this policy, the term staff is used to refer to those members of the company employed as Employees, Workers or Contractors within the Central Team. Records of Safer Recruitment Checks will be detailed on our Staff Single Central Register.

Homestays

Homestays will undertake the same rigorous suitability checks in terms of safeguarding and child protection, as well as other safer recruitment checks. Records of Safer

Recruitment Checks will be detailed on our Homestay Single Central Register.

Regulated Activity

A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised, unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- care or supervision of children if carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

As a company working with young people, Oxbridge Group Ltd appointments require an enhanced DBS certificate, which includes barred list information, for all staff, host families and volunteers aged 16 and above as the majority of roles are considered to be engaging in regulated activity.

Safeguarding Commitment

Staff Recruitment

Oxbridge Group Ltd are committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding.

This will involve:

- Including the Oxbridge Group Ltd Safeguarding and Child Protection policy statement in any job advertisements
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts in the company, details of referees and a declaration of criminal convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as updated 2023).
- Informing applicants that online searches will form part of our recruitment process.
- Providing a Job Description which contains our Safeguarding and Child Protection policy statement.

- Providing each applicant with a copy of our Safer Recruitment Policy.

Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".

- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

Homestay Recruitment

Oxbridge Group Ltd are committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding.

This will involve:

- Requesting applicants to complete an application form, requesting identifying details, details of current employer, details of referees and a declaration of criminal convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as updated 2023).
- Informing applicants that online searches will form part of our recruitment process.
- Providing a host family agreement and host family handbook which contains our Safeguarding and Child Protection policy statement.
- Providing each applicant with a copy of our Safer Recruitment Policy.
- Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to host children.

Application

All applicants for employment as a member of staff will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number
- A full, chronological career history since leaving secondary education. The

applicant will be asked to clarify any gaps.

- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying.
- A declaration of any existing contacts in the company.
- Details of two referees, one of whom must be a professional referee.
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see DBS filtering guide - GOV.UK (www.gov.uk)for further information.

Along with the Application Form, applicants will receive the following:

- A Job Description, containing a Person Specification, a statement of the terms and conditions relating to the post, the Oxbridge Group Ltd Safeguarding and Child Protection Policy.
- A copy of the safer Recruitment Policy.

All applicants for the Role of Homestay Host will be required to complete an Application Form including the following:

- Full, identifying details of the applicant, including current and former names, current address and current employer.
- Details of two referees, one of whom must be a professional referee.
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see DBS filtering guide - GOV.UK (www.gov.uk) for further information.

Along with the Application Form, host families will be subject to successful completion of:

- A Home Inspection Visit – including inspection notes, Fire Risk Assessment of home, interview with Host Family (Annual)
- Providing Gas Safety certificate, along with showing Carbon Monoxide & Smoke detectors
- Successful enhanced DBS for all people aged 16 and over within the household.
- Home Insurance (Annual)
- Car Insurance (Annual)
- Medical and Safeguarding Declaration (Annual)

Interview

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The application process for Staff or Tutoring Roles follows the below process from start to finish. For Tuition Roles, a 'Sample Lesson' may be requested instead of 'Pre-Interview Tasks'

Advertisement

OG advertise roles with full Job Description & Safeguarding and Safer Recruitment Information

Pre-Interview Tasks

Shortlisted Candidates are sent 'Pre-Interview Tasks' or requested to prepare a 'Sample Lesson'

First Interview

Shortlisted Candidates are invited for Virtual interview with Line Manager & at least one other.

Second Interview

Shortlisted Candidates are invited to an in person interview with Line Manager & Director/DSL.

Offer

Succesful Candidate will be offered the role (subject to safer recruitment checks)	OG will contact references, run enhanced DBS Check, and ensure Induction process with full training is offered and followed

All candidates will be asked to bring the following with them to interview:

- Documentary evidence of their ID that will satisfy DBS and Safer Recruitment requirements
- Documentary evidence of their right to work in the UK
- Documents confirming any educational and professional qualifications that are necessary for the post.

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Depending on the position, interviews will normally consist of skills-related questions and a personal interview. The interview panel should consist of more than one person. At least one member of the interview panel must have undertaken safer recruitment training.

The First Interview would be subject to the specific role, to check suitability and experience. The Second interview forms a personal safeguarding interview, to better understand the candidate's attitudes, motivations and suitability to work with children. Written records of all interviews will be kept on the successful applicant's personnel file.

Generally, references would be requested after a job offer is made. The candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that will be put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work. Candidates should be asked if there is anything they wish to declare in light of the requirement for an enhanced DBS check.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the Safer Recruitment Checks as detailed in the section *Appointment Procedures for Staff and Homestays*

Oxbridge Group Ltd will keep detailed notes of interviews as part of the Single Central Register (either Staff or Homestay as applicable).

Appointment Procedure for Staff and Homestay's

References

Oxbridge Group Ltd will request at least two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. At least one reference must be a professional reference, and preferably both. Ideally, these should cover roughly five years in a person's career history.

Referees will be asked to state the following in the Reference Form:

- Any disciplinary or child protection issues
- Any reasons why the candidate should not be employed for work with children

- The candidate's reasons for leaving (if appropriate)

Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate. OG are required to verify the source of the reference, and any discrepancies can be raised directly with the referee by Telephone (and notes should reflect this on the central system).

If a reference is taken over the telephone, detailed notes will be taken, dated and signed.

Online Searches

In line with recommendations for Safer Recruitment and Safeguarding legislations, all roles at Oxbridge Group Ltd are subject to Online Searches to further research the suitability of the applicant. These will take place in the form of Social Media Search, LinkedIn, Google Search and any other websites as appropriate.

ID Check

This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving Licence (photocard)
- Utility bill or bank statement which is less than three months old
- Any evidence of a change of name
- Birth Certificate

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken and kept on the candidate's file. It is best practice to view the Birth Certificate to verify the identity of the candidate, in line with KCSIE recommendations.

Right to Work in the UK

This will usually be the candidate's UK passport. However, Oxbridge Group Ltd will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. This will usually entail obtaining a copy of the applicants' birth certificate. A copy of the evidence will be taken and kept on the candidate's file. For those with right to work in UK (from Overseas) a Share Code will be requested to be viewed by Oxbridge Group Ltd.

Enhanced DBS Check

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of
'Regulated Activity' as noted above, and will therefore require an Enhanced DBS check.

A check against the barred list will be undertaken on all staff, either within the enhanced DBS disclosure or separately. Until the company has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked and may not under any circumstances have unsupervised access to children or young people.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the company will ask the candidate to give written permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

DBS checks will be done every three years, with those on Updates System checked annually.

Overseas Candidates

If a candidate has lived overseas for more than three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country.

Qualifications Check

Where relevant, candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file. If no original is to be found, Oxbridge Group Ltd will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

Outcomes of the Application and Recruitment Process

Where the following apply, Oxbridge Group Ltd will report the facts to the Police and/or the

Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application
- There are serious concerns about a candidate's suitability to work with children

Single Central Register of Appointments

In accordance with current good practice, Oxbridge Group Ltd keeps two Single Central Register of Appointments (one for Staff/volunteers, one for Homestays), indicating whether or not the following checks have been completed on all current members of staff, volunteers and homestays:

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or DBS Status Check)
- Barred List check (date of DBS check unless a separate earlier barred list check was undertaken)
- Right to work in the UK
- Overseas checks, where applicable
- Career History/CV Check
- Reference Check

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file. Included in this file are detailed notes of interviews, as per the recruitment procedures.

Induction Programme

Oxbridge Group Ltd will provide all new staff, volunteers and Homestays with a suitable induction programme which will clearly identify the company's policies and procedures, including the Safeguarding and Child Protection Policy. The induction will make clear to staff, volunteers and Homestays the expectations which govern how Oxbridge Group Ltd asks them to carry out their roles and responsibilities.