

## OPDS Safer Recruitment Policy

### THE NEED FOR STAFF

OPDS is a small business operating in the Education sector. We recognise the importance of recruiting, managing and motivating our staff to give of their best at all times. Without them, the business cannot operate and flourish.

During the course of running the business, we have dealings with students, parents, school staff and other personnel operating within the sector. It is therefore important that the staff we recruit have good inter-personal skills and a caring approach to those they look after and work with.

### THE RECRUITMENT PROCESS

When we identify a vacancy, we initially ask existing staff members and friends if they know of anyone who may be interested in applying. We also advertise through our website with a full job description and person specification.

We then request a CV from each person who demonstrates an interest and ask them to complete an application form. If shortlisted, we ask candidates to complete a self declaration form and invite them for a formal interview.

We are keen to recruit staff who have some experience of working with other people, especially children or students.

As the majority of our students are Chinese, it is essential that some of the people we recruit are fluent in Mandarin to enable them to communicate effectively with students and their parents, as necessary.

The two OPDS Directors will interview each candidate, usually for around one hour, to discuss the role, personal circumstances and allow time for questions.

At the interview, we advise candidates of their responsibilities and highlight the fact that we are accredited members of AEGIS, whose standards we adhere to.

Once a suitable candidate has been identified a conditional offer of employment is offered. Once the offer is accepted we source two written references (one personal, one professional) and apply for a DBS Certificate to ensure they are suitable to be working with us.

Candidates should also provide a copy of their passport, right to work in the UK share code (if they have one) and national insurance number.

A Contract of Employment is prepared for the new recruit who is asked to study it prior to signature and return. This provides a three month probationary period to allow OPDS to judge their suitability, before confirmation in post.

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Old Coulsdon, Surrey CR5 1QF, United Kingdom

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[WWW.OPDS.CO.UK](http://WWW.OPDS.CO.UK)

Registered Office: 308 High Street, Croydon, Surrey, CR0 1NG. Registered in England & Wales No. 4480329. VAT Number: 194 9972 35

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[WWW.OPDS.CN](http://WWW.OPDS.CN)

 AEGIS  
fully accredited to gold standard

 bsa | BOARDING  
SCHOOLS'  
ASSOCIATION  
BSA Certified Agent - 2020/2023

 bsa | BOARDING  
SCHOOLS'  
ASSOCIATION  
BSA Certified Guardian - 2020/2023

## INDUCTION

On commencing employment, we like to ask the new member of staff to work with the outgoing member for a week prior to the incumbent leaving.

Staff are briefed gradually with current government legislation and AEGIS Standards, where possible, using case studies and examples.

During this period, the new recruit will receive training in various aspects of their work, specifically to ensure they understand what approach is necessary in their dealings with the people they will encounter.

Staff will receive formal Safeguarding training via King's River Education which will be renewed every 3 years.

## DAY TO DAY OPERATIONS

Staff are encouraged to understand the circumstances of those with whom they deal. Students may face particular pressures, for example, which require a considerate approach, including encouragement.

Students and parents may contact OPDS at any time and staff must be aware of their reasons for communication, paying due regard to privacy.

Consultants will have frequent dealings with school staff, especially those looking after the students they are responsible for. It is therefore important that each Consultant is able to understand the responsibilities of those staff members in order to work effectively with them for the benefit of all concerned.

A weekly meeting takes place within the Guardianship Service team where regular discussions and case studies take place to maintain the standard of service we provide.

Consultants are encouraged to escalate any issue to their Director for discussion / resolution before it becomes a major problem.

## REVIEW PROCEDURES

The Directors take responsibility for ensuring company procedures are up to date. Regular meetings are held with staff to ensure they are complying with company procedures and update them with policy changes where necessary.

Each member of staff receives an annual review of their performance on the anniversary of employment.

Created

June 2018

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