

## 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 and DSL will usually 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, especially with regards to safeguarding 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. When the offer is accepted we will adhere to the following Safer Recruitment Checks:

- Source two written references (one personal, one professional). Each referee must have known the candidate for a minimum of two years and must not be related in any way. Where possible the professional reference should be from their current or most recent employer. All references will be verified by phone call and any concerns raised by the reference will be addressed at this stage.
- Obtain an enhanced DBS with barred list check. As the certificate is only valid on the date it was produced we recommend host families sign up to the update services. If they chose not to we insist on obtaining a new one every 3 years.

- Obtain, check and store copies of birth certificate and passport. Where possible this will be completed at the interview stage. These documents will be checked in the presence of the person either physically or virtually. Where the employee or homestay can only provide documents from List B of Annex A expiry dates will be recorded and new checks made when necessary.
- An overseas check will be made for any employee or homestay that has worked or lived abroad for more than 3 months in the last 5 years. A police check will be obtained from the country where the individual lived. For information on how we do this please follow this link [Criminal Records Checks for Overseas Applicants](#)
- Request a copy of a utility bill or bank statement dated in the last 3 months
- Request their national insurance details
- Request their bank details for payment
- Complete a Self Declaration form annually
- Complete a medical Declaration form

The above Safer Recruitment Checks are also completed for Host Families that work for OPDS.

All Safer Recruitent documents will be stored securely until the agreement/employment comes to an end.

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.

## INDUCTION

On commencing employment, we like to ask the new member of staff to work with the outgoing member for a two 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.

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AEGIS  
fully accredited to gold standard

- 2 -  
**bsa** BOARDING  
SCHOOLS'  
ASSOCIATION  
BSA Certified Agent - 2020/2023  
**bsa** BOARDING  
SCHOOLS'  
ASSOCIATION  
BSA Certified Guardian - 2020/2023

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.

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## Annex A:

### Lists of acceptable documents for manual right to work checks

#### List A - acceptable documents to establish a continuous statutory excuse

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1 - documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

## List B Group 2 - documents where a time-limited statutory excuse lasts for six months

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.