

## **Safe Recruitment Policy**

**June 2018**

### **Introduction**

QUEST TOKYO KK is committed to safeguarding children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Japanese Employment Law - (Labor Standards Act and the Labor Contract Act) and in compliance with the UK Department for Education 'Keeping Children Safe in Education', 2016.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with QUEST TOKYO's safeguarding practices, including referring any allegation of abuse against an adult working with children to relevant local child protection agencies.

A referral will be made if an adult has:

1. behaved in a way that has harmed a child
2. possibly committed a criminal offence against or related to a child
3. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

### **Advertising**

All vacant posts will be advertised on the TeachApply educational recruitment platform, on the QUEST TOKYO website and other external outlets.

### **Information for Applicants**

All applicants will be provided access to:

- A job description and person specification
- An application form (CVs will not be accepted)
- Reference to this 'Safe Recruitment Policy'

Prospective applicants must complete in full the application form. Incomplete application forms will not be accepted. Candidates will be asked to sign the application form if invited to interview.

### **Short Listing and Reference Requests**

QUEST TOKYO will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage. Referees may be contacted directly to clarify any anomalies or discrepancies. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.

If a candidate is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, QUEST TOKYO will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references and vetting procedures (see Pre-Appointment Checks below)

Testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. QUEST TOKYO will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified, and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

### **Interviews**

Final interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates invited to interview will receive:

- Details of the interview date, time and location
- Details of any tasks to be undertaken as part of the interview process

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available
- To declare any information that is likely to appear on a vetting disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

Recruitment documentation will be retained for successful candidates.

#### **Pre-appointment checks**

An offer of appointment to a successful candidate will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, QUEST TOKYO will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals)
- Verify professional qualifications (original certificates)
- Execute a candidate check through 'First Advantage' (at QUEST TOKYO expense)
- Verify the candidate's right to work in Japan
- Make any further checks that we consider appropriate if the candidate has lived or worked outside Japan including information on sanctions or restrictions imposed by professional regulating authorities.

All checks will be:

- Documented and retained on the personnel file
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

#### **Offer of Employment**

The offer of employment and acceptance by the candidate is binding on both parties in line with QUEST TOKYO Rules of Employment, subject to satisfactory completion of the pre-employment checks and satisfactory references.

#### **Personnel files and central records**

Recruitment and selection information for the successful candidates will be retained securely in a personnel file within the company central records, confidentially for the duration of his/her employment including:

- Application form – signed by the applicant
- References – minimum of two
- Proof of identity
- Proof of right to work in JAPAN
- Proof of relevant academic qualifications
- Evidence of First Advantage checks
- Offer of employment letter and signed contract of employment

#### **Start of Employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work.

All new employees will be provided with an induction program which will cover all relevant matters of QUEST TOKYO policy and expectations including safeguarding, child protection procedures and emergency procedures.

#### **Contractors**

We ensure that contractors working at QUEST TOKYO have been subject to the appropriate level of First Advantage check, if any such check is required.

**This QUEST TOKYO policy will be reviewed annually and updated to reflect any changes to legislation and statutory guidance.**

Kirsten O'Connor  
Director  
June 2018