

DOCUMENTS REFLECTING TRAINING AND INFORMATION PROVIDED IN RELATION TO VETTING AND RECRUITMENT PROCEDURES

The British Council disseminates information and training material to staff in a variety of ways. This includes the publication of policy documents, the publication of guidance on the British Council intranet and the development of online resources and e-learning courses. British Council Human Resources and Corporate Child Protection team also deliver face to face training and online 'webinars' for staff. Documents and information identified have been grouped below and exhibited according to categories/document 'types'.

The following table lists all exhibited documents, so far as is possible, by category and date.

Policy Documents			
No.	Date Created	Document	Comment
1	2004	Child Protection Policy 2004	<p>British Council's first standalone policy on Child Protection. Clause 4.6 of this Policy sets out requirement for a criminal record certificate to be obtained for appointments to posts which have a clear requirement for direct contact with children and young people, as well as posts which give other forms of access to children and young people. This document introduced the requirement for Criminal Record Bureau (CBR) checks.</p> <p>This Policy was initially introduced in draft and provided to Country Directors and Teaching Centre Managers in January 2005 who were asked to confirm they were complying with requirements.</p>

2	December 2004	Draft circular from Director Human Resources to all staff	<p>Draft circular from the Director Human Resources announcing the draft Child Protection Policy and outlining steps the British Council were taking for its implementation.</p> <p>The British Council have not retained the final circular published.</p>
3	December 2004	Draft letter from Director Education and Training Group (ETG) to all ETG staff	<p>Draft letter from the Director ETG to all ETG staff asking colleagues' support in trials of the new Child Protection Policy, scheduled for January – March 2005.</p> <p>The British Council have not retained the final letter sent to ETG staff.</p>
4	December 2004	Draft letter from Director Human Resources to selected Country Director's	<p>Draft letter from the Director Human Resources to selected Country Directors asking colleagues' support in trials of the new Child Protection Policy, scheduled for January – March 2005.</p> <p>The British Council have not retained the final letter sent to Country Directors.</p>
5	January 2005	Education and Training Advisory Committee Briefing note: Child Protection Policy	<p>Briefing note prepared for the British Council Education and Training Advisory Committee in January 2005 by the Human Resources Child Protection Protect Manager. This note outlines the policy's purpose and scope in relation to employment standards and provides an up-date on its status.</p> <p>Paragraph 6.6. provides that criminal record checks may be made in countries were appropriate systems exist. It states the purpose of such checks is to confirm that there are no relevant convictions or other obstacles to working with children and</p>

			<p>young people. Paragraph 6.6. also states that these checks may be carried out only with the consent of the individual.</p> <p>Paragraph 7.1 provides that 'preparation of the policy has been informed by consultation with staff in operational and corporate support departments, including Trade Unions'. Paragraph 7.2. states that external consultation has included NSPCC.</p> <p>Paragraph 7.4 provides that 'since Criminal Records Bureau covers only England and Wales, registration with the counterpart bodies for Northern Island and Scotland is underway.'</p> <p>Paragraph 7.5 provides that 'arrangements are being made to trial some of the main requirements of the policy – in particular, the provision for criminal records checks – focusing on a sample of British Council teaching centres.</p>
6	May 2005	Child Protection Policy 2005	A revised version of the draft Child Protection Policy 2004 with an Appendix covering changed Recruitment Procedures was developed in 2005.
7	January 2006	Child Protection Policy 2006	A reviewed version of the Child Protection Policy dated January 2006. The Recruitment Procedures section is unchanged from the May 2005 version.
8	2006-2007	Sample module of Educare distance e-learning course in child protection	Commercial online training developed by Educare in association with NSPCC. The British Council Paid for a number of licences to offer Educare training to staff in priority roles.

9	March 2006	Briefing notes prepared for participation in the National Society for the Prevention of Cruelty to Children (NSPCC) Consultancy Skills Course	<p>British Council's experience in relation to child protection was presented as a case-study for this course.</p> <p>At paragraph 2.1 the briefing notes state 'all staff were made aware of the revised policy – a circular from Director HR recently highlighted the policy statement and practical guidelines on the staff intranet.' Paragraph 2.2. states 'UK-based staff...are also aware that detailed follow up is taking place at team level. This includes criminal records clearance for certain posts, discussion of approaches to risk management and communication with external partners.</p>
10	February 2009	Child Protection Policy 2009	A revised version of the Child Protection Policy. The Recruitment Procedures section is unchanged from the May 2005 version.
11	January 2011	Child Protection Policy 2011	In 2010, the British Council established a Corporate Child Protection Team. Prior to this the British Council's Child Protection Policy was managed, developed and updated from within British Council Human Resources. In 2010 the Corporate Child Protection Team developed and consulted on a new comprehensive Child Protection Policy, which was launched in January 2011. The Recruitment and Employment procedures section of this policy provides that 'before employing any staff, background screening checks must be conducted to ensure their suitability. This includes independent references and police checks (where available).' This Policy makes reference to the British Council Vetting Policy and Safer Recruitment Guidance, noting that these documents were in the process of being finalised.
12	November 2015	Child Protection Policy 2015	A revised version of the Child Protection Policy 2011 was designed as both an

			internal and external document. Unlike previous iterations of the Child Protection Policy, the 2015 version contains a relatively small section on recruitment and pre-employment checks (see section 3.2) as by this stage (2015) British Council Human Resources and Child Protection Team had issued separate guidance on recruitment practices for employees working with children or vulnerable persons. This guidance is referred to as British Council's 'Safer Recruitment Guidance' (discussed below in under 'Intranet Guidance').
Intranet Guidance			
No.	Date Created	Document	Comment
13	2011	Process for Child Protection Clearance (including CRB Checks) 2011	New Human Resources Policy developed setting out Child Protection Clearance (including CRB checks) 2011.
14	27 September 2012	Safer Recruitment Guidance	In September 2012, the British Council Child Protection Team jointly launched with British Council Human Resources the 'Safer Recruitment Guidance', which was (and remains) available to staff via British Council's intranet. This guidance outlines specific responsibilities for both recruiting managers and staff when recruiting for a position that involves working in 'regulated activity'. The guidance includes a section on Pre-appointment checks which provides information about vetting checks that should be undertaken before a position is offered. The guidance also includes a section on Criminal Record Checks which provides information on the UK process administered by the Criminal Records Bureau, Disclosure Scotland and Access NI, as well as recommended practice for overseas criminal record checks.

15	27 September 2012	Safer Recruitment Guidance: Quick Guide	Supplementary document to the Safer Recruitment Guidance, including 9 Appendices. Appendix 5 contains guidance on which type of police check is required as part of a potential employee's pre-employment checking process. Appendix 6 provides guidance to staff on dealing with positive disclosures (i.e. a disclosure containing information relating to convictions, cautions, reprimands, etc.)
16	27 September 2012	Safer Recruitment Pre-Appointment Checklist	Supplementary resource for staff to compliment the Safer Recruitment Guidance.
17	27 September 2012	International Criminal Record Check Directory	Guide developed by the British Council Child Protection Team to direct recruiting managers in British Council's global network to the national equivalent of a Criminal Record Check in 100+ countries.
18	October 2014	Online DBS (formally CRB) application Process Guidance	Guidance developed by British Council Human Resources on how to complete online DBS checks for staff who will have direct access to young learners.
19		DBS Process Overview	PowerPoint presentation slides available to staff on the intranet providing guidance on the online DBS (formally CRB) application process.
E-Learning courses			
No.	Date Created	Document	Comment
20	22 September 2011	Child Protection Basic Awareness e-learning	A mandatory online training course for all staff. There is an organisation-wide requirement to make people aware of the need for child protection. The Basic Awareness Course is designed to raise awareness of child abuse and includes animated stories to help understand what child abuse is, how to prevent potential risk, how to recognise early signs of possible problems and to provide you with

			<p>necessary guidance on good practice. This training is for everyone who works for the British Council.</p> <p>E-learning courses are only available online. Please contact the British Council for access.</p>
21	30 March 2013	Child Protection Focal Point e-learning	<p>An e-Learning Module for Child Protection Focal Points. This course was designed around the face to face focal point training (discussed below under 'Training seminars and workshops') and is recommended for all new focal points and deputy focal points as it has been designed to help them in their role. It is a practical tool to equip them with the necessary level of knowledge and skills in key Child Protection areas such as Incident Management, Awareness Raising and Action Planning. It is also beneficial for existing focal points as refresh training or any interested colleagues.</p> <p>E-learning courses are only available online. Please contact the British Council for access.</p>
22	30 April 2014	Working towards a child safe organisation e-learning	<p>An e-Learning Module designed specifically to outline child protection responsibilities for managers. It looks at issues that relate to preventing child abuse incidents, and the importance of mounting an effective response if they do happen.</p> <p>E-learning courses are only available online. Please contact the British Council for access.</p>
Training seminars and workshops			
No.	Date Created	Document	Comment
23	July 2011	Child Protection Strategic Lead	In 2011, the Child Protection Team hosted the first global workshop for child

		<p>Annual Workshop:</p> <p>A. Safer recruitment paper</p> <p>B. Safer recruitment PowerPoint</p>	<p>protection strategic leads to share findings from a 12 month child safe pilot and to share critical child protection information. This included a dedicated session on safer recruitment; a background paper was distributed and PowerPoint presentation delivered. This was followed by a panel discussion with Human Resources and Child Protection.</p>
24	2013	<p>Regional Child Protection Focal Point training:</p> <p>A. Critical work engagement PowerPoint</p> <p>B. Safer recruitment case study</p>	<p>Information on safer recruitment was included in a 2 day face to face child protection training programme for Child Protection Focal Points. Key information and learning from the Bichard Inquiry (2004) was shared; the British Council Safer Recruitment Guidance was promoted and an opportunity to explore negligent hire risk was done through a case study exercise. This training was delivered in the America's, EU Europe, Wider Europe, East Asia, South Asia, Middle East and North Africa (MENA) and Sub-Saharan Africa regions.</p>
25	December 2013	<p>Child Protection Strategic Lead Annual Workshop:</p> <p>A. Safer recruitment PowerPoint</p> <p>B. Safer recruitment case study</p> <p>C. Safer recruitment session plan</p>	<p>In 2013, the Child Protection team hosted its annual strategic lead workshop and promoted the importance of safely recruiting staff. It did this by delivering a presentation sharing learning from the Bichard Inquiry (2004) and promoting the British Council Safer Recruitment Guidance. A group work case study exercise was also undertaken to expose the vulnerability and actual risk posed if safer recruitment procedure is not followed.</p>
26	January 2014	<p>Safer Recruitment Webinar</p>	<p>In 2014, the Child Protection Team led the delivery of 5 regional Safer Recruitment Webinars to Child Protection Focal Points, Exams Managers, Teaching Centre Managers and Human Resources Managers to promote the safer recruitment guidance.</p>

27	2014	Regional Child Protection Focal Point training: A. William Vahey background document	Information on Safer Recruitment was included in a 2 day face to face child protection training programme for child protection focal points. Key information and Safer Recruitment learning from the William Vahey case was shared. This training was delivered in the America's, EU Europe, Wider Europe, East Asia, South Asia, Middle East and North Africa (MENA) and Sub-Saharan Africa regions.
28	December 2015	Child Protection Global Strategic Lead Annual Workshop: A. Risk & Gaps group work plan B. Case study C C. Case study E D. Risk & Gaps Analysis Worksheet	In 2015, the British Council Child Protection Team hosted its annual strategic lead workshop and delivered a specific group work session exploring child protection top risks including negligent hire through the use of case studies. This was to reinforce learning about the importance of following procedure and managing this risk to avoid predatory/opportunistic offenders entering the organisation and abusing children.
29	2016	Regional Child Protection Focal Point training: A. Davies report B. Safeguarding Children's Board Report, Southbank SCR C. Top Risk Presentation D. William Vahey Case Study	Information on Safer Recruitment was included in a 2 day face to face child protection training programme for Child Protection Focal Points. A specific session on top risks was delivered which incorporated the risk of negligent hire and illustrated this by sharing key learning and recommendations from the Hugh Davies QC independent review (2014) and subsequent Serious Case Review on Southbank International School (2016) and bringing the risk to life by working through the William Vahey case study. This training was delivered in the America's, EU Europe, Wider Europe, East Asia, South Asia, Middle East and North Africa and Sub-Saharan Africa regions.
30	December 2016	Child Protection Global Strategic	In 2016, the British Council Child Protection Team hosted its annual strategic lead

		<p>Lead Annual Workshop:</p> <p>E. HR Pre-Employment Screening project PowerPoint</p>	<p>workshop and invited Human Resources to present the Pre-Employment Screening (PES) Project to the group as interested stakeholders.</p>
31	December 2017	<p>Child Protection Global Strategic Lead Annual Workshop:</p> <p>F. Safer recruitment PowerPoint</p>	<p>In 2017, the Child Protection Team hosted its annual strategic lead workshop and delivered a presentation on the progress of the Human Resources global Pre Appointment Screening (PAS) project and shared findings from the child sexual abuse case analysis/safer recruitment compliance review. This review was undertaken by the Child Protection team to help evidence the need for a global policy to the Executive Board in December 2017.</p>