

Recruitment, Selection and Vetting Policy

The safety and welfare of children is considered at all times and it is our policy to ensure that all relevant pre-registration checks are carried out by staff that are trained in procedures and understand their responsibilities.

We thoroughly vet all our candidates to ensure suitability. Checks are completed prior to the first placement and are repeated during service if required. The following checks apply to all candidates:

- Identity
- Proof of address
- Right to Work in the UK
- Barred list
- Enhanced DBS and update service
- Overseas police check (where applicable)
- Qualifications verified
- Teacher Prohibition / Disqualification
- Employment history verified – 10 years, qualifying any gaps
- Minimum two professional references
- Face to face interview
- Medical/fitness to teach declaration

Interviews

All candidates attend a face-to-face interview prior to placement, with a trained consultant. All candidates must present original documentation and answer competency-based questions that enables the business to determine their knowledge and experience. Any gaps in employment are discussed at interview and evidence will be sought where deemed necessary. The interview is recorded in detail and follows a consistent format thus allowing the business to justify any recruitment decision made.

Right to work in the UK

In line with Home Office guidance on the prevention of illegal working we verify and take copies of original ID documentation as evidence of the agency workers right to work in the UK.

Candidates who have lived and/or worked overseas.

All candidates who have lived/worked overseas follow the same Recruitment, Selection and Vetting Policy as all other agency workers with the addition of:

- A clear valid overseas police check
- Verification of qualifications (UK NARIC)

Barred List

All candidates are subject to a Barred List check at registration and prior to placement. An ongoing check is carried out every 12 months, via a DBS update service check or with the issue of a new Enhanced DBS.

Disclosure and Barring Service

All candidates registered are required to either undergo a DBS Enhanced Disclosure prior to placement, or if they have a current Enhanced DBS with another organisation that is registered with the Update Service, the Enhanced DBS will be accepted and a Update Service check carried out.

Candidates are required to undergo a DBS check every 12 months if they choose not to register with the Update Service. Original DBS certificates are seen.

DBS Update Service

Where candidates have an Enhanced DBS, the Update Service allows for portability of a certificate across employers. To access this service for a candidate, we will obtain consent, confirm the Enhanced DBS certificate matches the individual's identity and ensure that it is for the appropriate workforce. Update Service status checks are carried out prior to placement on candidates who already have a current Enhanced DBS and are registered with the Update Service. Ongoing checks are carried out every 12 months and the candidates are made aware of the frequency of the checks at registration.

Qualifications and Identification

All Teachers must hold QTS or QTLS. Ongoing checks are carried out at least every 12 months to ensure staff have continued suitability to work in schools. Support staff must provide relevant original documentation, a copy of which is retained on the candidates file. All documentation must be originals and are checked for authenticity.

Teaching Regulation Agency (TRA) check

TRA checks are carried out prior to assignment for candidates who may be prohibited to work as a Teacher. This check also confirms a Teacher's induction status.

Employment history and references

All candidates are asked to provide a 10-year employment history (where applicable) and any gaps in employment are verified.

All candidates will be required to provide two independent written professional references from referees who have agreed that their reference may be provided to the school.

Teachers are required to supply a reference from their most recent employer and a school-based reference (for a minimum of 2 years previous employment history). Where a teacher is newly qualified references will be requested from the university and their teaching placement schools. If a candidate for a teaching post is not currently working as a teacher, we will check with the school, college or local authority at which they were most recently employed to confirm dates of their employment and their reasons for leaving.

All support staff are required to supply two written references. One of these should be obtained from the candidate's most recent employer or place of study.

References obtained from another agency are usually in a standard format and these should include at least dates of employment and confirmation of any safeguarding issues.

We will independently verify references to ensure that they are genuine, and the content is satisfactory. We will contact the referee via an official email address to confirm that the reference is genuine and current.

Copies of references are available to clients on request as required by the Conduct Regulations.

Reference requests require information about the candidate's performance record, their suitability to work with children and whether they have been subject to any disciplinary action.