

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 of our supply teachers and support staff to ensure suitability. Checks are completed prior to the first placement and are repeated during service if required. The following checks apply to all agency workers:

- Identity check
- Right to Work in the UK checks
- Children's barred list checks
- Enhanced DBS and update service checks
- Medical/fitness to teach declaration
- Further checks as required for individuals who have lived/worked overseas
- TRA/EWC/ET foundation checks
- Prohibition Check undertaken/Section 128 if applicable
- Relevant qualifications verified
- At least two written references
- Face to face interview
- Disqualification
- Rehabilitation of Offenders Act/Criminal Convictions statement
- Terms of Engagement/GDPR consent form signed
- Proof of address

REC and CCS requires agencies on the framework:

- To carry out additional suitability checks for roles involving children, such as obtaining copies of relevant qualifications or authorisations and offer to provide them to schools.
- Obtain at least two references from referees who have agreed that their reference may be provided to the school. The agency must offer to provide school with copies of the references. CCS framework additionally requires that these cover the last two years as laid out in paragraph 12.3.5 in the Framework Schedule 1 (Specification).
- To obtain copies of original documentation: Original documentation should always be seen and copies taken for your records. Digital records without a countersignature or handwritten date are unacceptable to CCS.

If the agency is unable to fully comply with these requirements, it must do so as far as possible but inform the school of steps it has taken. This enables the school to decide whether or not to accept a candidate.

Interviews

All agency workers attend a personal face-to-face interview prior to placement with a trained consultant.

Permission to work in the UK

For more information contact the team 01226 729089

In line with Home Office guidance on the prevention of illegal working we have to verify and take copies of original ID documentation as evidence of the agency workers right to work in the UK. **Agency workers who have lived/worked overseas.**

All agency workers 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/letter of good conduct
- Verification of qualifications (UK NARIC).

Clear valid overseas police check/letter of good conduct

We require an overseas police check from an applicant who has been in the UK for less than three months and/or has lived and worked in an overseas country for more than six months in the last five years. This must be an original and be dated within the last year (where possible).

Where a work seeker from overseas or a UK work seeker who has lived and worked abroad can not provide a police check from the relevant country, we obtain a statement of good conduct from the embassy or in the incidence of a nil return, the candidates most recent employer in that country. This should confirm that to the best of their knowledge, the candidate has no criminal convictions. The embassy should also state that they know of no reason why the work seeker is not safe to work with children. In the absence of a police check/letter of good conduct, we would obtain as much information as possible in the form of references (contacting referee to verify reference information).

We also ask the work seeker to sign a second criminal record declaration to confirm that they did not incur any convictions in the relevant country. Or, if they did incur convictions to list these on the declaration form.

Children's Barred List

All agency workers are subject to a Children's Barred List check at registration. The barred list database includes details of people who are barred from applying for or working in regulated activity with children (e.g. teaching children or looking after children).

As an Employment Business, we must check if a person is included in the children's barred list before confirming the person's appointment to ensure that we do not appoint someone whose employment is prohibited. The Barred List database is a confidential document and access to it is strictly limited to those responsible for checking the suitability of applicants seeking to engage in regulated activity.

Ongoing checks are carried out at least every 12 months to ensure staff have continued suitability to work in schools.

Prohibition and sanction checks

- We also undertake prohibition and sanctions checks for all candidates.
- We also check against teachers who have failed induction or probation.
- Checks for teachers support staff and others prohibited from the profession.
- Section 128 barring directions (list containing the names of individuals who have been barred from taking part in the management of any independent schools [including academies and free schools] under the terms of a direction made by the secretary of state)
- TRA sanction checks.

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Disclosure and Barring Service

All agency workers registered with Provide Education are required to either undergo a DBS Enhanced Disclosure check prior to placement, or have a current, fully enhanced DBS with another organisation that is registered with the Update Service. Agency workers are required to undergo a DBS check every 12 months if they choose not to register with the Update Service. We ensure that we always see the original DBS certificate.

Update Service

Update Service status checks are carried out prior to placement on agency workers who already have a current DBS registered with the Update Service. Ongoing checks are carried out at least every 12 months and the agency workers are made aware of the frequency of the checks at registration. We ensure that we always see the original DBS certificate.

Qualifications and Identification

All teachers must hold QTS or QTLS and be registered with either the NCTL/EWC or the ET Foundation. All teachers are subject to teacher status checks via the NCTL/EWC and a copy is retained on the agency workers file. 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 agency workers file. All documentation must be originals and are checked for authenticity.

All agency workers are required to bring the following documentation:

Two forms of Identification

- Passport and/or full birth certificate
- Driving licence (full or provisional)

Qualifications

- Qualification certificate (s) – **PGCE/Teaching Degree/QTLS MUST be provided if you are a teacher**
- QTS/ Induction certificate (s) (if applicable)
- Teacher registration number (if applicable)
- Statement of Comparability from UK NARIC (if qualified overseas)

One proof of National Insurance

Documents accepted include:

- NI card, P45/P60, Payslip

Two forms of proof of address

Documents accepted include:

- Bank statement/bank account opening letter dated within the last 3 months
- Financial statement (mortgage statement, pension statement, student finance statement) dated within the last 12 months
- Utility bill dated within the last 3 months (not mobile phone or TV licence)
- Council tax bill dated within the last 12 months
- P45 or p60 dated within the last 12 months
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC dated within the last 3 months

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We can accept a driving licence as a proof of address if candidates can only provide one of the above and all other avenues have been exhausted.

Curriculum Vitae

Current DBS Certificate

Two written references

All agency workers are required to provide details of at least two referees, covering the last two years. One of these referees must be able to provide an informed and objective opinion as to the agency worker's professional competence.

Rehabilitation of the Offenders Act statement/Criminal Convictions/Medical Fitness/Terms of Engagement/Disqualification declaration forms

All agency workers are required to sign the Rehabilitation of the Offenders Act statement, Criminal Convictions, Medical Fitness, Terms of Engagement and the Disqualification declaration forms. This information is requested at interview, prior to first placement.

If a teacher has been retired on medical grounds by the Department of Education then if this was after the 1st April 1997 then this teacher will not be able to teach, even part time as they have been deemed medically unfit. However, if the teacher was retired before 1st April 1997 then they may be able to work if they can show that they have the health and physical capacity to teach. They can show they are fit to work by obtaining a GP's letter confirming that they are fit to teach. However, even if they are confirmed as fit to teach, they will only be able to work for 2.5 days per week.

Information that comes to light after placement

According to Conduct Regulations, should information later come to light which gives reasonable grounds to believe that the work seeker is unsuitable for that position, we would inform the client of the information and end the supply of the work seeker.

Copies of documentation

All documents are photocopied, signed and dated at the time of validation. All signatures must be legible and supported by the job titles of the validator. The photocopies are then kept on the agency workers file.

Dormant work seekers

A work seeker who has not worked for 6 months or more will be asked to attend the office to complete a full re-registration. This requires all checks to be carried out again in line with our Recruitment, Selection and Vetting Policy. Any worker seeker who has not worked for less than 6 months (dormant) will continue to undergo regular safeguarding checks.

For more information contact the team 01226 729089