

## RECRUITMENT & VETTING POLICY

Smart Teachers (Smart Education Limited) recognises that it is vital to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

Smart Teachers is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, Smart Teachers takes its duty of care for all pupils very seriously. Procedures are periodically reviewed to ensure they comply with current recruitment law and good practice outlined in the REC code of practice.

### **The following checks are completed by Smart Teachers prior to starting an assignment:**

1. Identity and permission to work
2. Evidence of name change
3. Proof of address
4. DBS
5. Overseas police check (when applicable)
6. Rehabilitation of Offenders Act (RCA) 1974 (Exceptions) Order 1975
7. Barred List (List 99)
8. Childcare Disqualification
9. TRA check for prohibitions and sanctions
10. Professional qualification (when applicable)
11. Medical fitness / health
12. Professional references

### **1. PROOF OF ELIGIBILITY TO WORK IN THE UK/PROOF OF ID**

All candidates are required to provide identification documentation that confirms both proof of identity (via photo ID) and proof of eligibility to work in UK. The document "Code of Practice on preventing illegal working" issued by the Home Office is used as a reference document to ensure compliance.

### **2. EVIDENCE OF NAME CHANGE**

All candidates are required to provide certificates to support change of name such as marriage certificate/birth certificate/deed poll/deed nisi as proof of any formal name changes.

### **3. PROOF OF ADDRESS**

Utility bills and/or bank statements dated within the last 3 months are requested at interview. Where a candidate has only been in the UK for a short period of time they are advised to provide Smart Teachers with a UK proof of address as soon as possible.

#### 4. DBS CHECKS

All staff at Smart Teachers require an enhanced DBS Certificate processed under the Child Workforce and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

Before a candidate is cleared for work we require sight of their original enhanced DBS certificate and a check is made against the Update Service.

In May 2017 it became our policy to require all candidates to register their DBS on the update service. From June 2018 we will perform a fresh update service check on cleared candidates every month.

For existing candidates who are not registered with the update service, if at any point they have a gap of working with children of 3 months or more, this will invalidate their DBS and a new one must be obtained and registered with the update service before we can offer them any further placements.

In accordance with DBS update service requirements, we:

- Obtain the applicants signed consent to perform a check
- View the original DBS certificate
- If the update check informs us of any changes in content to the original DBS certificate, conduct a new DBS check for the candidate and the candidate will not be allowed to work until this is received and we are satisfied that its content meets our clearance criteria.

All members of staff at Smart Teachers are aware of their obligations to inform the agency of any cautions or convictions that may have arisen between check period times. Smart Teachers operates a risk assessment review if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

If a candidate has a positive DBS then they will be asked to provide some background information surrounding the circumstances leading to their caution/conviction and we would make a recruitment decision following a compliance review based on the criteria above.

#### 5. OVERSEAS POLICE CHECKS

Candidates are asked to provide an overseas police check if they have been out of the country for any 6 month period in the last 5 years. If a candidate has spent a substantial amount of time in another country at any point, we may deem it suitable to request an overseas police check.

If a candidate does not already possess an overseas police check, we will endeavour to assist them in obtaining one. Failing this then a request for a certificate of good conduct will be made to their last employer in the relevant country. A certificate of good conduct is in the format of a reference pro forma and includes additional questions relating to the candidate's character and criminal conduct.

## 6. REHABILITATION OF OFFENDERS ACT (RCA) 1974 (EXCEPTIONS) ORDER 1975

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Smart Teachers.

## 7. BARRED LIST

All candidates are initially checked against this database to confirm that they are not barred from working with children. Only candidates that do not appear on the Barred List are registered. If anyone on the Barred List tried to register, Smart Teachers would report this to the police and the DBS (Disclosure and Barring Service).

## 8. CHILDCARE DISQUALIFICATION

All of the checks that we carry out throughout the clearance process ensures that we do not work with anyone who should not be in contact with children.

We ask all candidates who wish to work in a primary or SEN primary setting to complete a childcare disqualification questionnaire (CDQ) and sign a declaration at interview to confirm that they are not disqualified to work with children, and that should their own circumstances change then the candidate must report this to Smart Teachers immediately.

An information sheet is provided to the candidate during their interview and if a candidate states that they are disqualified from working with children then their application can only be considered if they successfully obtain an Ofsted waiver, a copy of which along with circumstances must be kept on the candidate's file ready for a compliance review.

## 9. TRA CHECK FOR PROHIBITIONS AND SANCTIONS

All candidates must be subject to a TRA check using the on-line TRA Employer Access service. There are five lists to check:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states
- Section 128 barring directions

Every QTS candidate's TRA reference number must be crossed checked for validity and with regard to any restrictions, sanctions or prohibitions that apply.

Any restrictions must be logged within the candidate record and periodically reviewed to ensure compliance adherence.

## 10. QUALIFICATION CHECK

Applicants are required to demonstrate that they have obtained any academic or vocational qualification legally required for the position applied for and claimed in their application form. This evidence is usually gathered in the form of us sighting the candidate's original or certified copies of their qualification certificates. Name change documents will be obtained from the candidate if their certificates are not in their current name.

## 11. HEALTH AND MEDICAL CHECK

Every candidate must complete the Medical Assessment Form at interview. The medical check is valid for a period of three years if the candidate is working with Smart Teachers consistently. Re-checking should be done at more regular intervals if the candidate has several breaks in service or declares any sudden, serious illness that may impact on the candidate's ability to work. The interviewing Consultant will sign off any forms where the candidate declares him/herself as fit for work and does not disclose any serious or enduring medical conditions as noted on the company list. The Consultant will consult with their manager about any concerns shown on the medical form who will clear for work if appropriate.

## 12. PROFESSIONAL REFERENCES

We use the references to ensure there are no safeguarding issues and that only quality candidates are recruited.

Two professional references are required as a minimum, one of these references must be from the most recent relevant employer.

All references within the last two years are requested and candidates will be cleared if all references have been obtained within the last year.

References must be requested to the Headteacher (or equivalent in other employments e.g. overall Manager, HR, CEO etc.), references for teachers must come from someone in Senior Leadership and in the case of those in support or voluntary positions it may be acceptable to accept a reference from someone in a position of responsibility with the authority to write the reference who is not in SLT.

All references must be requested to an official, verifiable email address. If they do not have a professional email address, the email should be identified on the website of the company as verification.

Our key requirements from each referee (should they be unable to complete a full performance reference) are:

- Dates of employment (MM/YYYY – MM/YYYY)
- Job role
- Reason for leaving
- Confirmation of any investigations, disciplinarys and safeguarding concerns

Reference information should accurately match the information provided by the candidate at interview/in their CV.