Service and Safeguarding Guarantee

Company name:	Vision for Education / Smart Teachers
Document	Service and Safeguarding Guarantee
Topic:	An overview of vetting checks
Date:	June 2026
Version:	19

Vision for Education and Smart Teachers pride ourselves on both the service we deliver and the amount of care we take to ensure our candidates are fully vetted. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Each time a school books a candidate with us, they can be reassured that the following vetting checks have been completed:

ID and address check and right to work verified

All our candidates have a face-to-face interview, in person or via video call, and must provide their identification documentation to confirm both their proof of identity (via photo ID) and proof of eligibility to work in UK.

All candidates are asked to provide proof of all legal name changes during lifetime such as marriage certificates, deed polls and decree absolutes.

Candidates must provide proof of current UK address, and this is requested at interview. Where a candidate has only been in the UK for a short period of time, they are advised to provide us with a UK proof of address as soon as possible.

A current enhanced Disclosure and Barring Service (DBS) check

If the candidate does not already have a valid DBS certificate which is registered on the Update Service, we will process an enhanced certificate for the candidate through a third party platform. As the Children's Barred List check is included within the enhanced DBS check, a valid DBS certificate must be obtained before a candidate can commence employment, and candidates must register their DBS certificate with the Update Service as a condition of clearance.

Once registered, we perform a fresh Update Service check on active candidates every month.

On occasions, the DBS will issue 'manual' DBS certificates to applicants. These certificates are valid at the time of issue but cannot be registered with the DBS Update Service. If we process a DBS certificate for a candidate and the result is a manual DBS certificate, then the

candidate will need to agree to carry out a fresh DBS check every 12 months or where there is a break in service of 3 months or more. We would not accept third-party processed manual DBS certificates.

If a candidate has a positive DBS, then a recruitment decision is made based on the age and nature of the offence. If we assess the candidate as suitable to work in schools, then a copy of their DBS is sent securely to the school.

Work history

Candidates are required to provide a CV and employment history. Employment gaps are explored with the candidate and noted on the CV, and reasons for leaving each referenced position are also established and noted. Information detailed within the CV will also be cross-checked against the references obtained for the candidate's application.

Overseas Police check/certificate of good conduct

Candidates are asked to provide an overseas police check with translations, if necessary, if they have been out of the country for 6 months or more, in the last 5 years.

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.

Teaching Regulation Agency (TRA) check

We check for any relevant prohibitions, sanctions and details of qualifications and induction.

As a registered member of the DfE website, we use the DfE's Check a teacher's record service to make prohibition, direction, restriction, and children's barred list checks on all applicants before appointment. All TRA checks are carried out as part of our vetting process, alongside a separate Section 128 barring directions check.

Qualified Teacher Status (QTS)

Every QTS candidate's TRA record must be crossed checked for validity and any restrictions, sanctions or prohibitions that apply.

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

Qualified Teacher Learning and Skills (QTLS) check

QTLS is confirmed with the Society for Education and Training (SET) for Further Education (FE) candidates or the DFE website if the qualification has transferred across.

FE qualified candidates who hold QTLS will only be cleared to work as QTLS when they have provided their FE qualification certificate, and once we have confirmed with SET that they hold QTLS and have an active membership.

Reference checks

We do not accept open, pre-written references or testimonials. We contact all referees independently and will always use a verifiable contact method.

At least two references will be on file, and these will include references from the candidate's most recent and relevant experience.

Letter of professional standing (teachers only)

Teachers who have taught overseas within the last two years and who were registered with a regulatory body will be asked to provide any letter of professional standing from the local regulatory authority that they were registered with. If a candidate is not in possession of this letter, additional assessments are made via overseas references which requests the referee to provide confirmation of whether any conduct referrals to the local regulatory body had been made in relation to the candidate. In cases where it has not been possible to obtain a letter of professional standing, or to fulfil the equivalent requirement via referencing, a member of the Compliance Team will complete a risk assessment document prior to clearance to determine suitability and to record any additional checks that have been completed.

Online Searches

We perform online searches for candidates as part of our vetting process. Any adverse content which raises concern will be assessed by our central Compliance department for suitability. The Compliance Manager will assess information and complete any required risk assessments.

Please be advised that further to the introduction of online searches to our vetting process, searches will not be performed retrospectively on our existing database, and that results may vary based on search engine algorithms.

Medical check

Candidates must declare that they are medically fit to work during the registration process.

Childcare Disqualification Questionnaire (primary candidates)

Candidates who wish to work in primary age settings are required to complete a Childcare Disqualification Questionnaire at interview. If any of the answers give us cause for concern, the candidate will be referred to Ofsted to request a waiver. Only once a waiver has been issued will the vetting process continue (if deemed appropriate to do so).

To enhance the security of these checks, we have a dedicated Compliance Team, who oversee the vetting checks required, which ensures that only trained staff are involved in the process. Candidates must be successfully cleared by our central Compliance Team prior to commencement of the booking.

Evidence of all documentation and referencing obtained is available on request.

Safeguarding Training

All candidates should provide evidence of safeguarding training within the last year. Where this evidence is not available, the agency will facilitate training via a third party provider. Training should be regularly updated.

REC Audited Education

We are REC Audited Education accredited, which gives you the assurance that you are working with an agency that has the gold standard for recruitment. Find out more about the accreditation in the REC's leaflet for schools.