

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 to ensure suitability. Checks are completed prior to the first placement of a teacher and are repeated during service if required. The following checks apply to all teaching personnel and, unless otherwise stated, are conducted prior to placement.

- Interviewed
- Have a current DBS check or are in the process of being checked
- Qualifications verified
- Two written references
- Employer Access checked (TRA)
- Children's Barred List (TRA)
- Society for Education (SET) checked for verification of QTLS
- Signed Rehabilitation of the offenders Act statement
- Have permission to work in the UK
- Read and understood Keeping Children Safe in Education (KCSiE) document
- Identity checks
- Health declaration

DBS

All teachers are required to undergo a DBS Enhanced Disclosure check prior to placement.

- If a teacher has an existing disclosure we will check the status using the DBS update service.
- If the teacher does not have a DBS or is not signed up with the update service we will start the checking process accordingly
- We will recheck the DBS update service annually for any changes but not more than four times in a year. We will report any status changes to the school by fax or PDF file if the check contains new cautions or convictions.

TRA and Barred Lists

Before placing a teacher on an assignment or placement, it is a legal requirement for Supply Teaching Ltd to check each teacher against the Employer Access website We will do this on registration or when re-registering. This ensures that the required qualifications are held and that there are no reasons for the candidate to be barred from the teaching profession. A recheck would only be conducted if new information came to light about a teacher which necessitated another check or a specific request from a school.



Overseas Police Checks

We require an overseas police check or letter of good conduct from an applicant who has been in the UK for less than 3 months. Also anyone who has lived or worked abroad for more than 6 months in the past five years requires a check. This must be an original and be dated within the last year. If a teacher is unable to provide a police check this will not necessarily debar them from registering but we would take extra care with referencing and background checks.

Rehabilitation of the Offenders Act

All teachers are required to sign the Rehabilitation of the Offenders Act during the application process.

References

All teachers are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. Both referees must be senior to the teacher and be contactable at their place of work.

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| Written | We require both references to be in writing prior to placement. |
| Verbal | Verbal references may be taken but written follow up is required. A teacher may be placed on the strength of one written and one verbal reference. If the referee fails to respond to our reference request we approach the teacher and ask for a third referee or for the teacher to prompt the referee on our behalf. We would normally expect confirmation of a written reference to be received within one week. |
| Open | Open references are accepted in addition to one written reference. A teacher would not be placed on the strength of an open reference. If the referee is the teacher's last employer we would approach them and ask them to verify the contents. |
| Character | If a teacher has been out of the workplace for some time and is unable to provide professional referees, with the permission of the client we will place on the strength of these. Particular care is taken to obtain detailed feedback and if possible we request to observe the teacher in the classroom. |

References are scrutinised by the recruiting consultant and if we are not entirely satisfied with the content we request additional references or make a decision not to engage the teacher.



Qualifications

All UK Qualified teachers must provide evidence that they hold qualified teacher status (QTS) or evidence of qualifications that are relevant to the role. Ideally we require original documentation but in the absence of this a letter confirming the qualification from the training provider or a notarised copy will be accepted. Overseas qualified teachers must provide evidence that they hold the qualifications of a teacher. If a teacher is in possession of an overseas qualification that we are not familiar with we will ask them to obtain a letter equivalence from UK NARIC.

From time to time the agency will check the authenticity of qualifications with the issuing institution and we seek the teacher's authority to do this.

Interviews

All teachers attend a personal face-to-face interview prior to placement with a qualified interviewer

Identification

All teachers are required to provide at least 3 forms of identification two of which must be from group A and one must contain a photograph and if applicable one from group B. A further one item of identification is required from Group C and must show a teachers current address.

Acceptable ID documents

- A** Valid passport and Visa/Permission to work
UK Driving licence – photo (if passport is not provided)
Birth certificate
EU Identity card
- B** If the teacher has changed names through either deed-poll or marriage documents in support of this will be required
- C** P45/60 Statement
Bank or building society *
Utility bill*
Mortgage/Insurance statement*
Addressed payslip*
Correspondence from government department ie benefits agency, the employment service, the Inland Revenue*
* Dated within 3 months

Medical Declaration

Teachers are required to complete a medical health questionnaire at registration. The information given will be kept strictly confidential and used only to access needs in the



workplace. If the teacher declares a condition that we feel may affect their ability to teach in the classroom we do require a letter from their GP.

Permission to Work

To comply with the Asylum and Immigration Act 1996 we ensure that the teacher has been given valid and subsiding leave to be in the UK by the Government and that leave does not restrict them in taking the job in question. We satisfy ourselves that the teacher is the rightful holder of any of the documents presented to us by checking: -

- photographic ID to ensure that we are satisfied that they are consistent appearance of the teacher
- the dates of birth listed so that we are satisfied these are consistent with the appearance of the teacher
- the expiry dates of passports and visas are valid and ensure that adequate monitoring systems are in place to signal the pending expiry of key documentation
- any United Kingdom Government stamps or endorsements to see if the work seeker is able to do the type of work we are offering and that the proposed hours are permissible
- any name changes are supported by the appropriate documentation

Complete/Incomplete Checks

We make every effort to place a teacher on the completion of all checks. The school is advised if any checks are outstanding and we do seek their permission to place the teacher in the absence these. The minimum checks that we would place a teacher on are:-

Interview
DBS in progress
Children's Barred List
One written reference and one verbal
Health declaration
Permission to work
Identification
Qualifications
Signed Rehabilitation of the Offenders Act

Information that comes to light after placement

Should information come to light after the teacher has been placed; we will in the first instance speak with the teacher, if this is appropriate and either terminate our contract with the teacher or discuss findings with the client in order to obtain their agreement to continuing with the placement. Our Misconduct Policy details the steps that we would take in the event that a teacher is placed who has been barred from teaching.

Copies of Documentation

All documents are photocopied and signed and dated by the consultant 'as originals seen'. These are kept in the teacher's personal file.