

# Safeguarding Children and Safer Recruitment Policy



Recruitment 4 Education adheres to a strict policy on Safeguarding, encompassing the full recruitment process and continual monitoring of the staff we provide to schools, nurseries and other clients.

Recruitment 4 Education guarantee all our candidates have passed strict clearance checks, providing original proof of all requested documentation. We work vigorously to gain verification checks on all our candidates ensuring the safety and wellbeing of children in their care.

The compliance team at Recruitment 4 Education constantly monitor and assess the suitability of the staff we provide to schools. Before any of the registered staff can be placed for work, each candidate has their file independently verified by this specialist team.

## Pre-Employment Checks

As specified in the Conduct of Employment Agencies and Employment Business Regulation 2003 (the Conduct Regulations), before introducing a candidate to a client, Recruitment 4 Education will have made checks to ensure that the candidate is sufficiently qualified and will confirm in writing with the client that the necessary checks have been completed and the result of any checks where applicable.

**For all Staff placed by Recruitment 4 Education, the following checks will be completed prior to the candidate being cleared to start work:**

1. A current Enhanced DBS check – this must include the ISA barred list for working with children. For it to be usable it must be registered on the Update Service.
2. 2x Proof of ID
3. 2x Proof of address
4. Proof of teaching/ relevant qualifications and training –e.g. Original copies of a PGCE, Verify QTS, Degree, NVQ, BTEC, Cache, Team-Teach, Manual Handling, Child Protection etc.
5. Legal documentation to support change of name if applicable –e.g. marriage certificate, deed poll.
6. 2x recent referees' details -At least one from a school leader – e.g. A school you have recently worked. And one from your current or most recent employer. N.B. We cannot accept peer or colleague referees; the referee must be your line manager or a senior manager.
7. Up to date CV to be emailed before you attend the meeting –Please ensure any gaps in employment are noted along with reasons.
8. Bank details and NI number.
9. Overseas Police Check –if you have lived abroad within the last 5 years.
10. Work Permit if applicable.

## Pre-Screen

At first point of contact a telephone interview takes place to assess whether the candidate is suitable for the roles we recruit for. At this point we take details of any previous surnames used and check these against the Children's Barred List before proceeding with the candidate's registration.

## PRE-Employment Checks for Candidates

- Barred List check
- Children Disqualification Declaration (where applicable)
- Identity check
- Address check
- Eligibility to work in the UK check
- Enhanced DBS Disclosure applied for (or existing check verified via DBS Update Service)
- Visa expiry and restrictions (where applicable)
- Face-to-face interview, including questioning over any gaps in employment record

## Reference Checks

At Recruitment 4 Education we will contact candidate's previous employers to confirm employment dates, verify experience and qualifications and to take up professional references. At least one referee must be from the most recent employer within the education industry. At no time will Recruitment 4 Education accept references from relatives or friends.

## Registration Interviews

All candidates must attend a face to face interview with a Recruitment 4 Education consultant. The registration interview is an important time to fully assess the candidate, gathering all relevant previous school experience to determine which kind of placements will best suit the candidate. As an agency we take time to listen and to get to know the candidate's personality as well as their strengths which together helps to create a teacher profile which we can present to schools. The teacher profile is an important document to schools as rather than the school receiving a cv, the teacher profile provides the school with a much greater overview.

## Lesson Observation

On all long-term and permanent contracts Recruitment 4 Education offer all schools a trial day so not only will the school get to meet and interview the candidate, the candidate will take an observed lesson which will help the school make an informed decision.

## Booking Confirmations

For all long term and permanent placements, booking confirmations confirming all of the safeguarding checks have been completed for a candidate and their relevant details are emailed to the school prior to each booking commencing. The booking confirmation will include a copy of DBS along with corresponding update service number, agreed rate of booking and duration of the contract, and a copy of company terms of business. All candidates will take at least one form of identification and DBS certificate on the first day of working at the school for the school to verify the candidates details and to place the ID and DBS on school file.