

---

## Child Protection, Safeguarding, Recruitment, Selection and Vetting Policy

Policy dated: 14 June 2021 / Review date: June 2022.

The safety and welfare of children is always considered, and it is our policy to ensure that all relevant pre-registration checks are carried out by staff who are trained in safeguarding procedures and understand their responsibilities including safer recruitment training.

4myschools are members of the Recruitment and Employment Confederation and have achieved REC Audited Education status since 2012 which replaced the DfE Quality Mark which we held since 2008.

We thoroughly vet all our work-seekers to ensure suitability. Checks are completed prior to first placement of a work-seeker and are repeated during service when required. The following checks apply to all work-seekers assigned to schools and unless otherwise stated, are conducted prior to placement.

This policy is reviewed annually unless there are any key changes to Keeping Children Safe in Education, (KCSIE) or other legislation updates.

4myschools internal staff complete the NSPCC Safer Recruitment in Education training and follow this policy alongside the company interview policy. Internal staff will always report to 4myschools designated Safeguarding Officer in the event of a child protection issue, who will liaise with the school concerned.

Key processes of our Recruitment Selection and Vetting policy are:

- A face-to-face interview.
- All work-seekers must hold a current 4myschools Enhanced DBS certificate including Children's Workforce Barred List check. If the DBS certificate was not processed through 4myschools, then the work-seeker must hold a Child Workforce Enhanced DBS certificate subscribed to the DBS Update Service.
- At least two good written references, one being the most recent teaching position, covering the last two years of employment, no gaps.
- Signed Rehabilitation of the Offenders Act statement.
- Teaching Regulation Agency (TRA) online status and records check for all work-seekers who hold QTS/Confirmation through SET if a work-seeker holds QTLS.
- TRA status check for all associated sanction/barred lists i.e., Prohibition Orders.
- Evidence of Right to Work in the UK.
- Identity checks.
- Health declaration.
- Evidence of Child Protection Training completed (within the last 3 years as a minimum or the work-seeker will complete 4myschools Online Child Protection Training and Home Office Prevent Training)
- As part of our recruitment process work-seekers are required to confirm that they have read the Department of Education's 'Keeping Children Safe in Education – Part One' document.

### **DBS Policy**

Work-seekers joining 4myschools are required to hold either a valid Enhanced DBS certificate with subscription to the update service or complete a new DBS Enhanced Disclosure, both of which will need to be with Barred List check with the “Child Workforce” prior to placement.

Where a DBS has been applied for by another company or employer. If and the work-seeker has subscribed to the Update Service, then the following steps will be taken:

- Work-seeker’s original certificate is sighted, checked for any criminal information and a copy is retained.
- An online Employer’s Update Service check is completed with the permission of the work-seeker to ensure that the information on the original certificate remains unchanged. This is repeated annually unless there is a break of service in schools of more than three months and then in this instance a new update service check will be completed.
- Any notified change to the original certificate will result in a new DBS certificate being required. If a worker is in a role at that time of there being a change to the original certificate, the worker will be asked to provide a written statement confirming the reason for the change. This statement will be forwarded to the client immediately so that a decision whether on to continue with the placement.

If a work-seeker completes a new DBS certificate with 4myschools and has subscribed to the Update Service, then the following will be completed:

- A copy of the work-seeker’s DBS certificate is sighted, and a copy retained.
- An online Employer’s Update Service check is completed and repeated annually to ensure that the information on the original certificate remains unchanged, unless as above.
- Any notified change to the original certificate will result in a new DBS certificate being required.

Work-seekers who hold a 4myschools DBS certificate but do not subscribe to the Update Service will be required to complete a new DBS check annually. If there is a break of service in schools of more than three months, then a new certificate will be required. All work-seekers are encouraged to annually subscribe to the DBS update service.

Work-seekers cannot commence assignment whilst an application is in progress as 4myschools are unable to complete Children’s Workforce Barred List Check (see below).

If a work-seeker registers with 4myschools with cautions or convictions on their DBS a risk assessment by 4myschools Senior Management will determine whether to progress their application.

If a DBS certificate has cautions or convictions, we make the school aware of the reason and gain agreement that they wish to accept the work-seeker.

### **Children’s Workforce Barred List Check**

Following the decision of the Department for Education to remove access to the stand-alone Barred List checking system for employment businesses from 1 April 2021, we cannot conduct this standalone check and we will not place any work seekers in a role without a full enhanced DBS check being completed. This check includes a Barred List check

However, all work-seekers are required to obtain an Enhanced DBS Certificate, which contains a Children’s Barred List check when their application is processed. Once the DBS Certificate has been issued, the candidate is required to subscribe their certificate on the DBS Update Service and yearly checks are then completed. If there is a break in service of more than 3 months, an update check would be completed to confirm the status of the DBS has not changed.

### Secretary of State Prohibition Orders

Secretary of State Prohibition Orders are checked during registration and monthly thereafter through the Teaching Regulation Agency Employer Access Online Service.

### Childcare disqualification requirement checks

The Department for Education (DfE) published new guidance in September 2018. [Disqualification under the Childcare Act 2006 – statutory guidance for schools](#) Published as a supplement to [Keeping Children Safe in Education](#). During the registration process we ask all work-seekers to declare they are not disqualified under the Childcare Act 2006.

### Rehabilitation of the Offenders Act

All work-seekers are required to sign the Rehabilitation of the Offenders Act during the application process and declare all convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected’ as defined by the Ministry of Justice “spent” or not.

### References

All work-seekers are required to provide details of at least two referees, one of whom must be their last teaching post and current employer, ideally both who are able to comment directly on their performance in the education field and suitability to work with children. Both referees must be senior to the work-seeker covering a minimum of the last two years, with no gaps and be contactable at their place of work.

<b>Written</b>	We require both references to be in writing prior to placement covering the last two years including their last post. Gaps of more than 1 month are verified at interview and may require a character reference. Online references are sent to professional email addresses and must be returned in this way, in the rare occasion we receive paper reference they must be completed on professional headed paper or inked with the school/company stamp. If a work-seeker has worked outside of the teaching profession in the last 2 years, we will approach the former employer and the most recent teaching referee. Occasionally a referee will ask for a paper reference form and when returned to us, this must be accompanied by professional headed paper or inked with the school/company stamp.
<b>Verbal</b>	Verbal references may be taken but written follow up is required within 10 working days. A work-seeker 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 work-seeker and ask for a third referee or for the work-seeker to prompt the referee on our behalf.
<b>Open/agreed</b>	A work-seeker would not be placed on the strength of an open reference. We will ask for written verification from the referee and, either ask them to complete our standard reference form or ask any unanswered questions.
<b>Character</b>	We may also ask for a character references to support any gaps in employment.

References are scrutinised by the recruiting consultant and compliance team and if we are not entirely satisfied with the content, we request additional references or decide not to engage the work-seeker.

### Qualifications

All teaching applicants must provide evidence that they are qualified for the role they are applying for. 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. A TRA Employer Access check will also confirm the work-seeker holds QTS and has completed induction. Other work-seekers such as instructors and teaching assistants will be asked to provide relevant qualifications and demonstrate experience in a teaching environment. Work-seekers that hold QTLS will be verified through the Society for Education and Training (SET).

### **Employer Access Online Service**

The Teaching Regulation Agency (TRA) was formed on 1 April 2018 and continues the work of the National College for School Leadership. The TRA holds records of all work-seekers, who are recognised as qualified Teachers in England. We check QTS/Induction by checking the register via the online Employer Access service on the TRA website.

We also carry out monthly checks for:

- teachers who have failed to successfully complete their induction or probation period.
- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England.
- individuals who have been barred from taking part in the management of an independent school (including academies and free schools)

Qualifications and QTS/Induction status can be shown to schools on request.

From January 2021 it is no longer possible to check sanctions imposed by EEA authorities via the TRA. Individuals who have lived or worked outside of the UK will need to provide proof of past conduct by obtaining a letter of professional standing issued by the professional regulatory authority of the country in which the individual worked. 4myschools are required to see and check the letter to check the individual's suitability in line with our obligations under the Conduct Regulations. along with other relevant checks.

Where the letter cannot be obtained and all reasonably practicable steps have been taken to obtain it, 4myschools will request the work seeker to provide an alternative document which confirms their suitability for the role. This may be a letter of good standing from the head teacher in the school that they worked in or additional professional references. 4myschools will then inform the client of the steps taken to comply with the suitability requirements which are set out in Regulation 22 of the Conduct Regulations.

### **Identification**

All work-seekers are required to provide photographic identification which must be either a valid Passport, Drivers Licence or National ID card/Biometric card.

In addition to this, work-seekers are required to provide two documents which confirm their current address.

We follow the DBS guidelines for acceptable proof of ID and Address documents. These include:

- Passport
- UK Driving licence
- Bank or building society statement
- Credit card statement
- Utility bill
- Mortgage/Insurance statement
- Council tax statement
- P45/60 Statement
- Correspondence from government department i.e., benefits agency, the employment service, the Inland Revenue
- Financial statement e.g., ISA, pension, endowment

A full list of acceptable documents and their validity period can be found by visiting the DBS pages on the government website: [Acceptable ID and POA Documents](#)

### Medical Declaration

Work-seekers are required to complete a medical declaration at registration. The information given will be kept strictly confidential and used only to assess needs in the workplace. If the work-seeker declares a condition that we feel may affect their ability to teach we will require further evidence from a medical practitioner confirming their suitability.

If a teacher has been retired on medical grounds by the Department of Education after 1 April 1997, the teacher will not be able to teach as they have been considered medically unfit. However, if the retirement was before 1 April 1997, the teacher may be able to work if they can evidence that they have the health and physical capacity to teach. This can be achieved by obtaining confirmation, in writing, from a GP. In these instances, they can only work a maximum of 2.5 days per week.

### Evidence of Right to Work

To comply with the Immigration, Asylum and Nationality Act 2006 and subsequent legislation, we ensure that the all work-seekers have the right to work in the UK.

Acceptable right to work documents include:

- UK passport
- UK Birth Certificate with proof of NI Number
- EU Passport or ID Card together with online right to work check via Home Office Employer Checking Service
- Other overseas passport with appropriate work permit

4myschools will always check that we have been given documents proving an individual has leave to be in the UK by the Government and that leave does not restrict them from taking the job in question. We satisfy ourselves that the work-seeker 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 work-seeker.
- the dates of birth listed so that we are satisfied these are consistent with the appearance of the work-seeker.
- 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.
- Since 2016, all new work permits have been in Biometric format. We check these permits to ensure there are no restrictions on the hours or type of work the work seeker can take on.
- There may be work seekers with an old "Indefinite Leave to Remain" stamp in an expired passport. These work seekers will be advised that their old work permit no longer provides proof of right to work in the UK and that they **must** obtain a Biometric work permit.
- any name changes are supported by the appropriate documentation.

A full list of acceptable documents and advice can be obtained from the Home Office – [click this link](#)

### Overseas Trained Teachers

4myschools does not currently recruit from overseas and would require an overseas work-seeker to be living in the UK prior to placement. Overseas Trained Teachers are vetted in the same way as UK workers, with additional checks to ensure their suitability.

### Overseas Qualifications.

Fully qualified teachers from Australia, Canada, New Zealand, the United States of American can apply for QTS, providing their qualifications are equivalent to those of a UK trained teacher QTS will be awarded. From January 2021 teachers qualified in the EEA and Switzerland can apply for QTS status but will need to provide a letter of professional standing from the professional regulatory authority from the country from which they qualified.

Overseas Trained Teachers will need provide from UK ENIC (UK National Information Centre for global qualifications and skills) confirmation that their qualifications are equivalent to a UK teaching qualification.

### Overseas Police Checks

Where a work-seeker has worked/lived overseas during the last 5 years for a period of six months or more 4myschools will obtain an overseas police check which will be verified, signed, and dated as original seen.

Where a country cannot provide a police check (we use the Home Office guidance to establish this), a letter of good conduct must be obtained from the work-seeker's most recent employer in that country. We would require the statement to include confirmation that, to the best of their knowledge, the work seeker has no criminal convictions and that they know of no reason why the work seeker should not work with children.

There may be situations where a work-seeker is travelling through multiple countries or taken a gap year, in which case visa stamps in the work-seeker's passport should be verified, copies taken, and a character reference may be sought. The check must be gained regardless of whether the work-seeker has lived or worked in the UK previously.

If a work-seeker is unable to provide a police check this will not necessarily debar them from registering but we would need to establish why and if the reason is legitimate, we would take extra care with referencing and background checks.

### **Code of Conduct Policy**

All work-seekers must confirm that they have read and understood the [4myschools 'Code of Conduct'](#).

### **Complete/Incomplete Checks**

We will only place a work-seeker with incomplete checks as a last resort, with the written permission of the school and for an agreed period. We will review the status of any outstanding documents regularly and keep the school up to date.

The minimum checks that we would place a work-seeker on are: -

- Face to Face Interview completed
- DBS
- References in progress
- Health declaration
- Right to work in the UK
- Employer Access check including prohibition orders (TRA)
- Identification and proof of address check
- Qualifications – originals seen.
- Signed Rehabilitation of the Offenders Act statement

### **Information that comes to light after placement**

Should information come to light after the work-seeker has been placed; we will speak with all relevant parties to review the information and decide on the most appropriate course of action. Certain information may require a referral to the local safeguarding team and if necessary, the DBS and/or TRA.

### **Copies of Documentation**

All original documents are verified by a Consultant in line with GDPR.

### **Re-registration of work-seekers between 6 months to one year**

Where there has been a break in service of between 6 months to one year since either registration or the last date worked, work-seekers will need to re-register. This involves:

- A telephone or face to face interview.
- Updated references to cover the period concerned and in line with 4myschools policy.
- New DBS or Update Service check.
- Verified ID and Work Permit checks and updated proof of address if the work seeker has moved.
- A review of the work-seeker's qualifications, and all TRA sanctions/prohibition list checks.
- All registration documents updated.

**Note:** A break in service of one year or more will require a full registration.