

Safeguarding Policy

Safeguarding Children & Safer Recruitment

Academy Recruitment Ltd (AR Ltd) is committed to safeguarding and promoting the welfare of children and young people and expects all supply staff to share this commitment.

Academy Recruitment Ltd is fully compliant with the DfE Safeguarding Children and Safer Recruitment regulations (January 2007) and National Assembly for Wales Circular 34/2002.

The DfE requires schools to keep a central record of the vetting checks made on all staff including those who work on supply via an agency. Before any member of supply staff is deployed to your school, AR Ltd will send you an email confirming that each of the mandatory checks required by the DfE/NAW has been carried out. You may use the vetting confirmation reports as evidence for future OfSTED/ESTYN inspections. An example is provided on the last page.

Please find below a statement of the vetting checks that AR Ltd conducts to ensure that the candidates we deploy are suitable for work in an education setting.

✓ **Identity Check**

- AR Ltd makes thorough checks to verify each applicant's identity including name, date of birth, address and photographic identity e.g. birth certificate, driving license or passport combined with evidence of address. Only original, official documents satisfy our requirements.
- If a supply teacher or worker is provided by an agency, the school must check it is the correct person by carrying out an ID check. We inform all candidates at interview that they must carry suitable proof of identity to show upon arrival.

✓ **DBS Children's Barred / List 99**

- AR Ltd conducts a DBS Children's Barred / List 99 check on all current and previous names.
- DBS Barred / List 99 checks are renewed annually.

✓ **Disclosure & Barring Service, Enhanced Disclosure**

- Teachers and school support staff are exempt from the Rehabilitation of Offenders Act 1974.
- Academy Recruitment Ltd requires candidates to declare any cautions, convictions, bind-overs or pending prosecutions, even if they would otherwise be considered 'spent' under this Act.
- DBS Enhanced Disclosure checks are conducted on all UK and Overseas candidates deployed.
- The Enhanced Disclosure ensures candidates are checked against local police force records, the Police National Computer (PNC) and the lists held by the Disclosure and Barring Service (DBS).
- Before placing a candidate, we will confirm that an Enhanced Disclosure has been requested, whether or not it has been received and whether it includes any disclosure information. If the Disclosure contains any information, a copy will be supplied to the head teacher or designated person.
- Enhanced Disclosure are renewed every 3 years unless there is a break of more than 3 months from working in the education workforce or there are grounds to believe the candidate may be unsuitable for work with children.

✓ **Qualification Check & QTS**

- Original qualification certificates & QTS letters are sighted at interview.
- UK teaching qualifications are verified with the Teaching Agency.
- Overseas-trained teachers' qualifications are verified via UK Naric to ensure equivalence to UK standards.

✓ **Teaching Agency / General Teaching Council for Wales / Institute for Learning**

- AR Ltd checks whether those applying for teaching posts in schools are registered with the Teaching Agency, GTCW or IfL, whether any restrictions are in force, and whether they have completed their QTS and induction period.

✓ **Medical Fitness**

- AR Ltd conducts a health check on all candidates in line with DfE Fitness to Teach 2007.

✓ **Permission to Work**

- AR Ltd ensures that all candidates have permission to work in UK by sighting a valid, current, working visa or worker registrations scheme certificate, in accordance with our statutory duty.

✓ **Overseas Police Checks**

- All overseas trained candidates must have a police check from their country of origin before they can be deployed.
- Overseas police checks are verified by AR Ltd's Offices. A DBS check is also conducted in the UK.
- Time spent travelling or working abroad is checked via an employer reference, a police check, a letter of good conduct or via passport stamps.

✓ **Professional & Character References**

- At least 2 detailed professional references are taken from a Head teacher or equivalent. One of the references must be from the candidate's most recent school.
- Reference requests are only sent to verifiable places of work and are checked on receipt to ensure that they are legitimate.

✓ **Check on Previous Employment History**

- The candidate's full adult history for the last 10 years is thoroughly checked to ensure that all the skills declared are based on actual experience and any gaps identified and questioned.

✓ **Professional Face-to-Face Interview**

- A 45 minute, face-to-face interview is conducted to ascertain the suitability of candidates for supply work.
- Full induction to supply work is provided, training needs are identified and roles and responsibilities explained.

Quality Management

Vetting and monitoring does not stop once candidates are accepted on to Academy Recruitment Ltd's register. Regular performance feedback reports, ongoing auditing of files ensure the continued suitability of Academy Recruitment Ltd's teachers and support staff to work in your school or nursery.

Audit of Candidate Files

- No candidate is deployed to a school unless all mandatory vetting checks have been completed.
- Candidate files are reviewed monthly and where expiry dates are due, checks are renewed as required.
- Managers ensure candidate files are audited correctly & every office is audited by the Compliance Manager to ensure vetting standards are maintained.

Monitoring of a Candidate's Performance

- Verbal feedback is gathered on all candidates following day-to-day placements.
- Formal written feedback is gained following a long-term placement.
- Consultants monitor feedback to support professional development, affirm expectations and select the most appropriate candidate for each position.

Code of Conduct

Academy Recruitment Ltd (AR Ltd) takes every reasonable precaution to ensure that candidates deployed to its clients maintain the highest standards of professional and personal conduct.

1. Academy Recruitment Ltd is committed to safeguarding and promoting the welfare of children and young people and expects its employees and all supply staff it deploys to schools to share this commitment.
2. Rigorous vetting procedures including professional references and a face-to-face interview ensure that candidates with a history of unacceptable conduct or practice will not be registered for supply work.
3. Regular contact with candidates and clients enables consultants to identify potential problems and take steps to resolve any issues at an early stage.
4. Agreed Contract of Employment or Terms of Engagement (PAYE or Ltd Company) explain the terms and conditions that apply to your candidates deployment.
5. Thorough induction of candidates during registration interview with regards to Child Protection, Equal Opportunities and Health and Safety policies and provision of AR Ltd Induction Guide.
6. Rejection is not time limited. If a candidate is rejected, s/he must never again be registered or deployed to work by AR Ltd.

Misconduct

AR Ltd's Incidents and Complaints policy ensures the efficient referral, investigation and resolution of any incident or complaint.

- All incidents and complaints will initially be handled by the candidate/client's consultant with referral to Divisional Manager, Regional Manager and Managing Director as appropriate.

- Any candidate who has a serious allegation made against them is immediately suspended and not placed in another school until the matter is resolved satisfactorily.
- If an allegation against a teacher is being dealt with by a Local Authority Designated Officer (AR Ltd) or Safeguarding Officer (AR Ltd), AR Ltd will offer full co-operation.
- If an allegation is not referred to a Child Protection Team by the school, or is of a less serious nature, we will suspend the teacher and require them to attend an interview (with AR Ltd) about the incident. AR Ltd will then take a decision as to whether to continue to use the candidate.

Safeteach Academy Recruitment Ltd

It will now be the responsibility of the education recruitment sector to make its own arrangements to quality assure practices and procedures, including compliance with the ample relevant legislation already in existence for those companies involved in working with children.

Academy Recruitment Ltd remains as committed today as it ever has to keeping children and young people safe. Preventing those who might wish to harm or abuse them from entering the workforce is a top priority and to ensure our standards remain as high as they can be, Academy Recruitment Ltd is introducing Safeteach by Academy Recruitment Ltd.

Safeteach is specifically aimed at keeping children in schools safe and maintains the strict guidance formerly provided by the DfE. As well as rigorously vetting all staff before they are allowed to register for work (in line with the DfE regulations), Academy Recruitment Ltd also provides:

- Rigorous auditing of processes and files by our compliance team to ensure our vetting systems remain at the highest quality
- An email vetting confirmation confirming that all vetting checks have been made and can be used as the single, central record
- Local offices with face to face interviews for supply staff
- An online DBS (formerly CRB) checking system ensures Disclosure checks are quicker and more efficient than ever
- Digital storage of all vetting and referencing files which can be used for quick and effective auditing
- All consultants are fully DBS (formerly CRB) checked

Academy Recruitment Ltd believes that achieving and maintaining the highest standards in recruitment practice are vital for safeguarding children in our schools and the end of the Quality Mark scheme could allow unscrupulous agencies to operate more freely, meaning that teachers may not be recruited and vetted to the same standards. Every time you use an agency without suitable, regularly audited vetting processes the risk to your school, your teachers and your pupils is increased.

Vetting Email Example:

Dear Mrs Roberts

Thank you for choosing Academy Recruitment Ltd to provide your supply staff.
Please find below details of the assignment booked and the candidate who will be working with you.

Candidate Identity and Assignment Details:

Candidate Name: John Smith
Date of Birth: 04/06/73
Position: Teacher
Assignment Start: 10/09/13 Assignment Finish: 14/09/13

Safeguarding Children: Safer Recruitment and Vetting

DfE Safeguarding Children and Safer Recruitment regulations & National Assembly for Wales Circular 34/2002 Supplement require schools and colleges to keep a central record of the vetting checks made on all staff including those who work on.

For your peace of mind and to aid record keeping, please find below a statement of the vetting checks that have been completed to ensure the suitability of this candidate for work with your establishment.

Academy Recruitment Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all supply staff to share this commitment.

The following checks have been successfully completed during John Smith's registration with Academy Recruitment Ltd.

ID Evidenced: Yes
Teaching Agency Check: Yes
DfE and Welsh Assembly Number: 12 34567
Qualification Evidenced: Yes
Medical Check: Yes
DBS Children's Barred / L99 Checked : Cleared - 27/08/12
DBS Issued: 25/05/12
DBS Type: Enhanced
Disclosure Number: 0123456789010
Further Disclosure Information: No
Right to work in the UK: Yes - 27/08/12
References Checked: Yes
CV History Checked: Yes

Please note that these vetting checks were valid on the date that the vetting confirmation was produced and will be renewed by Academy Recruitment Ltd if they expire prior to or during the course of this assignment.

Should you require any further information or would like to book this candidate for additional supply work please call your local Academy Recruitment Ltd office.

Head Office Tel: 01702 567 040

Use of Academy Recruitment Ltd services and/or engagement of candidates constitutes an acceptance of our Terms and Conditions. Details can be found by visiting www.AcademyRecruitment.com/terms-and-conditions Academy Recruitment Ltd – Combining expertise, supporting excellence in education Safeguarding Policy supply via an agency.