

“Safeguarding children must be everybody’s responsibility. Good safeguarding practice therefore has to be built into routine procedures and practice. Nowhere is this more important than in the recruitment and vetting of people who have contact with children. It is vital that...agencies that supply staff that give rise to contact with children, adopt robust recruitment and vetting procedures that minimise the risk of employing people who might abuse children, or are otherwise unsuited to work with them.” DfE’s Safeguarding Children and Safer Recruitment and College Leaders

Vetting & Compliance Procedures – Southern Education Recruitment Ltd

Registration Interviews

SER will undertake a face-to-face registration interview with every candidate prior to them being placed on assignment with a client, unless in exceptional circumstances. All original documents provided by the candidate must be checked for legitimacy during the registration interview. Where a face-to-face registration interview is not possible, it is permissible to substitute the standard face-to-face interview with good quality video interviewing.

The registration interview will assess the candidate’s experience to establish congruency with the candidate’s application form. The interview will be evidenced by the completion of an interview document, signed and dated by the consultant conducting the interview.

Employment History Check

SER will obtain a completed application form from the candidate which covers their full employment history or back to compulsory education, whichever is more recent. Any gaps of 12 weeks or more in the employment history will be explained in full by the candidate and verified by the recruitment business where possible.

Rehabilitation of Offenders Declaration

A “Rehabilitation of Offenders” declaration will be signed and dated by the candidate. This declaration will include a “yes” or “no” answer to the following question: ‘Do you have any convictions, or any pending convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?’ If the candidate answers ‘yes’ to any part of this question the recruitment business will obtain written details pertaining to this.

Safeguarding Level 2 (KCSIE)

When registering with SER all candidates are required to produce evidence of a Level 2 Safeguarding Course dated within one year. If they cannot produce a certificate or have not attended a course, they must then complete the following prior to completing clearance with SER:

CPD Online College – Level 2 Safeguarding Course (minimum requirement) is an accreditation approved course. This course includes the Keeping Children Safe in Education 2023 update which came into force on the 1st of September 2023. This course has been checked and assured for quality and accuracy by RoSPA, the Royal Society for the Prevention of Accidents, to ensure it meets their exacting standards and is up to date.



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Proof of Identity

SER will obtain photographic evidence of the candidate's identification, checking the name on the birth certificate, where this is available. All original documents provided as evidence of identification will be copied (in full or all relevant pages), and the copy validated, signed, and dated by SER. All documents will be held in a format that cannot be subsequently altered. SER will accept identity checks conducted through digital identity document validation technology (IDVT).

Proof of Address

SER will obtain two original documents from the Disclosure and Barring Service's Trusted Government Document lists 2a and 2b. This will be in addition to the proof of identity. Where two original documents are not possible then one original document from the Disclosure and Barring Service's Trusted Government Document lists 2a or 2b will suffice provided that, it is not the same document that has already been relied upon for proof of identity.

Where SER cannot obtain a hard copy, screen shots and/or validated electronic statements are acceptable. In "exceptional circumstances" when a business has exhausted all options of obtaining two proofs of address, one proof of address is acceptable. Please note this will not be standard practice. All original documents provided as evidence of proof of address will clearly show the candidate's name and address. These will be copied (in full or all relevant pages), and the copy validated, signed, and dated by SER.

Eligibility to Work in the UK

SER will either have sight of original documentation of a candidate's right to work in the UK or utilise a certified Identity Service Provider (IDSP). All documents provided will be copied on all relevant pages, and validated, signed, and dated by the recruitment business.

The documents provided must conform to current government requirements (see guidance here: <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>). Non-British nationals who hold a Biometric Residence Permit (BRP), a Biometric Residence Card (BRC) or have been granted Pre-Settled/ Settled status under the EU Settlement Scheme can use the Home Office online service for checking immigration status (<https://www.gov.uk/viewprove-immigration-status>).

Proof of National Insurance

SER will obtain the candidate's national insurance number. The document provided will be validated, signed and dated by SER.

Qualifications

SER will have sight of the candidate's original qualifications that are legally required for the job. This applies to all roles, including Teaching Assistant positions. In the case of a teacher SER will check their qualifications via the Teaching Regulation Agency ("TRA") check. For teachers who have qualified since 1999, SER will gain evidence that the induction period has been completed satisfactorily. SER will ensure that all teachers who have not yet completed their induction period are within the rules of working on supply.



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Where the TRA check is used SER will ensure that this check is kept up to date. All original documents provided as evidence of qualification will be copied, signed and dated by SER. All documents will also be held in format that cannot be subsequently altered.

The Teaching Regulation Agency Checks

For all qualified teachers, SER will conduct an online check with The Teaching Regulation Agency (“TRA”) to ensure that the candidate has a valid Qualified Teacher Status (QTS) qualification, that there are no active restrictions and/or prohibitions against them, and their induction status. This check will be recorded with the outcome of the qualification, the restriction information, their induction status and the date that this check was undertaken.

Overseas Trained Teachers (Outside EEA, Switzerland, Australia, Canada, New Zealand, & US)

The candidate will provide an original UK ENIC check to SER to establish their qualifications are equivalent to the UK. SER will verify this document and copy, sign, and date it. Where SER intends to place a candidate as a qualified teacher, we will check and record the candidate’s status in reference to the four-year rule and ensure that it is adhered to.

Overseas Trained Teachers (From EEA, Switzerland, Australia, Canada, New Zealand, & US)

The candidate will provide evidence to SER that they have applied to the Teaching Regulation Agency (“TRA”) for the award of QTS. SER will have sight of the evidence provided and copy, sign and date, and file it. No more than 12 weeks after the candidate provides evidence of their application for QTS, the candidate will provide SER with evidence of their QTS award from the TRA. SER will copy, sign, date and file this document.

Disqualification under the Childcare Disqualification Regulations 2018 and Childcare Act 2006

SER will ensure that a Disqualification under the Childcare Regulations 2018 and Childcare Act check is completed for all candidates but specifically those working with children aged 5 and under and also those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care, and a signed self-declaration is obtained.

Section 128 Direction Check

SER will ensure that a Section 128 check is completed on all candidates applying for management and governance roles within maintained and independent schools. A Section 128 Direction, checks and provides the names of individuals who are barred from taking part in the management of any independent or maintained school. Where candidates are not applying for these types of roles, this check will not need to be conducted. Any Section 128 Direction that is issued against the candidate will apply to both maintained and independent schools.

DBS Checks & Update Service

SER will either obtain a new or see an original existing Enhanced DBS certificate with a children’s barred list check for all candidates. The barred list check/workforce designation will be correct for the role being applied for. This check will be recorded either in hard or soft copy. Hard copies of the

Enhanced DBS certificate will be verified (with name, signature and date). Electronic checks will be recorded with the date and the name of the person that undertook it. Where the Enhanced DBS certificate is not the result of a new application, an Update Service check will also be undertaken.

Where the candidate has not signed up to the Update Service the original DBS check may be relied upon for 12 months of the date on the certificate, whilst SER initiates a new Enhanced DBS check to be added to the Update Service.

SER will act appropriately on any information received relevant to a candidate's DBS status, which comes to SER's attention. If information is received after the candidate has started an assignment, SER will provide the client with an immediate update regarding any change to the candidate's suitability as a result. SER has a written policy statement on the correct handling and safekeeping of DBS certificate information.

Overseas Candidate Police Checks

Where a candidate has worked/lived overseas, while aged 18 and over during the last 5 years for a period of 6 months or more, SER will obtain an overseas police check, which will be verified for originality and a copy signed and dated by SER. SER will act appropriately on any information received from the overseas police check which comes to SER's attention. If SER cannot obtain an overseas police check, then a full professional reference may be acceptable with full client disclosure.

References

SER will obtain a minimum of 2 written professional references, including the most recent assignments. These references will cover at least 2 years' worth of assignments. If the candidate is to start on an assignment before the second written reference has been received, SER will obtain one verbal reference before the candidate starts on assignment. The second written reference will be obtained no later than 15 days after the start of the candidate's assignment. Written references received in electronic format, will have a clear audit trail showing where/who the reference has come from. Gaps of more than 12 weeks will be verified.

In exceptional circumstances, where references are unobtainable, SER will tell the end client and gain any other feedback or information that it is able to be gathered regarding the candidate. Where an unsatisfactory reference is received, SER will take the appropriate action to ensure that no candidate with child protection, safeguarding, or disciplinary issues or concerns is placed on assignment. Where a reference has been received that raises questions about a candidate's work history (e.g. where a candidate was made redundant during the academic year), additional references may be sought.

Records Retention

All documents relating to a candidate with regard to safeguarding or their registration interview will be kept securely by the recruitment business in accordance with relevant legislations, regulations and the General Data Protection Regulations.