



Recruitment and Selection Policy

Moore Teachers is committed to safeguarding and promoting the welfare of children and young people and aims to deter any unsuitable persons from applying for work. We expect all staff and potential candidates to share this commitment. This policy gives detailed guidance on our recruitment and vetting checks carried out on all staff regardless of origin or country of citizenship, to give clients and candidates confidence in our recruitment process.

As a corporate member of the Recruitment and Employment Confederation (REC), the Company follows their Code of Practice. In addition, this policy adopts the guidelines laid down in the '*Safeguarding Children and Safer Recruitment in Education*, DfES 2007.

The Checks

Pre-Interview Checks

- On first telephone contact, a verbal vetting process to ascertain whether the individual meets the Company minimum requirements for registration and interview.
- Application forms are sent to gather full employment history
- Criminal self-disclosure
- Safeguarding guidelines, Child Protection Policy and CRB Policy sent to all candidates
- At least 2 professional references obtained so that any anomalies can be discussed at interview

Interview and Post-Interview Checks

1. Identify Checks (based on new CRB guidelines May 2012)

Every candidate has a face to face interview with a trained consultant who is also a qualified teacher. The consultant checks original documentation according to the list of valid Group 1 and Group 2 documents approved by the Criminal Records Bureau. This would normally comprise of a current passport, driving licence or UK birth certificate one of which would verify their current address, date of birth and provide photographic evidence of their identity.

2. Proof of Address

Two original proofs of address will be obtained such as utility bills, bank statement, council tax statement, benefits statement.

3. Qualifications Check (based on new legislative changes effective from 1 April 2012)

(i) **QTS holders:** Original documents are copies and witnessed and Qualified Teacher Status/Induction Status will be checked using our online employer access service at The Teaching Agency.

Any restrictions on teachers, that may prevent them from working or put a condition on them teaching, will be checked using our online employer access service on the DfE website.

(ii) **Overseas trained teachers (OTTs)** All overseas-trained teachers must hold a teaching qualification equivalent to that of a British PGCE or B.Ed., checked through NARIC (The National Academic Records Information Centre). Since 1 April 2012 teachers from USA, Canada, New Zealand and Australia will be granted automatic QTS providing they meet all of the conditions in the DfE guidance. They will be exempt from induction but still need to obtain permission to work in the UK.

Other OTTs are also checked to ensure that they do not breach the 'four year rule' whereby they are able to teach for 4 years as a qualified teacher in the UK, after which time they must hold QTS

(iii) **Nursery Nurses and Support Staff:** Nursery Nurses are required to present as a mandatory requirement the relevant industry qualification (CACHE Level 3 Diploma in Child Care and Education, BTEC National Diploma in Children's Care, Learning and Development, or NVQ Level 3 in Children's Care, Learning and Development). Support staff such as Teaching Assistants, Nursery Assistants, Learning Support Assistants are required to have relevant experience before accepted for registration.

4. Criminal Records Check

Moore Teachers complies with the CRB Code of Practice and every candidate is issued with the Company CRB Policy Statement at interview.

All supply staff who are placed into a school or nursery are required to have a current Enhanced CRB Disclosure dated within the last 12 months which are issued by an agency or a Local Authority under the portability process approved by the DfE as outlined in "Safeguarding Children and Safer Recruitment in Education" and the REC Education Sector.

Moore Teachers shares information noted on individuals' Disclosures with clients as required by the DfE. A candidates suitability will be discussed with the client and judged with consideration to all relevant pre-appointment checks, the nature of the offence, the nature of the appointment, the age of the offence and the frequency of the offence.

All candidates are advised to take their CRB with them to all assignments in a new school setting to allow clients to record the details in the school's Single Central Register.

- Anyone applying to work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the supporting regulations. This means every applicant must give written details of all criminal convictions, including those that would normally be regarded as "spent". Written Risk Assessments are conducted when a CRB Disclosure contains any information, to determine that candidate's suitability for registration.
- Candidates are given three opportunities to declare any convictions: (1) at the verbal vetting stage; (2) on the application form; and (3) at interview. If something comes up later that has not been declared, the candidate will be required to explain, and a decision taken as to whether to accept that candidate for placement.
- Disclosures are updated every three years where the candidate is continuously working, or after any break of work within the education sector of three months or more. If a candidate who has worked abroad for a period wishes to register, s/he must provide a police check or certificate of good conduct from that country to ensure the period spent working out of the UK is covered; stamps in the passport are evidence of their absence from the UK and will be copied for this purpose. A CRB Disclosure must be completed **as well as** any overseas police check / references that may be necessary to complete the criminal record history of the candidate. The police checks / references must cover all the countries worked in during the candidate's time abroad.

(2) EU and Non-EU (foreign) candidates: All EU and foreign candidates must provide a relevant current and original police check from their main country of residence. Written Risk Assessments are conducted on candidates with disclosures. Further, if a candidate has worked in other countries during their recent employment history, additional police clearances will be required.

Where a local police check is not available, or cannot be validated, the consultant must rely heavily on a thorough face to face interview and references. At least one more character reference will be sought from a person in a position of authority and known to the candidate whilst working abroad, to gain reassurance that the candidate had no convictions that would preclude working with children or vulnerable adults. All overseas candidates will be asked to complete a CRB Disclosure application form at interview / induction.

List 99

All candidates are checked against the ISA children's barred list (list 99). Checks on all known names used are carried out at registration and annually thereafter on all available and working candidates. Any candidates found to be on the barred list will not be offered work and their application will be terminated.

References

We do not accept open references. All references are sought from referees and ask specific questions relating to their duties and suitability to work with children.

A minimum of two satisfactory references are required for registration of ALL candidates. This would include one reference from the candidate's most recent employer and one reference must be written from a school / child care / vulnerable adult care environment.

If a candidate has not given a current or previous employer where the role is in a childcare setting, a third reference is sought.

Referees are asked to provide information which relates to concerns about the candidate working with children, if the candidate has been dismissed from a childcare position, and if the referee is aware of any issues in relation to safeguarding and child protection. They are also asked to give their permission to allow their reference to be seen by relevant third parties.

References for all working candidates are updated frequently through verbal and written assessment feedback forms sent to clients.

Previous Employment History

Consultants are trained to recognise a candidate's skills, experience and competency, as well as to identify gaps in their employment history on the CV or application form. They ask probing questions to satisfy themselves of the reasons for the gaps and seek evidence for the period of unemployment.

Gaps in employment history, and the reason for the gaps, are noted on the candidate profile.

Permission to work in the United Kingdom

All candidates must prove that they have the right to work in the United Kingdom, in line with the document requirements outlined in the Border Agency's "Comprehensive Guidance for Employers on Preventing Illegal Working" (November 2010).

All foreign candidates have their passports and relevant entry clearance witnessed and copied at their induction / interview. The database prevents any candidate whose visa has expired from being placed in a booking.

Medical Fitness

All candidates are asked to complete a medical assessment and sign a statement that declares they are medically fit to work. If necessary, candidates may be asked to provide a 'Fitness to Work' certificate from their GP.

Fluency of English

Moore Teachers requires that all candidates demonstrate a level of fluency sufficient to be able to support pupils to GCSE level. This is assessed at the verbal vetting stage and rejections may happen here if the applicant's English is too poor to understand on the telephone.

The candidate may be rejected after interview on the same grounds, as ability to cope in the classroom and support pupils is paramount. It is the consultant's responsibility to make the judgement based on the candidate's interview responses.

Rejections

Moore Teachers reserves the right to decline applicants at the telephone vetting stage or after the interview if the candidate does not meet Company requirements or is not able to be placed for whatever reason, or the references obtained are not suitable.

Complaints

Moore Teachers has a formal complaints policy. All concerns raised by clients about a candidate are discussed fully with both the client and candidate, and appropriate action taken. This information is recorded on both the candidate and client profiles. If necessary, candidates may be excluded from a particular school if the client requests this.

Candidates are given constructive advice from trained personnel to help overcome issues which have been raised by clients, and may be referred to appropriate professional development courses.

Candidates involved in complaints of a child protection nature are immediately prevented from undertaking further placements, and remain suspended until the issue has been satisfactorily resolved.

Independent Safeguarding Authority

Moore Teachers is committed to undertaking fully our duty of referral to the ISA when a worker is dismissed or removed from working with children because they have harmed a child as outlined in the ISA Referral Guidance.