

# Recruitment & Selection Policies

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## Safeguarding Roles and Responsibilities

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Having received our **APSCO Compliance+** status, the industry's leading benchmark status, we are regularly audited against rigorous measures to demonstrate both our knowledge of and adherence to the very best practice.

The requirements of **Compliance+** require education recruitment companies to go beyond statutory safeguarding standards and aim for excellence in competency selection and service quality.

The initial stage of the Recruitment procedure at **Inspiring Teaching** is the pre-screening telephone interview. At this stage we discuss the candidate's qualifications, educational work experience to date, subject and specialisms they are qualified to teach, and any other relevant work history.

If satisfactory, the following areas are covered:

- **Name** - Ensuring we have the candidate's full name and correct spelling for various checks we conduct.
- **Maiden / Alternative Name** - Again, this is vital as must be undertaken for all surnames the candidate may have used.
- **Date of Birth**
- **Does the candidate hold QTS?**
- **Name of Qualification/Date of Qualification/Specialism**
- **Does the candidate hold an Enhanced DBS with barred list checks?** If they do not have a current DBS - this must be applied for, and work cannot be confirmed until check is satisfactorily completed.
- **National College for Teaching and Leadership Check?** This must be determined for all teachers as they are unable to teach in state schools without QTS, the register is held by the National College for Teaching and Leadership. Candidates who have gone via the FE route will have their QTLS status verified via the Institute for Learning.
- **Address**
- **Do they have the right to work in the UK?**
- **Are they subject to any current Safeguarding or Criminal Investigations?**
- **Home/Mobile Telephone Number**
- **Reference details**
- **Transport / travel arrangements**

- **Source**

If the candidate meets all above criteria, they are invited to attend interview.

### **The Interview Process**

Upon successful pre-screening, candidates attend a competency-based interview with a trained Recruitment professional. The candidate completes an **Inspiring Teaching** Registration pack which requires answers to the following:

#### **Personal Details**

- Whether the candidate wants Day to Day, Long Term or Permanent work.
- Education and Qualifications including F.E. or Teacher Reference Number.
- Educational work experience and preferred areas of work
- Referee details; a minimum of two years references are required and must include the last employer (if applicable) or final teaching practice if a NQT and a reference (where possible) covering work with children, even if this is from a previous employer
- And/or if the candidate holds a current, third party portable Enhanced DBS (if allowed by contract)
- If the candidate is at present or has ever been subject to safeguarding allegation investigation.
- If the candidate has ever had a complaint made against them or been subject to an investigation which may be relevant to their professional competence, standing or conduct.
- If the candidate has ever been convicted or cautioned in relation to any criminal offences.
- Childcare Disqualification Declaration
- Medical questionnaire and declaration
- UK Bank and National Insurance Details

The candidate must sign to say they agree to;

- **Inspiring Teaching's** Equal Opportunities Declaration
- **Inspiring Teaching's** Child Protection Policy
- **Inspiring Teaching's** Childcare Disqualification Declaration
- **Inspiring Teaching's** Physical Intervention Policy
- **Inspiring Teaching's** "No touch" policy
- **The Data Protection Act**
- **Inspiring Teaching's Code of Conduct & Handbook**
- **Consent** for information to be passed to any school, academy or LEA for their Single Central Records
- That they have read and comply with the Disqualification under the Childcare Act 2006 statutory guidance

All candidates must bring the following original documents to interview:

- UK Passport, EEA Identity Card, full UK Birth Certificate and Right to Work documentation - this will include current visa and entry clearance for all non-UK citizens.
- **International Passport & where possible Birth Certificate.**
- Original Qualification Certificates.
- Original DfEE/DES/DfES confirmation or status letter (where applicable).
- Confirmation of QTS / QTLS (or other) status.
- Third party/portable Enhanced DBS Disclosure Certificate (where applicable).

- If any candidate has been out of the UK for a period of 6 months or more in the last five years, they must produce an original Police Clearance Certificate or Letter of Good Conduct.
- Two forms of documentation confirming their current address.
- Doctors name, address and telephone number.
- Curriculum Vitae (including details of any gaps in employment)
- Provide a photograph or have a photo taken in branch which is included in the confirmation of checks.

All the above original documents are sighted, checked, photocopied and signed.

### **The Interview**

The interview is held within the branch or at a convenient location to the candidate or where necessary, via secure video conferencing software, and takes at a minimum one hour to fully cover each area.

During the interview the following areas are discussed at length with the candidate:

- Communication Skills.
- Organisation/Management within the School environment.
- Adaptability/flexibility.
- Attitude and Philosophy.
- Schools the candidate has worked in so far and how they may have differed.
- The candidate's reason for leaving their last position.
- Ascertain a candidate's main strengths.
- Gain an understanding of the candidate's self-assessed teaching style.
- Explore candidate's classroom management skills.
- Gain an understanding of the candidate's ethos and approach to teaching.
- If the candidate has any experience in working with children with special educational needs.
- What the candidate think makes a good supply teacher.
- Distance and time willing to travel.
- What type of working the candidate is looking for?
- Any schools in particular that the candidate would like to work.
- What does the candidate want out of their experience with **Inspiring Teaching**?
- Are there any areas of development **Inspiring Teaching** could assist the candidate with?

Notes are taken throughout the interview and retained on file.

### **Compliance Process - post interview**

Following the interview with Inspiring Teaching, the Head of Compliance comprehensively completes a full audit check of the file created confirming all background checks have been completed before deeming the candidate fully suitable to work with children.

For each candidate, the following checks are made and retained on file:

- Complete registration form (incorporating medical history declaration, child protection declaration, equal opportunity statement etc.)
- Enhanced Disclosure clearance, which must be dated within the last 12 months or subscribed to the update service
- Current CV - checked for any gaps back to education

- Right to Work, identity, and NI documentation
- Qualification certificates if applicable
- Photographic ID
- QTS / QTLS etc. status confirmation (where appropriate)
- 2 forms of official documentation from different sources, confirming the candidate's address
- Original DfE confirmation or status letter (where appropriate)
- Overseas police check if the candidate has lived or worked outside of the UK within the last overseas police checks should be undertaken if a candidate has lived or worked overseas for more than 6 months in the last 5 years
- References covering the last two years (including current employer if there is one)
- **Check DBS covers ISA Barred List**
- Post Incident Procedure
- **On-line checks - cover a minimum of candidates' name & image**
- Evidence of Preventing Radicalisation Training
- Evidence of safeguarding and child protection training including online safety including an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

### References

A minimum of two satisfactory and current references are required for registration of ALL candidates; one reference should be written and be from a school / child care / vulnerable adult care environment, covering a minimum period of four weeks work at one establishment and which can be confirmed by a credible referee.

The most recent reference is always sourced, and any gaps evidenced.

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.

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 (maternity leave, illness, travel etc.). Gaps in employment history, and the reason for the gaps, are noted on the candidate profile.

**Inspiring Teaching** contacts candidates regularly, and work availability diaries are kept updated. Short gaps in employment history are always explored, and additional references sourced, as circumstances may have changed and issues may have arisen which can unexpectedly affect the candidate's suitability for work.

### 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 Home Office directive: "An employer's guide to right to work checks " (August 2017).

Members of staff are knowledgeable in immigration issues and act as a resource for consultants, to ensure that any foreign candidate does not work illegally.

All overseas candidates have their passports and relevant entry clearance vignettes or biometric residence permits witnessed and copied at their induction / interview. Those with visa applications, naturalisation application or Biometric Residence checks will also have their documents checked via the Home Office checking sites e.g. ECS check or BRP check. Our system prevents any candidate whose visa has expired, or about to expire, from being placed in a booking.

### **Medical Fitness**

In line with the Education (Health Standards) (England) Regulations 2003, it is a mandatory requirement of **Inspiring Teaching** for candidates to declare themselves fit to work in an education setting, and to advise **Inspiring Teaching** if they have any health issues or disability relevant to the day-to-day activities associated with teaching or childcare. Any issues raised by candidates are discussed at interview, and if necessary, candidates may be asked to provide a "Fitness to Work" certificate from a General Practitioner or Occupational Health specialist.

### **Fluency of English**

**Inspiring Teaching** requires all candidates to 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.

### **On-Line Checks**

In-line with the recommendations included within the September 2023 Keeping Children Safe in Education (KCSIE) guidance, **Inspiring Teaching** undertake an on-line search of each applicant's media profiles.

If any behaviour or comments that are viewed are deemed that they may be inappropriate for staff employed within teaching or a childcare setting, the findings will be addressed within the interview and may lead to additional checks and or references being required or ultimately to rejection.

### **Rejections**

**Inspiring Teaching** 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.

### **Concerns & Incidents**

Should we receive any information which is a concern to us, we will address the situation immediately.

We will fully cooperate with the school in question and be as involved as the school wish us to be. Where permissible (depending on the nature of the complaint and other statutory agency involvement) we will request a full report from the School along with requesting a statement from the candidate involved in the incident, where practical this will be a face to face meeting involving an independent note taker. Alternatively, the candidate will be

given the Gibbs Reflective Cycle to achieve a fully rounded statement in order for us to conduct our investigation.

We will record all information on our internal Issue Logger and make a note of the time frame agreed with the school / authority in question.

Where appropriate and required, an **Inspiring Teaching** representative will attend the meeting on the school premises or at a Local Authority building in order to fully resolve the issue.

Initially, such events would be handled via the Recruitment Manager and Head of Compliance escalating to a more senior member of the team if necessary. In the most serious of cases, these issues will be handled by our in-house HR and legal team.

Upon conclusion of the incident, it would be agreed by all parties whether to continue to deploy the candidate or whether to remove from the register. We would report to the DBS and LADO where it is deemed appropriate.

If appropriate, the candidate would be offered further training from an **Inspiring Teaching** professional or advised to undertake additional refresher training sessions to continue their professional development.

### **Disqualification under the Childcare Act**

Under section 76(3) of the Childcare Act, schools are prohibited from employing a disqualified person in Childcare settings:

All candidates must declare in writing that they have read the relevant DfE guidance regarding disqualification, that they are not disqualified on any grounds as set out in the DfE guidance, that to the best of their knowledge they do not live with anyone who is disqualified on any of the grounds set out in the guidance, and that they understand their specific responsibilities to safeguard children.

Staff are covered by this legislation if they are employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday, that is up to and including reception year) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

Staff in secondary schools only come into scope if they provide childcare or manage the childcare provision for those children covered by these arrangements. For example, if they host after-school childcare for children under 8.

For more information, please follow this link:

[Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)