

Recruitment and Selection Policy

Recruit2Schools Ltd is a specialist education recruitment agency. It provides teachers and classroom assistants for client schools throughout the County of Bridgend, South Wales.

The Company is committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - firstly, to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, gender reassignment, marital and civil partnership status, race or any other condition not relevant to the performance of the job; and secondly, to ensure that our clients are offered the best candidates available in terms of skills, experience and approach.

Company policy therefore aims:

To provide full confidence to both clients and candidates of our best intentions to ensure that we register and submit quality candidates to support the needs of all children

To confirm our commitment to safeguarding and promoting the welfare of all children

To confirm our expectation for all staff and registering candidates to share this commitment.

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

Recruit2Schools welcomes applications from all sections of the community. Applicants will be considered based on their suitability of the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

This document provides a summary of the checks carried out during the recruitment, registration and interview process.

Interviews/Registration

First contact is made via telephone to ensure that the candidate meets the Company minimum standards for registration and interview. All suitable candidates attend a personal face-to-face interview to ascertain if the



candidate has the required skills and competencies to undertake the work for which they are making an application.

During the interview, candidates will be asked standard questions to assess suitability and will also be required:

- To explain any anomalies or discrepancies in the information provided in the application form
- To declare any information that is likely to appear on a DBS (Disclosure and Barring Service) disclosure
- To demonstrate the capacity to safeguard and protect the welfare of young children and young people
- To declare medical fitness to undertake the role of supply worker

CV/Application

Candidates are required to provide a CV and complete our application form. Gaps in employment/study are queried at interview.

Identification

All candidates are required to provide identification at the registration, one of which must be from group A and if applicable one for group B. A further two items are required and can be from any group (one must show candidates current address). All documents are copied and signed and dated by Recruit2Schools 'as originals seen'. These are kept in the candidate's personal file.

Acceptable ID documents

A Valid Passport and Visa/Permission to work, Current Driving Licence (Full or Provisional)- If passport is not provided, Birth Certificate, EU Identity Card

B If the candidate has changed names through either deed-poll or marriage documents in support of this will be required.

C Bank/Building society statement, P45/60 statement, Utility Bill dated within the last 3 months, Mortgage statement, Council tax statement from the current year, Correspondence from local government department, i.e. benefits agency, pensions, HM & Revenue, Customs, Job centre plus.

All candidates are advised to take their Photo ID, Current DBS, Qualifications and Proof of Address with them on the first day of their assignments to a new school, so that the information can be stored on the school's Single Central Register.

Qualifications

All candidates must provide evidence that they hold qualified teacher status (QTS) if applying for a teaching role (or other valid qualifications depending on the position they are applying for such as NVQ's, CACHE, etc) and evidence of qualifications that are relevant to the role. Recruit2Schools ideally requires original documentation but in absence of this a letter confirming the qualification from the training provider will be accepted. The Education Workforce Council (EWC) will offer additional assurance that a candidate is correctly qualified. Schools may view qualifications on request and this is stated on the Candidate Credentials document that accompanies every booking (appendix 1).

If you are an Overseas Trained Teacher, you will need to have a fully recognised teaching qualification from your country of origin. If you are unsure about your qualifications, please contact [UK NARIC](#) – the National Agency responsible for providing information, advice and expert opinion on qualifications worldwide.

Education Workforce Council (EWC)

All candidates must be registered with the EWC or be in the process of applying, to work for Recruit2Schools. Forms are available from Recruit2Schools and candidates are encouraged to register at interview, if they have not already done so. Recruit2Schools will carry out a check via the EWC as part of the compliance checks and no candidates will be permitted to work in schools until registration has been confirmed. Full checks will also be carried out to check that no restrictions have been placed on the candidate. Should there be any restrictions, then candidates will not be permitted to work for Recruit2Schools. Should there be any issues during placement, regarding continued suitability, the Education Operations Manager will raise concerns with the EWC.

Disclosure and Barring Service

Recruit2Schools requires all candidates to have either a current Enhanced DBS certificate which has been issued through Recruit2Schools, or an enhanced DBS certificate issued by a third party which can be verified as current through the DBS update service. The DBS system also incorporates a check on the Barred list – formerly List 99. Recruit2Schools checks DBS certificates on a quarterly basis, once a candidate has been made active, to see if any relevant information has been added to the Disclosure. If the Update Service indicates a change to the disclosure certificate presented by the candidate, a new disclosure certificate is required.

Before placing a candidate, Recruit2Schools will confirm if the disclosure certificate contains information or not. If the certificate contains information, candidates will be asked to provide a copy of the original certificate to Recruit2Schools to determine suitability for registration.



Recruit2Schools shares information noted on individuals' disclosure certificates with clients as required by the DfE. All candidates are advised to take their DBS certificate to assignments to allow clients to record the details in the schools Single Central Register.

Overseas Police Checks

If a candidate has lived or worked abroad for more than six months within the last five years, they will be asked to present an Overseas Police check from the country they were in to cover that period. If candidates are unable to obtain a police check, then we may accept references/a letter of good conduct from previous places of study or employment in that country.

Disqualification by Association

In accordance with the Childcare Act 2006 and the Childcare (Disqualification) regulations 2009, all candidates must declare in writing 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. Should any declarations raise concerns, the Education Operations Manager will review candidate suitability, in line with the safeguarding policy.

References

All candidates are required to provide details of at least two references, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the education field. Both referees must be senior (ideally a Head teacher or someone from the SLT) to the candidate. Any gaps must be evidenced.

Written

Recruit2Schools require both references to be received, in writing, prior to placement. Emailed references are acceptable and we ensure that we retain a copy of the over sheet detailing the senders email address.

Verbal

Verbal references may be taken but written verification is required. A candidate 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 candidate and ask for a third referee or for the candidate to prompt on our behalf. We would normally expect confirmation of a written reference to be received within 7 working days.



Open

Open references or to 'whom it may concern' references are not accepted by Recruit2Schools.

Character

A character reference would only be acceptable in addition to a professional reference. If a candidate has been out of the work place for a period of time, Recruit2Schools accept a character reference and advise the school that a recent professional reference is not available.

Agency references

Agency references can be accepted but must include, as a minimum, registration date, last date worked and whether there have been any concerns or safeguarding issues.

As candidates can not be placed unless they have two references, Recruit2Schools will take all steps required to obtain them. References will initially be sent via e-mail or in the post if there is no e-mail address available. If references have not been received within 7 days (or sooner if candidate has been requested for work), a phone call will be made to chase up the references. Follow up calls or e-mails will be made until references have been received. Dates and times will be recorded on the candidate file. Candidates may be asked for an alternative reference at this stage or a verified character reference. If, despite having taken all reasonably practicable steps to do so, references are not forthcoming, Recruit2Schools will inform the school that it has not been able to comply fully and explain the steps it has taken to obtain references. This information will also be recorded on the Candidate Credentials document.

References are reviewed by the Educations Operation Manager and if we are not entirely satisfied with the content, we contact the referee direct for clarity, request additional references or decide not to engage the candidate. We seek permission for the referee to show the reference to a third party and advise client schools that they may view references on request.

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.

Recruit2Schools ensure that the candidate is the rightful holder of any documents presented to us. All candidates have their passports and any relevant residence permits witnessed and copied at their registration interview. Regular checks are made to prevent any candidate whose visa has expired, or about to expire, from being placed in a booking.



Medical Declaration

Candidates are required to complete a medical health declaration at registration. The information given will be kept strictly confidential and used only to access needs in the workplace. If the teacher declares a condition that we feel may affect their ability to teach in the classroom we will obtain a letter from their GP confirming their suitability for the role. A Medical Declaration policy document is available for further procedure information.

Outstanding Compliance Checks

If at any time a candidate is requested by or offered to a school before all the checks are completed, the client will be informed, and a standard written communication issued seeking agreement to the interview or placement on these terms.

Continued Suitability

Should information come to light after the candidate has been placed to suggest the worker is unsuitable; we will remove the worker from the placement immediately and carry out a full investigation.

Checks are carried out by Recruit2Schools on a regular basis to ensure that there are no changes to the DBS (checked every 6 months or prior to a new long- term placement) and EWC information (checked annually or prior to a new long-term placement) provided by the candidate.

Rejections

Recruit2Schools 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.

Recruit2Schools has a formal complaints policy which is available on our website and upon request.