

Company Name:	Addysg Seren Education ("the Company")
Policy Name:	Recruitment Selection and Vetting Policy
Date:	15th November, 2021
Version:	2

The Recruitment Selection and Vetting Policy is necessary so it is clear when and how all safeguarding and compliance checks are carried out.

Addysg Seren Education do the following checks on each candidate wishing to register with them for temporary work. A face to face interview is essential. Copies of original documents are taken at registration and dated and saved onto our company cloud. Details are available to our clients and will be sent via email.

Document	Checked	Suitability?	Information available to client?
CV	Registration (If not emailed beforehand)	Request for a detailed CV with full working history and no gaps.	Yes
2 Proof of ID	Registration	No progression with registration	Informed that check has been done
Permission to work in UK	Registration	No progression with registration	Informed that check has been done
Proof of Address	Registration	No progression with registration	Informed that check has been done
Proof of NI Number	Registration	No progression with registration	Informed that check has been done
Health & Fitness to Teach	Registration	If a work-seeker declares a medical condition that we consider may affect their ability to carry out the role unless we have access to an occupational health service we are not in	Informed that check has been done. If the work-seeker declares a medical condition

		the position to make a medical judgement. On these occasions we will need to seek confirmation from the work-seekers GP and they are fit to undertake the role in question and the work-seeker obtains this confirmation. (Note 1 below)	which will affect their work, the work seeker will be removed from the placement upon 'medical grounds'.
Overseas Police checks	Registration	No progression with registration	Informed that check has been done
DBS (Dated within 1 year of issue date)	Registration	No progression with registration and referral to DBS (policy below)	Available to view on client portal.
Update Service	Registration and checked on anniversary of issue date	Must process a new Enhanced DBS	Informed that check has been done and dates of renewal
Registration with professional bodies i.e EWC to include checks on any prohibitions	Registration	It is a legal requirement that Schools, colleges, local authorities and teacher supply agencies in Wales should check with the EWC to ensure practitioners are registered in the relevant category or categories of registration for the work they undertake prior to commencing work and then annually.	Informed that check has been done and dates of renewal. Information is also available for clients to view online.
Overseas Police Checks (where relevant)	Registration	If a work seeker has lived or worked overseas for six months or more in the past 5 years, an overseas police check is required. Where a police	Informed that check has been done and available upon request.

		check is not possible, a letter of good conduct from the overseas police force or from relevant embassy is required. Additionally, references from the work-seekers employers in the overseas territory will be obtained to help establish suitability.	
Qualifications	Registration	If originals cannot be provided. Proof of qualifications can be found with the EWC registration and examining bodies.	Informed that check has been done
Overseas qualifications	Registration	All qualifications obtained overseas are checked with NARIC for authenticity.	Available to client and will be issued by email upon request.
The Disqualification by Association Declaration	Registration	No progression with registration	Informed that check has been done
The Rehabilitation of the Offenders Act Statement	Registration – signature required	No progression with registration	Informed that check has been done
References	Details of referees are collected at Registration, references are required within 1 week of registration unless reason is explained.	If dissatisfied with the two references we receive, a third reference will be requested. If the third reference is unsatisfactory, no progression with registration.	Available to client and will be issued by email upon request.
Face to face interview prior to placement	All candidates are met for a face-to-face interview, whereby we complete the registration form with the work seeker and view original documentation. A declaration is signed by		Informed that this has taken place. Proof of date and time is noted on scanned copies.

	the work seeker that the meeting had taken place on the date. A set of generic questions are asked to ensure equal opportunities and suitability is understood by the candidate.		
--	--	--	--

Medical & Fitness to Teach (Note 1)

If a teacher has been retired on medical grounds by the Department of Education then if this was after the 1st April 1997 then this teacher will not be able to teach, even part time as they have been deemed medically unfit. However, if the teacher was retired before 1st April 1997 then they may be able to work if they can show that they have the health and physical capacity to teach. They can show they are fit to work by obtaining a GP's letter confirming that they are fit to teach. However, even if they are confirmed as fit to teach they will only be able to work for 2.5 days per week.

Reporting and referrals of unsuitable candidates.

Parents or members of the public who are concerned about someone working with children or vulnerable adults should contact the police, social services or the person's employer.

Employers must refer someone to DBS if they:

- sacked them because they harmed someone
- sacked them or changed their role because they might have harmed someone
- were planning to sack them for either of these reasons, but they resigned first

Continued suitability policy

If a worker has not been working for Addysg Seren Education for 6-11 months, the following checks are required

- ID documents are still in date
- Proof of Address dated within 3 months
- Enhanced DBS is valid (according to Addysg Seren Education DBS check policy)
- EWC registration is up to date
- 1 Reference required from where they have been working over the period since they've been unavailable for work through Addysg Seren Education.

If the work seeker hasn't been working for Addysg Seren Education for 12 months or more, a full re-registration is required.

Feedback on Workers

We gather feedback on our workers and record them in our Client Relationship Management (CRM) programme. We can act on any feedback we receive and it gives us a good indication on how our staff are performing.

Client Contact

Profiles are created on each candidate and forwarded to the client school (including the date of the last check)

- Identity check date and document seen
- Children's barred list of carried out separately and check date
- Enhanced DBS – Certificate number – check date
- Update Service check (if applicable) and date.
- Prohibition from teaching check and date
- EWC check and date
- Further checks as required for individuals who have lived or worked outside the UK and date
- Professional Qualifications – qualifications achieved and date
- Right to work in the UK , documents seen and the date
- References obtained – type and date

Signed 
Rhiannon Jones (Dec 16, 2021 16:47 GMT)

Rhiannon Jones
Name(Director)

Dec 16, 2021
Date