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Recruitment, Selection, Vetting and Safeguarding Policy

Recruitment, vetting and selection to keep children safe

Last Updated: 25/09/2026

Bounce Teachers ("the company") are wholly committed to safeguarding and promoting the welfare of children and young people. We expect our supply workforce to share this commitment.

Schools in England and Wales are required to keep a central record of the vetting checks made on all staff including those on supply via an agency. Before any supply worker is deployed to your school, Bounce Teachers will send you an email confirming that all of the mandatory checks have been carried out. You will find a copy of a sample vetting confirmation email at the end of this policy.

You may use the vetting confirmations as evidence for official inspections.

All retained copies will be dated and properly validated by electronic means or otherwise

Please see statement below for each of the vetting checks that Bounce Teachers conduct to ensure that the workers we deploy are suitable for work in an education setting.

Right to Work Check

- The company ensures that all candidates, including those entering a permanent placement, have the right to work in the UK by obtaining either one document from List A of the Home Office right of work checklist or any of the documents or combination of documents from List B of the checklist.
- The company will carry out one of the below prescribed checks to validate each applicant's right to work:
    - Sighting the originals in a manual right to work check
    - A right to work check using identity document validation technology (IDVT) through the services of Amiqus, a certified identity service provider (IDSP)
    - A home office right to work check – ShareCode
    - Where none of the above checks can be completed — for example, a non-digital Certificate of Application for the EU Settlement Scheme, a worker with a pending Home Office application or appeal, or a valid Application Registration Card — we will use the Home Office's Employers Checking Service and will not supply the work-seeker until a positive verification notice is received.

Identity Check

- The company makes thorough checks to verify each applicant's identity. These include name, date of birth, address and photographic ID. To do this we require a combination of documents including passport, birth certificate, driving licence or utility bill, national insurance, etc. Only original, official documents satisfy our requirements.
- At least two different documents are used across our right to work, identity and proof of address checks.
- The company will carry out one of the below prescribed checks to validate each applicant's identity:
    - A manual identity check
    - An identity check using identity document validation technology (IDVT) through the services of Amiqus, a certified identity service provider (IDSP)
- If a supply worker is provided by an agency, regulations stipulate that schools must also conduct an ID check. We inform all candidates at the initial interview that they must carry suitable proof of identity to show on arrival, and remind them of this when confirming each new booking.

- Copies of documents will be taken and noted with the date the documents were checked. Copies will be kept securely for the duration of the work-seekers engagement with Bounce Teachers and for at least 2 years after. The copy will then be securely destroyed.

DBS Children's Barred List

- As of 01/04/2021, Children's Barred List checks can only be checked through the DBS so if the Update Service checks reveal new information, the company requests a new DBS Certificate to be issued.
- The company conducts a Children's Barred List check on all current and previous names via the work-seeker's Enhanced Child Workforce DBS Certificate & Update Service check.

Disclosure and Barring Service (DBS), Enhanced Disclosure with Children's Barred List check

- Teachers and school support staff are exempt from the Rehabilitation of Offenders Act 1974.
- The company requires all work-seekers to disclose information about any spent or unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Enhanced DBS Disclosures, with Children's Barred List checks, are required for all UK and overseas candidates before deployment.
- The Enhanced Disclosure with Children's Barred List checks ensure that candidates are checked against local police force records, the Police National Computer (PNC) and the Children's Barred Lists held by the DBS.
- In line with DBS rules, human rights and data protection legislation, the company will ensure compliance with the law and only request/accept DBS checks taken out against the relevant workforce. In turn, this protects our clients from acting unlawfully when accepting a worker's DBS or carrying out a DBS Update Service check on the certificate.
- Before placing a worker, we will confirm that an Enhanced DBS Disclosure has been issued and that we have seen the true copy of the DBS, and whether it contains any disclosed information.
- If a DBS certificate contains information, the company will conduct a risk assessment and forward this, along with a statement from the candidate and copy of the DBS to the head teacher or designated person for review.
- The company always advises our workers to link their DBS check to the Update Service. We review and carry out Update Service checks on a rolling basis, targeting a 6-month cycle for each worker, with checks completed at least annually. Additional checks can be performed upon request.
- If a worker has a DBS obtained through Bounce Teachers that has not been linked to the Update Service, we will require them to obtain a new Enhanced DBS before their current DBS turns one year old.
- If a work seeker registers with a DBS that is not on the Update Service, Bounce Teachers will not place the worker until a new Enhanced DBS has been applied for and issued, and we have seen the true copy of the DBS, including whether any information has been disclosed.
- A DBS Update Service check is conducted at least annually to ensure there has been no change in status since the original check was conducted. If a worker has a gap in service with Bounce Teachers of three months or more we will conduct an Update Service check when they return. If this check shows that the DBS is no longer linked to the Update Service, the work-seeker will be required to obtain a new Enhanced DBS.
- If information comes to light that a worker may no longer be suitable to work with children, the company will conduct an Update Service Check and if necessary, obtain a new DBS Enhanced DBS Certificate before proceeding with clearance.
- The company will carry out an additional Update Check upon request.

Childcare Disqualification Requirements

- We comply with our statutory obligation to ask any work-seekers to read the DfE guidance with regards to the Childcare Disqualification Requirements, when it is relevant to their role.
- Relevant roles include: provision of early years childcare, later years childcare in nursery, primary settings, and staff directly concerned with the management of the above.
- Any candidate who is disqualified under the Childcare Disqualification Requirements will be required to provide Bounce Teachers with an OFSTED disclaimer before being considered for clearance. This disclaimer will be forwarded to the client before a final recruitment decision is made.
- All candidates have been made aware that it is an offence for them to work in a relevant role if they are disqualified.

Letter of Professional Standing for Work-Seekers that Have Lived or Worked Overseas

- For applicants seeking teaching roles, that have lived or worked overseas, we will request sight of a letter of professional standing issued by the professional regulatory authority where the individual worked.
- Where a letter cannot be obtained and all reasonably practicable steps have been taken to obtain it, we will request an alternative document which confirms the applicant's suitability for the role. This may be a letter of good standing from the head teacher in the school that they worked, or additional professional references.

Qualifications, Qualified Teacher Status (QTS) and Qualified Teacher Learning and Skills (QTLS) checks

- Original qualification certificates are sighted at initial interview.
- Copies of qualifications and authorisations will be available to our clients upon request.
- Teaching qualifications are verified with the Teaching Regulation Agency (TRA), the Society for Education and Training in England and the Education Workforce Council (EWC) in Wales.
- Overseas trained teachers who do not hold QTS and whose qualifications we are not familiar with are required to provide a ENIC certificate of equivalency to ensure parity with UK standards.
- All work-seekers complete mandatory Safeguarding and Online Safety and Prevent training prior to their first assignment, renewed annually, in line with KCSIE. All work-seekers are also required to complete allergy awareness training, in line with the Department for Education's Allergy Safety in Schools statutory guidance and the allergy safety duties introduced under the Children's Wellbeing and Schools Act 2026.

Teaching Regulation Agency (TRA), and Society for Education and Training (SET)

- The company checks whether those applying for teaching posts in schools are registered with the TRA, or SET. We will check that any sanctions are in force, that they have completed their QTS and Induction period and that those with QTLS have maintained this status and kept it current. This part of the process includes the manual Prohibition Check in the Employer Access section of the TRA website.

Medical Fitness

- To ensure compliance with the Education (Health Standards) (England) Regulations 2003, The company will ask all work seekers to advise us of any health or disability issues that they believe are relevant to the role and which make it difficult for them to carry out functions that are essential to the role.
- We also ask candidates who declare a condition if they require Bounce Teachers to make any requests for reasonable adjustments at the application stage. This is so that we can discuss any requests with clients at the earliest opportunity.
- If a declaration is made, with consent from the work-seeker, we will obtain information from the work-seeker's doctor that the work-seeker is fit to teach.

- If a teacher has been retired on medical grounds after 1st April 1997, the teacher will not be able to teach as they have been considered medically unfit. If the retirement was before 1st April 1997, the teacher will be able to work if the company obtains confirmation, in writing, from a GP. In these instances, they can only work a maximum of 2.5 days per week.

Overseas Police Checks

- All overseas work-seekers must have a police check, letter of good conduct or additional references from their country of origin before being deployed.
- Overseas checks not written in English must be translated by an official translator. A UK Enhanced DBS check is also carried out before their first placement.
- Any work-seeker who has lived or worked abroad for six months or more in the last five years will be required to provide proof that they have not incurred a criminal record overseas. Acceptable documents include a police check, additional employer references or a letter of good conduct.
- Passport stamps (where available) are checked to confirm travel dates.
- Letters of good conduct or additional references are only acceptable options from countries where it is impossible or prohibitively expensive to obtain the police check.

Professional References

- We require a minimum of two professional written references before deploying a worker.
- Referees must be senior to the work-seeker.
- One reference must be from the most recent employer/agency and the most recent school/education-based employer.
- We will request references from all employers/schools and agencies going back two years.
- Extra care is taken where there are gaps in employment of three months or more. Such gaps must be supported by a character reference from a verifiable email address.
- All references, including character references, must be from a verifiable source such as sent on headed paper or from a workplace email.
- References are checked upon receipt to ensure they are legitimate.
- References are not accepted from personal email addresses.
- There are situations where it may not be possible to obtain recent references, for example, in the case of someone who has been self-employed or a teacher returning from extended parental leave. In these cases, extra care is taken to ensure that that their status is confirmed for the period concerned and that verifiable character references are obtained.
- When a teacher returns from extended leave, we will also obtain a reference from their most recent education or school-based employer.

Types of References

Written

In accordance with Regulation 22 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (and the terms of the Government Commercial Agency (GCA) Framework), we require (at least) two references that must cover the previous two years of employment for all work seekers. One reference must be from the work seekers' most recent employer. References must be from non-family members who give their consent for the reference to be forwarded to our clients.

Written references must be submitted on the school/organisation headed paper, be via the company's referencing portal or by email from an official and verifiable email address.

Verbal

Verbal references will be recorded, and a copy of the record will be sent to the referee via their school email address to obtain their written confirmation that the record is correct and their consent to forward it to a third party. If the referee does not provide their written confirmation that the record is correct and give their consent, the verbal reference will not be accepted.

Open/Agreed References

The company will not place a candidate on the strength of an open or agreed reference. If such a reference is from an employer within the last two years, we approach the referee and ask for written verification of the contents and ask for clarification of any questions raised in the reference.

Character and Non-Education References

It is not always possible to obtain school-based employment references if a candidate has had a career break (e.g. parental leave, sick leave, etc) of three months or more or worked outside of education in the last two years. In this instance, we will attempt to obtain a reference from their last education employer and any employers outside of the sector. Where a candidate has had a break and has not been working, we will obtain at least one verifiable character reference.

Checks on Previous Employment History

- All work-seeker's full work and education history is thoroughly checked to ensure that the skills declared are based on actual experience. Any gaps are identified and questioned. Recent gaps of three months or more (within the last two years) have to be supported with a verifiable employment or character reference.

Online Searches

- As part of the shortlisting process, we carry out online searches to help identify any incidents or issues that have happened.
- In order to follow data protection and UK GDPR guidelines, we will only complete checks on information that is publicly available online.
- All candidates are informed that an online check is taking place.

Professional Face to Face Interview

- A face-to-face interview, either in person or via video, is conducted to ascertain the suitability of the candidate to work in schools.
- Full induction to supply work is provided, training needs identified and roles & responsibilities explained.
- Interviews are conducted by trained consultants using a standard set of questions, and are evidenced through written interview notes which are retained on the candidate's file.
- Provided the outcome of the interview is satisfactory, Bounce Teachers will then start the work-seekers pre-employment checks.

Quality Management

- Vetting and monitoring does not stop once a candidate is accepted on the company's register. Performance feedback is requested regularly.
- Verbal feedback is requested on day-to-day placements and written feedback is requested for long-term placements.
- Where a training need is identified, we will recommend suitable CPD and will make completion of the course a pre-requisite for further placements.
- Document expiry dates are reviewed on a monthly basis by running reports. Repeat checks are conducted as necessary, no less than once a year, and can be completed more often upon client request.

- Should information come to light that suggests a worker is no longer suitable to work with children, we will immediately remove them from the role they are in whilst investigations are being conducted. Bounce
  Teachers will suspend such a worker from our register until we are advised by the relevant authorities (LADO, Police, DBS) that they can return to working with children.
- In the event that a Bounce Worker is the subject of a misconduct or safeguarding investigation, the company will support the investigation process by providing any relevant documents and attending any Joint Agency Meetings.

*Please note that during the COVID-19 crisis any variations to our checks were in line with Government Guidance and will be confirmed verbally when filling any booking. Such variations will also be confirmed in writing when we send the vetting information to a client.

Assignment and Vetting Confirmation

Email: admin@bounceteachers.com | Tel : 020 8004 9900

Teacher

Name	Sanjay Lathar	Supply via	PAYE
Age range trained	TA	Intermediary	N/A
Qualification	Teaching Assistant	Date qualified	N/A
		Date of birth	01/01/2000
Qualification Verified	23/07/2024	TRN Date	24/09/2026

Requirements

The above named worker has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work on this Assignment. Copies of qualifications are available upon request from Bounce Teachers.

Assignment

School name	Bounce Teachers HQ		
Contact name	Sanjay Lathar	Assignment start	24/09/2026
Description	Primary	Assignment end	25/09/2026
Daily charge	£200.00 + VAT	Days to be worked	2
Email	sanjay@bounceteachers.com		

Identity

Photo ID verified	24/09/2026	Right to Work Verified	24/09/2026
Proof of address	24/09/2026	Minimum 2 Satisfactory References Received	Yes

Child Protection

Enhanced Disclosure (DBS) Number (includes Children's Barred List check)			001519490746
DBS date	15/02/2016	Disqualification Check	24/09/2026
DBS Update Service Check	24/09/2026	Prohibition Check	24/09/2026
Safeguarding Check	24/09/2026	Prevent Check	24/09/2026
Online Check	Yes		
Overseas Police Check/s	N/A		

Child protection notes

Bounce Teachers are not aware of any concerns of a child protection/ safeguarding nature with regards to this candidate. Should any concerns arise, we will inform the school immediately, and if contact has not already been established, we will notify the relevant Local Authority Designated Officer. Bounce Teachers will support a safeguarding investigation and take guidance from the school and the LADO when appropriate. Candidate confirms they have read and understood KCSIE 2026.

Should you notice any potential health and safety issues in your establishment, either right now or in the future, please contact us immediately so we can take any necessary steps to prevent any untoward incidents.

AWR
The daily rate may increase after week 12 in compliance with the Agency Workers Regulation 2010.

Employment Business/ Agency Details

Internal ref: T300170/S269692 A430253(22242)

Agency Name	Bounce Teachers	Contact Number	020 8004 9900
Consultant Name	Nicholas Wade	Consultant Email	nicholas@bounceteachers.com

Two Weeks Snapshot of Assignment Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Week				24/09/2026 WHOLE DAY	25/09/2026 WHOLE DAY
Second Week					

This assignment confirmation is your acceptance of the Bounce Teachers Terms and Conditions of Business
Bounce Teachers confirms that the above named worker is willing to work in the assignment offered.

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