

Recruitment, Selection, Vetting and Safeguarding Policy

Recruitment, vetting and selection to keep children safe

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.

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.

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. Only original, official documents satisfy our requirements.
- 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.

DBS Children's Barred List

- The company conducts a Children's Barred List check on all current and previous names.
- Barred List checks are renewed at least once a year and can be requested more often if required.

Disclosure and Barring Service (DBS), Enhanced Disclosure with 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 Barred List checks, are required for all UK and overseas candidates before deployment.
- The Enhanced Disclosure with Barred List checks ensure that candidates are checked against local police force records, the Police National Computer (PNC) and the 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 requested, whether or not it has been issued 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 carry out annual Update Service checks on every worker's DBS and 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 worker has a DBS check obtained by another agency or employer that is not on the Update Service, Bounce Teachers will not place the worker until a new DBS is applied for.

- A DBS Update Service check is conducted 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 all work-seekers to read the DfE guidance with regards to the Childcare Disqualification Requirements.
- 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.

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

- Original qualification certificates are sighted at initial interview.
- 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 NARIC certificate of equivalency to ensure parity with UK standards.

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

- The company asks all education work-seekers to confirm that they are fit and well enough to carry out the full duties of the role that they are applying for.
- 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.

Right to Work

- The company ensures that candidates have the right to work in the UK by sighting the original of one of the following:
 - UK birth certificate with proof of NI number.
 - UK passport.
 - EEA identity card or passport with settlement status.
 - Any other passport with valid Work Permit/Biometric Residence Permit.

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 in the UK for less than the previous five years and lived in another country for six months or more 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 or agency.
- We will request references from all employers 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 their status is confirmed for the period concerned and that verifiable character references are obtained.

Types of References

Written

We require two references to be in writing prior to placement. 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 may be taken, but a written follow-up is required. A worker can be placed on the strength of one written reference and one verbal reference, with the verbal reference confirmed in writing within 5 working days. If the referee fails to provide the confirmation, we will ask the candidate to approach the referee, and if necessary, request and obtain a third reference.

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 work and education history covering at least the last 10 years 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.

Professional Face to Face Interview

- A face-to-face interview 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.

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 will be 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.

Our ref:S269692/A405342



Assignment and Vetting Confirmation

Teacher

Teacher ID	307853
Name	Bounce Teachers Finance
Date of birth	27/01/2016
Qualification	PGCE
Date qualified	04/11/2019
Age range trained	Primary
TRN	1234567
Supply via	Intermediary



Assignment

School name	Bounce Teachers Test Record	<u>Permanent Placement</u> 20% - buy out 17% - after one term 12% - after two terms Free - after three terms
Contact name	Mr Stavros Nicolaou	
Email	hello@bounceteachers.com	
Assignment start	test	
Assignment end	test	
Days to be worked	0	
Description	test	
Daily charge	£0.00	

Identity

Photo ID verified	04/11/2019	Right to Work Verified	04/11/2019
Proof of address	04/11/2019	Minimum 2 Satisfactory References Received	Yes

Child Protection

Enhanced Disclosure (DBS) Number 0011111101010			
DBS date	04/11/2019	Disqualification Check	04/11/2019
Barred List Check	04/11/2019	Prohibition Check	04/11/2019
DBS Update Service Check	04/11/2019	Safeguarding Check	04/11/2019
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. If we become aware of any concerns we will notify the school immediately, and if contact has not already been established, ensure the relevant Local Authority Designated Officer is aware of the concerns. In the event of any safeguarding allegations, then at all times, Bounce Teachers will support the process and take guidance from the school and the LADO. Copies of references & qualifications are available upon request, depending on the requirements of the role &/or the stage of the work-seekers registration.			

If pre-booking an overseas teacher on long-term supply, this agreement is pending the full registration and vetting of the candidate. You are expected to offer any overseas candidates a minimum of one whole term's work on day to day supply. You must give half a term notice if you wish to change or terminate the contract.

If there are any potential health and safety issues in your establishment, either currently or may have in the future, please inform us at your earliest convenience along with any steps taken to prevent any potential incidents.