



## **EdStaff Limited – Recruitment and Selection Policy**

Edstaff Limited are a leading independent supply agency who have been in operation since 2004, ran by 2 ex-teachers. We supply Primary, Secondary, Colleges and SEND schools and academies with education staff including supply teachers, cover supervisors, teaching assistants, exam invigilators and school administration staff to cover various durations.

At Edstaff we pride ourselves on our safeguarding standards and all staff members and recruited staff are made aware that we are committed to safeguarding children and promoting the welfare of children. It is expected that all staff do share this commitment.

During a candidate's registration with Edstaff, and before they are placed in work they are subject to stringent vetting checks which include:

- Identity and current address
- References
- Qualifications verified
- Previous surnames verified
- DBS check
- Children's Barred List Check
- Prohibition Order Check
- Previous employment history scrutinised and reviewed
- Right to work in the United Kingdom
- Medical of Fitness to work
- Overseas checks

### **Identity & Proofs of Address**

At registration a candidate wishing to register is expected to provide original copies of 2 forms of Identity. Edstaff prefer for one proof of Identity to be photographic, where this is available. The Edstaff team certify identity and proofs of address in line with the current Disclosure and Barring Service guidance (Route 1). All candidates wishing to join the Edstaff register must produce as a minimum 1 proof of ID from group 1 coupled with 2 further documents from either: group 1, group 2a or group 2b. All forms of Identity are copied and stamped and certified as 'originals seen' and the certified copy is stored in the candidates personnel file. We request that the candidate does take along 1 proof of Identity with them to each assignment placed.

## **References**

A minimum of 2 references must be sought on a candidate to cover a period of 2 years from the date of registration. The most recent reference must always be sought. Referees are asked to provide an opinion on defined attributes. Both references should be able to give an accurate assessment of the candidate's performance in schools, or place of work.

All references must be senior to the teacher/candidate (line manager or Head Teacher preferably). We will always aim to contact them at their place of work.

**Written-** We require all references in writing prior to the person starting work.

**Verbal-** We do accept verbal references; however, these are then either emailed or posted to the referee to receive confirmation of the reference by signature. A teacher may be placed on the basis of one written and one verbal reference. If the referee fails to respond, we will approach the teacher for an additional reference (character reference).

**Open-** We also accept open references, however prior to the teacher commencing work all open references must be verified by referee. We accept open references in addition to two written references.

**Character-** If a teacher has been out of work for a sustained period of time, or there are gaps in their employment history, we will obtain a character reference to cover the gap. The person who we obtain a character reference from must be of a professional standing and we do not accept character references from family members.

All references are reviewed by Edstaff consultants and this allows us to make a judgement on the types of schools we should place the teacher in. Negative comments are followed up and this allows us to be confident in the teacher who we are registering.

All references received must either be from an official company/ school email account or on company headed paper.

If the candidate has been out of work we are able to accept a character reference. The character referee must not be related to the candidate and ideally will be of a professional standing. We use our standard reference forms however we cannot accept references sent from an account such as Yahoo or Hotmail, all of these references must be posted to the character referee to ensure that we are receiving a signature, and are posted with a cover letter.

However, if a candidate has been out of work we would still attempt to contact their most recent school/ agency for a reference to further assure us of the candidates ability to carry out the position.

Edstaff also receive signed consent from the candidate that we may use their references as part of our vetting procedure (candidate release of information form) including that they may be shown to the hirer if requested.

The company Privacy Notice confirms to the candidate that we rely on legitimate interest as the reason for processing their personal data, including references.

If Edstaff are sending a candidate over to a school for a teaching position we offer to show the school the references, and confirm on our Confirmation of Engagement Document that we have the teacher fully referenced.

In all instances the latest employer must be given as a referee.

Additionally, all referees (except character referees) are asked to confirm whether the candidate was subject to any disciplinary procedures during their employment/ education.

All references are regularly updated, feedback is logged verbally and long-term evaluation forms are sent out at the end of each half-term to give the school the opportunity to provide written feedback, all evaluation forms are not seen as confidential and may be shared with candidates to improve performance.

If a candidate wishes to re-register with EdStaff, and has not worked for EdStaff for a period of 3 months or more, a minimum of 1 additional reference will be sought to cover the additional employment. The candidate would not be placed in future assignments until an additional reference is sought.

## **Qualifications**

Edstaff are committed to recruiting high quality and suitably qualified education staff to supply schools and colleges.

All candidates who register with Edstaff are expected to bring along to registration their highest level of qualification. Teachers who have been awarded QTS are checked against the Teaching Regulation Agencies employer access portal using their individual teacher reference number and Date of Birth.

Qualified teachers within the EEA are also checked via this route, once they have applied and received their Teacher Reference Numbers.

Any overseas trained teachers, outside of the EEA would have to provide their UK NARIC check alongside their qualification certificates. The UK NARIC would be checked to ascertain that their teaching qualification is comparable to the UK equivalent.

Edstaff are committed to the ongoing professional development of all candidates who wish to join the register. At registration all candidates, regardless of the role which they are registering for, are provided with a safeguarding handbook which is updated annually, the annual update is then emailed to candidates.

All candidates will receive a relevant copy of the standards expected to them whilst on placement in addition to a copy of the 'EdStaff Teacher Code of Conduct'.

Additionally, candidates are emailed a termly newsletter, where varied training and guidance is provided with a main focus on health and safety and online safeguarding courses.

### **Name change verified**

Candidates who have married or changed their name will be required to produce a change of name certificate at registration. If a name change certificate is unavailable, we would also confirm their name change via the Teacher Regulation Agencies employer access check, if available.

### **Disclosure and Barring Service Check**

All candidates who register with Edstaff must either hold an enhanced DBS check on the update service or have an Edstaff DBS on file dated within 12 months. Upon registering, if a candidate holds a DBS, however this is not on the update service, on the morning of their first placement, a DBS will be processed and a Barred List carried out.

During their registration, if a candidate does not join the DBS update service with their Edstaff DBS – a new certificate will be processed each 12 months.

As all members of staff are working in regulated activity, regarding of their position- they will be required to hold an enhanced DBS with childrens barred list.

As working with children is exempt from the Rehabilitation of Offenders Act (1974), they are provided with opportunity on the application form, on the DBS application form and also during the interview to inform us of any information which will come to light on a DBS disclosure.

### **Children's Barred List Check**

EdStaff are registered with Teaching Pensions Online in order to access the children's barred list.

There are two occasions that EdStaff will check the Childrens Barred List:

- a) If a school/ college requests this
- b) If EdStaff are placing a teacher with the consent of the school, whilst their DBS certificate is in process, and all other pre-employment checks are completed.

For data protection purposes only one office computer has the licensing software for the Barred List.

### **Prohibition Order Check**

All qualified teachers working for EdStaff are required to have an annual Prohibition Order check carried out. This is to ensure that no teacher registered and working for EdStaff has a sanction placed on them which prevents them from working with children.

When carrying out the Prohibition Order Check we are also ensuring the teacher is not working outside of their NQT Induction period and completing a further check to ensure that they have received the QTS award.

### **Employment History**

All applicants wishing to join the EdStaff register must first complete an application form detailing their previous employment history. We also request a copy of their CV so that we can cross reference their career history. Where gaps occur, probing questions are asked to satisfy the reasons for any period of unemployment.

During a candidates continuous registration with EdStaff, we regularly contact them to confirm whether they have completed any other work, these assignments are often referenced to provide us with more up to date reference information and an accurate picture of the candidates employment.

### **Right to work in the UK**

All candidates who register with EdStaff must prove that they have the Right to Work in the United Kingdom, in line with government guidelines.

At registration a candidates right to work document is copied and certified, and checked for true likeness. A gov.uk Right to Work in the UK checklist is completed and stored in the candidates personnel file.

If a candidate is unable to provide right to work documentation at registration, they are not offered work until this documentation is received.

Where a candidate provides a time limited visa, the date would be logged on the Teacher Vetting Spreadsheet and office availability and a new visa would be chased close to expiration.

### **Medical Fitness to Work**

All applicants who register with EdStaff need to prove that they have the physical capability to perform the role of a teacher.

To ensure that we are committed to equal opportunities, the Medical questionnaire is completed following the interview and following discussion of the Terms of Engagement.

If a candidate raises a medical issue at registration which we feel could affect their ability to teach, a note from a medical professional confirming their ability to teach is

required. If the illness is a chronic condition, a medical note would be required at regular intervals to ensure the candidate remains able to teach.

### **Rejections**

EdStaff Limited reserves the right to reject any applicant at either the pre-registration stage or following the interview, should they not meet company requirements.

### **Changes in circumstances**

All candidates who register with EdStaff sign a declaration on their application form where they are required to keep us up to date with any changes in their personal, criminal and medical circumstances.

### **Overseas checks (when applicable)**

Edstaff do not recruit overseas however we do accept teachers from overseas who are well qualified and we feel who could benefit our register.

All overseas teachers who wish to register with Edstaff, or all returning teachers from overseas, who have lived overseas for a period of 6 months or more in the last 5 years, are required to have on Overseas Police Check or a Letter of Good Conduct from the country that they have lived in. This must be provided by the local police force/Embassy from where the teacher was located and be on headed, official paper. Alternatively, the police force can email Edstaff the Letter of Good Conduct from an official email address.

If, for whatever reason, we are unable to obtain a certificate of good conduct then to the best of their knowledge, we would seek confirmation from the candidate's referees that they have been of good standing and behaviour during their employment.

Prior to being placed with EdStaff, Enhanced DBS checks are carried out on Overseas Teachers. The candidate is also subject to a Barred List check prior to being accepted to the Edstaff register. All names current and previous are checked and a repeat check is carried out each 12 months.

All overseas teachers, who are not automatically recognised as holding QTS, who wish to register with Edstaff are asked to provide their UK NARIC report to ensure it is comparable with UK Qualifications. This is then copied and stored in the applicants file.

All overseas teachers must provide us with a minimum of two referees covering a period of two years prior to registration, with one being the teachers' latest employer.

Edstaff ensure all overseas teachers who wish to join our register have right to work in the UK. We take a copy of the teachers' entry documents and record on the

company database. We also take note of any restrictions which may apply with regards to the entry documents such as restrictions on amount of hours able to work and if not a Route 1 document, the expiry date of the Right to Work Document. All relevant information is recorded on our Database which is monitored daily.