

Vision for Education, ABC Teachers and Smart Teachers pride ourselves on both the service we deliver and the amount of care we take to ensure our candidates are fully vetted. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Each time a school books a candidate with us, they can be reassured that the following vetting checks have been completed:

ID and address check and right to work verified

All our candidates have a face-to-face interview and must bring their identification documentation to confirm both their proof of identity (via photo ID) and proof of eligibility to work in UK.

All candidates are asked to provide proof of all legal name changes during lifetime such as marriage certificates, deed polls and decree absolutes.

A proof of address document dated within 12 months is requested at interview. Where a candidate has only been in the UK for a short period of time, they are advised to provide us with a UK proof of address as soon as possible.

A current enhanced Disclosure and Barring Service (DBS) check

If the candidate does not already have a valid DBS certificate which is registered on the Update Service, we will process an enhanced certificate for the candidate through eSafeguarding. As the **Children's Barred List** check is included within the enhanced DBS check, a valid DBS certificate must be obtained before a candidate can commence employment, and we expect all our candidates to register with the Update Service. We sight original DBS certificates before a candidate can be cleared to work and perform a fresh Update Service check on active candidates every month.

If a candidate has a positive DBS, then a recruitment decision is made based on the age and nature of the offence. If we assess the candidate as suitable to work in schools, then a copy of their DBS is sent securely to the school.

Overseas Police check/certificate of good conduct

Candidates are asked to provide an overseas police check with translations if necessary, if they have been out of the country for more than 6 months in the last 5 years.

If a candidate does not already possess an overseas police check, we will endeavour to assist them in obtaining one. Failing this, then a request for a certificate of good conduct will be made to their last employer in the relevant country. A certificate of good conduct is in the format of a reference pro forma and includes additional questions relating to the candidate's character and criminal conduct.

Teaching Regulation Agency (TRA) check

We check for any relevant prohibitions, sanctions and details of qualifications and induction.

As a registered member of the TRA website, we have full access to a list of teachers that are suspended from teaching or have sanctions. All TRA checks are re-done on a yearly basis and we check the following lists:

- Teachers who have failed induction or probation.
- General Teaching Council for England (GTCE) sanctions.
- Teachers and others prohibited from the profession.
- Section 128 barring directions.

Qualified Teacher Status (QTS)

Every QTS candidate's TRA reference number must be crossed checked for validity and any restrictions, sanctions or prohibitions that apply.

Any restrictions must be logged within the candidate's record and periodically reviewed to ensure compliance adherence.

Qualified Teacher Learning and Skills (QTLS) check

QTLS is confirmed with the Society for Education and Training (SET) for Further Education (FE) candidates.

FE qualified candidates who hold QTLS will only be cleared to work as QTLS when they have provided their FE qualification certificate and we have confirmed with SET that they hold QTLS and have an active membership.

Reference checks

At least two references will be on file and these will include references from the candidate's most recent and relevant experience.

We request references to cover the last two years of a candidate's employment history and we do not accept open, pre-written references or testimonials. We contact all referees independently and will always use a verifiable contact method. If any candidate has had a recent break in employment, we ask for a character reference.

Letter of professional standing (teachers only)

Teachers who have taught overseas are required to provide a letter of professional standing from the local regulatory authority in the country that they qualified/worked in. We will also ask for a translation where necessary and, if a candidate does not already have this letter, we will try to assist in obtaining one. Where it is not possible to obtain a letter of professional standing, additional assessments are made via overseas references which requests the referee to provide confirmation of whether any conduct referrals to the local regulatory body had been made in relation to the candidate.

Medical check

Candidates must declare that they are medically fit to work during the registration process.

Childcare Disqualification Questionnaire (primary candidates)

Candidates who wish to work in primary age settings are required to complete a Childcare Disqualification Questionnaire at interview. If any of the answers give us cause for concern, the candidate will be referred to Ofsted to request a waiver. Only once a waiver has been issued will the vetting process continue (if deemed appropriate to do so).

To enhance the security of these checks, we have a dedicated Safeguarding team, who oversee the vetting checks required, which ensures that only trained vetting staff are involved in the process. Candidates must be successfully cleared by our central Safeguarding team prior to commencement of the booking.

Evidence of all documentation and referencing obtained is available on request.