

# Referencing Policy

It is vital that every candidate that registers and works for Axcis Education is fully reference-checked in line with DfE guidelines.

- A minimum of two satisfactory references are required for all candidates that register with Axcis Education. These references must cover at least the last 12 months.
- All work referees must have held a more senior position to the candidate.
- One reference must be from their most recent/current employer.
- At least one reference should confirm working with Children or Vulnerable adults.
- If a candidate is not currently employed in a setting working with children or vulnerable adults, Axcis Education will check with the school, college, agency or local authority at which they were most recently employed to confirm details of their employment and reasons for leaving.
- References obtained from agencies will confirm dates, and wherever possible we will attempt to secure confirmation from the agency that there were no safeguarding concerns for the candidate while in their employment.
- Verbal references taken must be verified by email, fax or post and be returned within 15 days.
- Open references and testimonials are only accepted if verified by Axcis Education to ensure that they are genuine and that the content is satisfactory.
- Axcis Education contacts referees via an official email address to ensure that the references are genuine.
- Character references are obtained if the candidate has not worked for a period of 3 months or more. Such character references must be from someone that has known the candidate over the period of the gap we are covering and must be from an official email address.
- Character references are provided by a professional whose identity and position can be verified and whose relationship to the candidate is clear.
- Any references that are below average/poor are followed up with the referee by a member of Axcis Education's vetting team. A decision will then be made as to whether or not Axcis Education will continue with the recruitment process.
- CVs must go back at least 10 years if applicable, or back to the candidate's education years if they do not have a 10 year work history yet. All gaps are evidenced via a statement from the candidate, or 10 year chronological history.
- Any anomalies on the CV are acted upon and notes made on the candidate's file.

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- Axcis Education offers copies of candidates' references upon request by clients, as required by the conduct regulations.
- Regular feedback is obtained for candidates in long term positions. Feedback on those booked out on daily supply is sought by the consultant after the completion of the placement. Feedback is noted on the candidate's file.
- Candidates in long term positions with Axcis Education will have a CPD reference requested from the school at which they work.
- If a candidate previously registered with Axcis Education has had a gap in employment with the agency of three months or more then Axcis Education will request a reference to cover that time period. If there is a gap in employment with Axcis of six months or more then the candidate will be required to undergo the full registration and vetting process again in order to undertake further work with Axcis Education.

*Axcis Education reserves the right to decline applications should satisfactory references be unobtainable.*

This policy is valid from 14th May 2018

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