

# Safer Recruitment Policy

## The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

Axcis Education is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, ongoing training, reviewing and updating of systems, and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake. We recognise the value of a diverse workforce and actively seek to include people from different backgrounds and with different skills and abilities throughout our organisation. Axcis Education is committed to ensuring that the recruitment and selection of all candidates is conducted in a manner that is systematic, efficient, and effective, and that promotes equality of opportunity. We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document complies with the principles set out in our Equal Opportunities, Recruitment and Child Protection Policies, and our Complaints Procedure, all of which are available on request.

All applicants are exempt from the Rehabilitation of Offenders Act 1974 and therefore all will be required to declare spent and unspent convictions, cautions and bind – overs that are not protected under the filtering guidance. All applicants must have a Disclosure & Barring Service Enhanced Certificate.

We are committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Client schools are fully informed before making any decision about a candidate.

Axcis Education is fully committed to our duty of referral to the DBS when a worker is dismissed or removed from working with children and / or vulnerable adults because they have harmed or intended to harm a child or vulnerable adult.

Axcis Education works closely with schools, LADOs and police to ensure that complaints of a child protection nature are handled fairly and appropriately. Similarly, any incidence of serious professional misconduct will be reported to the NCTL/ EWC.

Axcis Education will ensure that staff undertaking recruitment have completed a Level 2 safeguarding course. Axcis staff will also implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. We keep and maintain a single central record of recruitment and vetting checks in line with DfE policies and can provide copies of this Safer Recruitment Policy and all other relevant policy documents on request.

The following criteria are verified and investigated for all candidates working for Axcis Education. Only original or certified documents are acceptable:

- An up-to-date CV and application form. Candidates must account for any gaps or discrepancies in their employment history. Applicants are made aware that providing false information is an offence and could result in their application being rejected, or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

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- Two satisfactory references, one of which will be from the current or most recent employer. The relationship of the candidate to the referee must be clearly stated. Any original testimonial must be checked and verbal references followed up by written references within 15 days.
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006.
- The candidate's right to work is obtained and copies taken including visa status with dates and any official Home Office correspondence as required.
- Photo ID and proof of address are seen and copies taken.
- A barred list check (formally known as a List 99 check) on current and any previous names (e.g. maiden names) and marriage or change of name documentation as required. These are updated every 6 months.
- A satisfactory current Enhanced DBS clearance with barred list information through Axcis Education, or another source where a candidate has subscribed to the DBS Update Service, where an online check will be carried out to ensure the DBS certificate is current and up-to-date (for full details see our DBS policy).
- Overseas candidates – or anyone who has worked abroad for 6 months or more in the last five years – must provide an overseas police check and in some cases where this is not possible a letter of good conduct will be obtained.
- Verification of the candidate's medical fitness.
- Verification of qualifications, including a NARIC comparison as required and completion of Induction as part of obtaining full QTS.
- Verification of registration with any required professional bodies e.g. DfE, SET and EWC.
- Verification that teachers are not subject to a prohibition order issued by the Secretary of State through the Employer Access Online service.
- In accordance with the Childcare Act 2006 and the Childcare (Disqualification) regulations 2009, all candidates must declare in writing that they have read the relevant DfE guidance regarding disqualification, and that they are not disqualified on any grounds as set out in the DfE guidance.

Notes are kept of the interview and any queries followed up. A profile is written and details are added to the database. Vetting is completed by the administrative team and copies of all documents are taken and a candidate photograph taken at interview.

All files go through a 2-tier checking process before a candidate is cleared for work.

Candidate vetting is regularly updated and all information is scanned and kept on file including barred checks and registration with professional bodies. Candidates are kept informed when there are updates to safeguarding guidance.

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## All candidates are fully inducted before working for Axcis Education, which includes:

- ▶ A full face-to-face interview by a trained member of the Axcis team.
- ▶ A safeguarding assessment for which candidates must achieve a minimum score of 80% in order to be offered work by Axcis Education, unless they already hold a L2 Safeguarding certificate.
- ▶ Briefing on the following Axcis policies and procedures: Child Protection, Safer Recruitment, Equal Opportunities, Agency Workers Regulations, Payroll, Timesheets and Remuneration, Holiday Pay, Reporting of Sickness or Absence, Expected Conduct on Axcis Education Assignments and Notice and Termination of Employment.
- ▶ Confirmation that they have read and understood part 1 of the Keeping Children Safe in Education policy.

## Suitability

Once a candidate is placed in a school feedback is sought on the first day to ascertain suitability for the role. If negative feedback is received on a candidate, or if the school feels the candidate is not suitable for that particular role, the consultant will discuss if any training needs have been identified (if relevant.) Feedback is discussed with the candidate and if any training is required then the consultant will discuss available options. Equally, if the candidate feels the school is not suitable for them then the reasons for this are discussed between the candidate and the consultant and any relevant information is relayed to the client.

Vetting Document: All schools are sent a summary of the vetting checks which are carried out on Axcis Education candidates when a placement is confirmed. An example of the Vetting Document is available on request.

This policy is valid from 10th May 2018

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