

# Referencing Policy

## Introduction

This Policy applies to all contractors who work for Axcis Education. It should be read in conjunction with the Safer Recruitment Policy and the Recruitment and Selection Policy.

## Statement of Intent

Axcis Education is committed to safeguarding and promoting the welfare of vulnerable people and expects all staff, contractors 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 by the roles they undertake.

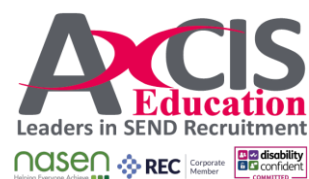
## Procedures

It is vital that every contractor 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 contractors that register with Axcis Education. These references must cover at least the last 12 months. If a contractor is supplied to a CCS framework school the references will cover the last 2 years.
- All work referees must have held a more senior position to the contractor.
- One reference must be from their most recent/current employer.
- At least one reference should confirm working with children or vulnerable adults.
- If a contractor is not currently employed in a setting working with children or vulnerable adults, Axcis Education will check with the school, college, unit, 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 contractor while in their employment.
- Verbal references taken must be verified by email, fax or post and be returned within 19 days.

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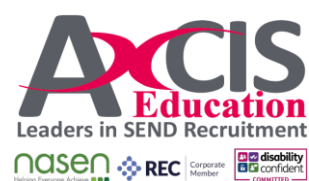
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- Open references and testimonials are only accepted if verified by Axcis Education to ensure that they are genuine and that the content is satisfactory.
- Axcis Education contacts referees via an official email address to ensure that the references are genuine.
- Character references are obtained if the contractor has not worked for a period of 3 months or more. Such character references must be from someone that has known the contractor 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 contractor 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 cover at least 10 years if applicable, or back to the contractor's education years if they do not have a 10 year work history. All gaps are evidenced via a statement from the contractor, or 10 year chronological history.
- Any anomalies on the CV are acted upon and notes made on the contractor's file.
- Axcis Education offers copies of contractors' references upon request by clients, as required by the conduct regulations.
- Regular feedback is obtained for contractors 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 contractor's file.
- Contractors in long term positions with Axcis Education will have a CPD reference requested from the school/college/unit at which they work.
- If a contractor 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 period of time. If there is a gap in employment with Axcis Education of twelve months or more, then the contractor 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.*

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## Communicating this Policy

This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	020 7580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	<a href="mailto:martin@axcis.co.uk">martin@axcis.co.uk</a> <a href="mailto:sara@axcis.co.uk">sara@axcis.co.uk</a>	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 16<sup>th</sup> January 2023

Revision date: Annually

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