

# Safer Recruitment Policy

## Introduction

The safe recruitment of staff in to schools/units is the first step to safeguarding and promoting the welfare of vulnerable people in education and care settings.

This policy applies to all staff and contractors and should be read in conjunction with the Child Protection Policy; the Safeguarding Adults Policy; the Equal Opportunities, Diversity and Inclusion Policy and the Recruitment and Selection Policy, the Children Act 1989 and 2004 and the guidance given by the Government in the report “Safeguarding Children and Safer Recruitment in Education” and the Care Act 2014.

## 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. Axcis Education recognise the value of a diverse workforce and actively seeks 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 contractors is conducted in a manner that is systematic, efficient and effective and that promotes equality of opportunity.

## Procedures

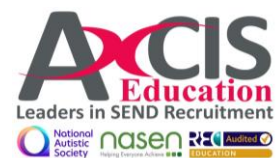
Axcis Education will uphold it’s obligations under law and national collective agreements, to not discriminate against contractors for employment on the grounds of age, gender, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document complies with the principles set out in our Equal Opportunities, Diversity and Inclusion Policy, Child Protection Policy, Safeguarding Adults Policy, the Recruitment and Selection Policy and our Complaints Procedure, all of which are available on request.

All contractors 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 contractors must have a Disclosure & Barring Service Enhanced Certificate.

Axcis Education is 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/units are fully informed before making any decision about a contractor.

**[axcis.co.uk](http://axcis.co.uk)**

Axcis and Axcis Education are trading names of OR Education Ltd  
Registered in England No. 4489036. Registered office: 4th Floor, 167 Fleet Street, London, EC4A 2EA



# Safer Recruitment Policy

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/units, LADOs and police to ensure that complaints of a vulnerable persons nature are handled fairly and appropriately. Similarly, any incidence of serious professional misconduct will be reported to the NCTL/ EWC.

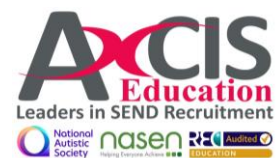
Axcis Education will ensure that staff undertaking recruitment have completed a Level 2 safeguarding course. Axcis Education staff will also implement robust recruitment procedures and checks for appointing contractors and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with vulnerable people, or who is disqualified from working with children or vulnerable adults, or does not have the suitable skills and experience for the intended role. Axcis Education 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 contractors and volunteers working for Axcis Education. Only original or certified documents are acceptable:

- An up-to-date CV and application form. Contractors must account for any gaps or discrepancies in their employment history. Contractors are made aware that providing false information is an offence and could result in their application being rejected, or summary dismissal if the contractor has been selected, and possible referral to the police and other professional regulatory bodies.
- Two satisfactory references, one of which must be from the current or most recent employer. The relationship of the contractor to the referee must be clearly stated. Any original testimonial must be checked and verbal references followed up by written references within 19 days.
- Verification of the contractor's identity in line with the requirements of the Immigration, Asylum and Nationality Act 2006.
- The contractor'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) is carried out on current and any previous names (e.g. maiden name). These are then updated every 6 months.
- A current Enhanced DBS certificate with barred list information. The certificate may be requested through Axcis Education or alternatively through another source, provided that the contractor has subscribed to the DBS Update Service. An online check will be conducted

**axcis.co.uk**

Axcis and Axcis Education are trading names of OR Education Ltd  
Registered in England No. 4489036. Registered office: 4th Floor, 167 Fleet Street, London, EC4A 2EA



# Safer Recruitment Policy

to check the Update Service and that the DBS is still current and up to date: for full details see our DBS policy.

- Overseas contractors – or anyone who has worked abroad for 6 months or more in the last five years – must provide an overseas police check. In cases where this is not possible a letter of good conduct will be obtained.
- Verification of the contractor'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 contractors 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 contractor photograph taken at interview.

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

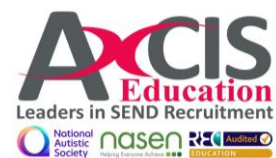
Contractor vetting is regularly updated and all information is scanned and kept on file including barred checks and registration with professional bodies. Contractors are kept informed when there are updates to safeguarding guidance.

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

- A full face-to-face interview by a trained member of the Axcis Education team.
- A safeguarding assessment for which contractors 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 Education 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.

**axcis.co.uk**

Axcis and Axcis Education are trading names of OR Education Ltd  
Registered in England No. 4489036. Registered office: 4th Floor, 167 Fleet Street, London, EC4A 2EA



# Safer Recruitment Policy

**Suitability:** Once a contractor is placed in a school/unit, feedback is sought on the first day to ascertain suitability for the role. If negative feedback is received on a contractor, or if the school/unit feels the contractor is not suitable for that particular role, the consultant will discuss these issues with the individual concerned. If any training needs have been identified, the consultant will also discuss available options. Equally, if the contractor feels the school is not suitable for them, the reasons for this are discussed between the contractor and the consultant and any relevant information is relayed to the client.

**Vetting Document:** When a placement is confirmed, a Vetting Document is sent to the school/unit. This document provides a summary of the results of the aforementioned checks made on the contractor concerned. A copy of this document is available upon request. Copies of documents held on a candidate's file are also available for the client on request.

## 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                       |
| Louise Clifford | 0117 373 6127  | HR & Training Manager                         |
| Sara Wills      | 0207 580 2956  | HR & Training Director                        |
| E-mails         | <a href="mailto:louiseC@axcis.co.uk">louiseC@axcis.co.uk</a><br><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: 29<sup>th</sup> July 2020

Revision date: Annually

**axcis.co.uk**

Axcis and Axcis Education are trading names of OR Education Ltd  
Registered in England No. 4489036. Registered office: 4th Floor, 167 Fleet Street, London, EC4A 2EA

