

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. We adhere to all DfE policies and DBS guidelines.

Axcis 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 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 down in our Equal Opportunities, Recruitment and Retention 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, and have an Enhanced Criminal Records Disclosure or 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 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 requirements 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. 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 the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.
- Two satisfactory references, one of which will be from the former or most recent employer. A minimum of 2 years' employment will be covered and all referees must have held a post senior to the candidate. 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.
- Passport and visa status with dates and any official Home Office correspondence as required.
- Photo ID and proof of address are seen and copies taken.

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- 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.
- 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 overseas for three months or more in the last five years - must provide an Overseas Police Check.
- 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.

Candidates are telephone vetted and informed of all of the above on invitation to a face-to-face interview by a trained interviewer.

Notes are kept of the interview and any queries followed up. A profile is written and details added to the database.

Vetting is completed by the admin team who take copies of all documents and also take a candidate photograph.

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.

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

- ▶ A full face-to-face interview by a trained member of the Axcis team.
- ▶ 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 Assignments and Notice and Termination of Employment.
- ▶ Briefing on the use of free facilities (internet, photocopiers and other office machinery) within AXCIS offices for lesson planning
- ▶ An introduction to the National Curriculum of England and Wales

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