



The Recruitment Process and Safeguarding

OES016

Policy Statement

Outstanding Education Solutions Ltd (OES) recruitment and selection procedures aim to ensure that only the most suitable candidates are chosen to join OES as temporary agency workers, and that all applicants receive fair and equitable treatment during the recruitment and selection processes. Safer recruitment is of paramount importance to OES and is acknowledged as our first line of defence in the safeguarding our clients and students, and is essential in the provision of high quality services.

The Policy

This policy is intended to set out the values, principles and policies underpinning OES approach to recruitment and selection. All permanent OES staff involved in the recruitment process must adhere to this policy. Failure to do so could result in disciplinary action.

OES will comply with all relevant legislation applicable to employment law when undertaking the recruitment process. This includes but is not limited to:

The Conduct of Employment Agencies and Employment Businesses Regulations 2003

Employment Rights Act 1996

Employment Relations Act 2008

Working Time Regulations 2003

Maternity and Parental Leave Regulations 1999

Human Rights Act 2000

Equality Act 2010

Data Protection Act 2018

GDPR 2018

Job Advertisement

OES advertises on local radio, job centres, on OES website, job boards, Digital Media and social media. This is to ensure that the organisation benefits from as wide a pool of prospective candidates as possible.

Registration and Documentary Requirements stages

Stage 1

When a candidate seeks to join OES communication is made to discuss what type and volume of work the candidate is requiring, this can be done via email, telephone or face to face. A CV is requested and an interview will be arranged, subject to the individual meeting OES minimum requirements for the role. An email detailing a list of documents that is needed to complete a registration is sent to the candidate. In line with OES Equal Opportunities Policy, all applicants who meet the minimum requirements will be offered an interview

Stage 2

At the interview the candidate will be required to complete OES registration forms and asked to produce the following documentary evidence:

- Evidence of identity – passport / birth certificate / driving licence
- Evidence to support any name changes – marriage or civil partnership certificate / deed poll / decree absolute etc.
- Evidence of right to work in the UK
- If applicable Evidence of Overseas UK NARIC
- If applicable Evidence of Overseas check - Police Clearance
- Evidence of National Insurance Number – NI card / HMRC or Inland Revenue document
- 2 x Fixed Utilities Bills to confirm home address (dated within last 3 months)
- Evidence of Safeguarding and Prevent training and professional qualifications
- Teacher Reference Number – if applicable
- Full CV if not already provided with employment History with no unexplained gaps

- Two professional references (see reference section) if not already provided
- Full 5 Year Address History (for DBS registration)

NB: Applicants who arrive for interview without sufficient documentation we be asked to complete all paperwork possible and then return at a later date to complete their registration.

Interview

- A member of the OES Education Team will conduct all face to face interviews.
- Interviews will take place at the OES office at Mortimer House in a private and secure environment. A registration form is required to be completed.
- At interview, a series of questions will be asked to assess knowledge and experience whilst referring back to the CV that has been provided.
- All original documents need to be produced and verified before the documents are scanned to the candidates personnel records. We ensure via original documentation that the worker has permission to reside and work in the UK in line with the law on preventing illegal working set out in sections 15-25 of the Immigration, Asylum and Nationality Act 2006, and the “Guidance for Employers” issued by the Home Office. Any Overseas checks will be requested.
- All gaps in work history provided on the CV must be explained and all employment disclosed. This work history will be verified by means of references.
- The OES interviewer will discuss OES expectations with the applicant through the ‘New Starter Information Guide’ for agency workers.
- The applicant will be asked to observe best practice in terms of adhering to the limits as set forth in the Working Time Regulations.
- A decision will be made following interview, based on the information obtained throughout the interview process concerning the suitability of the applicant. If OES decides that the applicant has not met their criteria they will be informed in writing and the reasons will be disclosed.

Post Interview Recruitment Procedures

References

In order to satisfy OES recruitment requirements two satisfactory professional references will be obtained prior to starting work. One must be from the present or most recent employer. One reference must be from an employer in the education sector. In exceptional circumstances we may agree to accept one character reference, placement references or University reference if applicable. When obtaining a reference OES seeks to verify the following:

1. That the applicant has worked where they claim to have worked (dates must agree).
2. That the person supplying the reference is more senior than the applicant.
3. That the company is genuine and the reference is verified by a company stamp or letterhead.
4. That there are no adverse comments or poor performance issues.
5. That the referee / establishment would re-employ the applicant and if not an explanation is provided.
6. That the applicant is considered suitable to work with children and/or young people.
7. That there are no ongoing investigations
8. No disciplinary action has been taken against the candidate without explanation.

If the references obtained do not meet the standards set out above OES will be unable to continue with a candidate’s registration.

Qualifications, and Prohibition Checks

- **British trained teachers** are checked against the DfE Employer Access database of teachers holding QTS, and this check is recorded on the candidate's file. This check also includes a Check on any interim prohibition or prohibition orders which may have been imposed, to ensure no teacher with such an order is recruited.
- **EU trained teachers** seeking registration are required to apply to the DfE's NCTL for the award of QTS. We will proceed with the registration of these candidates as qualified teachers on receipt of confirmation of QTS, and an appropriate DfE Employer Access check on prohibition orders.
- **Overseas trained teachers (OTTs)** have their teaching qualifications confirmed directly with the awarding institution. All overseas-trained teachers must hold a teaching qualification equivalent to that of a British PGCE or B.Ed., checked through NARIC (The National Academic Records Information Centre). OTTs are also checked to ensure that they do not breach the 'four year rule' whereby they are able to teach for 4 years as a qualified teacher in the UK, after which time they must hold QTS. OTTs from Australia, New Zealand, Canada and USA may be eligible for the award of QTS; they are encouraged to confirm this on arrival in the UK.
- **Nursery Nurses and Support Staff:** Nursery Nurses are required to present as a mandatory requirement the relevant industry qualification, e.g., CACHE Level 3 Diploma in Child Care and Education, BTEC National Diploma in Children's Care, Learning and Development, or NVQ Level 3 in Children's Care, Learning and Development. Support staff such as Teaching Assistants, Nursery Assistants, and Learning Support Assistants are required to have relevant experience before being accepted for registration.

DBS and Barred List Checks

A condition of registration is that an Enhanced Disclosure with a Children's Barred List check is obtained through the Disclosure and Barring Service. All supporting documentation needs to be completed at time of interview. In accordance with the Rehabilitation of Offenders' Act 1974 - Rehabilitation Act 1974 (Exemptions) (Amendments) Order 1986 candidates are required to disclose any unspent criminal convictions, cautions or reprimands on their registration form. The cost of the DBS registration is £63, which is met by the candidate. This is payable upon registration in full or can be deducted from weekly pay over 3 weeks once agency assignments have been completed. We are able to accept disclosures registered with the DBS Update Service and follow the required procedures for checking their current validity online. We actively encourage applicants to join the DBS Update Service, and provide information about the benefits of doing so and the process of registering – this will be a choice that the candidate makes.

OES has a policy on the Recruitment and Employment of Ex-Offenders which is available upon request. Any DBS disclosures that contain a conviction, caution or reprimand will be subject to an objective assessment which will determine whether the candidate is deemed suitable for the post in question. This also applies should we receive any additional information from the police after submitting a DBS registration.

All candidates are advised to take their police check document with them to all placements, to allow clients to record the details in the school's Single Central Register, normally after producing this once the school would not require it again.

Fitness to Work

If a candidate wishes to work in an education setting they are required to inform OES if they have any health issues or disability relevant to the day to day activities associated with the role. Work in these education environments will not be possible until these requirements are fulfilled.

Acceptance to work for OES under a CFS (Contract for Services) is subject to the following;

- Two satisfactory professional references have been obtained

- A satisfactory Enhanced Disclosure has been received (DBS Barred List and disqualification by association)
- All safeguarding (including Prevent) training courses have been attended and passed
- Applicant's identity, Right to Work, Overseas Checks, Fitness to Work and employment history have been verified.

An OES member of staff will get in touch to advise that the candidate has met the vetting requirements to be placed into assignments.

On-going Compliance

DBS checks on the Update Service will be obtained at least annually, TRN (which includes prohibition from teaching check), will be completed annually. Feedback from schools on candidate performance will be obtained after a 'substantial' amount of work has been undertaken at one educational establishment.

Candidates will be required to update their personal information, DBS disclosure and work history on a regular basis. Right to Work in the UK documentation with a time limit specified is required to be updated on expiry.

Supplying Information to Clients

Once confirmed into a temporary assignment, a 'booking form' is provided to the education establishment where the booking has been made prior to placement. OES will forward confirmation of the recruitment checks completed which can be used to complete the Single Central Record.

Quality Assurance System

These recruitment procedures will be subject to annual company Audits.

Storage of Personal Information

OES are registered with the Information Commissioners Office and abide by GDPR (General Data Protection Regulations 2018) requirements.

All personnel files will be retained either on the secure OES computer database or in a secure place within the office for the period that the candidate is actively working for OES. An electronic file will be maintained on a candidate database and stored in a protected server environment.

Documentation will be retained in accordance with OES Data Retention Policy.