

Pro Education is a specialist education recruitment agency operating in the South and South West of England from local offices. It provides Teachers, Cover Supervisors, Teaching Assistants, Nursery Workers as well as categories of support workers for Schools and Nurseries.

Safeguarding Children must be everybody's responsibility and good safeguarding practice is built into our routine procedures and practices. Nowhere is this more important than in the recruitment and vetting of people who have contact with children. As an Agency that supplies staff to the education sector who have contact with children, we adopt robust recruitment and vetting procedures that minimise the risk of engaging people who might abuse children, or are unsuited to work with them.

Our commitment to our vetting and checking procedures is endorsed by our accreditation to the Quality Standard ISO 9001:2015 and our membership of the Recruitment and Employment Confederation (REC), the governing body for the Recruitment Industry that aims **to raise standards throughout the recruitment industry**. Pro Education is accredited to the REC Audited Education status.

Every candidate who registers with Pro Education is subject on first contact to verbal vetting, to ascertain whether the individual meets the company's minimum requirements. If successful, the candidate is invited to our office for a face to face interview. Consultants are trained to recognise a candidate's skill, experience and competency as well as identify gaps in their employment history on the CV/Application Form. They ask probing questions to satisfy themselves of the reasons for any gaps and seek evidence, where possible, for any period of unemployment (e.g. maternity leave, illness, travel)

During the interview, our Consultants are trained to ensure that they thoroughly probe the candidate to ensure they are satisfied that the candidate is suitable to work with Children, including:-

- ✓ They have a positive attitude towards children
- ✓ Will contribute to the provision of a safe and non-judgmental environment
- ✓ Demonstrate a desire to build healthy relationships with children
- ✓ Cooperate fully and willingly with Pro Education's safer recruitment processes and procedures.
- ✓ Is able to identify that a child may be at risk, and knows the appropriate actions to take if they identify a safeguarding concern

During and after the interview the candidate is subject to a series of checks:

- ✓ Identity and Right to Work in the UK
- ✓ Enhanced DBS with Children's Barred List Check
- ✓ Qualification Checks (Certificates/Teaching Agency)
- ✓ Prohibition/Sanction Checks
- ✓ Employment History / References
- ✓ Fitness to Teach
- ✓ Fluency of English
- ✓ Disqualification under the Childcare Act
- ✓ Safeguarding Training

Confirmation that our checks have been completed will be detailed in our Assignment Details notification, which is used for every assignment. If at any time a candidate is offered to a school prior to all the checks being completed, the client will be consulted and will be asked to confirm in writing any acceptance to engage or interview the candidate. Any engagement of a Candidate who is not fully vetted, will also be detailed in the Assignment Details notification.

Identity and Right to Work in the UK: Every candidate has a face to face interview with a trained consultant, where identity and right to work in the UK is checked. For identity purposes, we ask for photographic ID and proof of UK residency. For the purposes of Right to Work in the UK, candidates must produce documentation in accordance with current Home Office Legislation.

Criminal Record/DBS Checks: Where employment is sought in relation to positions involving working with children or vulnerable adults, those work-seekers are exempt from the Rehabilitation of Offenders Act 1974 and we as such we ask candidates to declare all criminal convictions, both spent and unspent, subject to filtering rules. All convictions or information documented on the DBS Certificate will be disclosed to the client who will be asked to confirm authority to supply in writing.

An Enhanced DBS Check with Children's Barred List Check will be carried out for all candidates seeking work within the Education sector. All DBS Checks are processed through Devon County Council and Pro Education complies with the DBS Code of Practice. Upon registration, we will either carry out an Update Check or arrange a new Enhanced DBS Application. Update Checks or new Enhanced DBS Applications will be carried out annually thereafter, or more frequently if requested by the Client. The results of Update checks are printed and retained on the candidate file. Original DBS Certificates are viewed and a copy retained on the candidate file.

Teachers from Overseas must also have an Overseas Police Check. It's the responsibility of the Teacher to contact the relevant authority to obtain this document. If this cannot be provided, then a Statement / Letter of Good Conduct will be obtained from the Candidate's most recent employer in the country they lived; this should include confirmation, that to the best of their knowledge, the candidate has no criminal convictions and that they know of no reason why the candidate is not safe to work with children. This also applies to a British National who has been living abroad for 6 or more consecutive months in the last 5 years.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of the offences, and Pro Education will fully discuss any criminal record with educational establishments prior to placing a Candidate on an assignment. Any DBS information will be disclosed to the Client in writing. It is a requirement of the School Staffing Regulations 2009 and Further Education Regulations 2006 (detailed within the Safeguarding Children & Safer Recruitment practices in Education guidelines) that a copy of any DBS with information on it is provided to the designated safeguarding representative at a Client Company. Where additional information has been received from the Police regarding a candidate, they will not be placed on an assignment.

Checking of Qualifications: We will check and copy qualification certificates for all candidates. Candidates with QTS Status will have their qualification verified via a Government Employer Access On-line check. Overseas trained teachers will need to provide a UK-ENIC Statement of Comparability. (UK National Information Centre for global qualifications and skills).

Prohibition/Sanction Checks: A Government Employer Access On-line check is made for all candidates to ensure that they are not prohibited from teaching or have any sanctions against them. Teachers who have worked overseas will be asked to provide a letter of professional standing issued by the regulating authority in the country in which they worked..

References: A minimum of two references are obtained for every candidate; these could be from a former employer, teacher/tutor or other professional and these will cover, at least, the 2 year period prior to registration. The focus of one of the references, where possible, will be what the candidate is like as a teacher at the point of registration. If the candidate is not currently employed as a teacher, where possible, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

References may be verbal in the first instance, but will be followed up in writing. We are required to show copies of references to Schools when required, however, if consent has not been obtained from the giver of the referee to do this, the school will be informed via the Assignment Details form. Any Open or Bearer references will be verified. Pro Education operates standard reference documents.

Fitness to Teach Confirmation: During the interview process, every candidate is asked to confirm their medical fitness to teach. If there is any doubt regarding a candidate's health or physical capacity to carry out assignments, we will ask for medical evidence to confirm fitness to teach.

Disqualification under the Childcare Act: During the interview process, every candidate is asked to confirm that they are not disqualified under the Childcare Act.

Safeguarding/Child Protection: Following completion of registration, all candidates must complete Pro Education's own online Safeguarding Programme if they do not have an equivalent certification. This training is renewed annually.

Fluency of English: Pro Education requires a level of fluency sufficient to be able to support pupils to GCSE level. This is assessed at the verbal vetting stage and rejections may happen if the applicant's English is too poor to understand on the telephone. The candidate may be rejected after interview on the same grounds, as ability to cope in the classroom and support pupils is paramount. It is the consultant's responsibility to make the judgement based on the candidate's interview responses.

Identification: All candidates are asked to take valid official identification on every assignment.

Documentation: When copies of documents are sent to the Client, they will be sent via the agreed method to the designated Safeguarding Representative.

Ongoing Suitability: Where a registered candidate has not worked for us for a period of 6 months, we will obtain references for that period and if that's not possible a DBS Update Check and Sanction Check will be carried out. A full re-registration will be carried out if a candidate has not worked for a period of 1 year.

All documentation relating to a Candidate will be kept together in a single file and will be stored in a secure place.