

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 [support workers](#) for Schools and Nurseries.

The work-seekers that we engage must pass [robust vetting](#) procedures before we can consider them for any placement or assignment. This policy sets out our commitment to comply with the highest standards at each stage of the recruitment process. Our processes are [compliant](#) with relevant legislation and the Department for Education's statutory guidance: Keeping Children Safe in Education. We have processes in place whereby we obtain [feedback](#) from our clients once placements are made. The processes and checks we carry out include:-

- ✓ Interview
- ✓ Right to Work in the UK
- ✓ Identity Checks
- ✓ Employment/Education History / References
- ✓ Criminal Records Checks
- ✓ Disqualification under the Childcare Act
- ✓ Letter of Professional Standing
- ✓ Qualification Checks (Certificates/Teaching Agency)
- ✓ Prohibition/Sanction Checks
- ✓ Fitness to Teach
- ✓ Safeguarding Training
- ✓ Referrals
- ✓ Continued Suitability

Interview

Before placing any work seekers on an assignment, Pro Education meets with them [face to face](#) either in person or via video. Before meeting the work seeker, we ask them to forward a copy of their [CV](#) and advise them of the [documentation](#) they are required to provide to us. If the interview is carried out via Video Meeting, we will always meet with candidates in person to view [original documentation](#) where required.

During the interview, a trained consultant will assess the work seekers [suitability](#) for our roles by discussing their previous work history and qualifications. Pro Education uses a template of standard relevant questions to ensure [equality](#) of approach and seek to understand the work-seekers knowledge and understanding of protocols and to assess how they would react to various scenarios.

Provided the outcome of the interview is satisfactory, Pro Education will then carry out Vetting Checks. Confirmation that our checks have been completed will be detailed in our [Assignment Details Notification](#), which is used for every assignment. All documentation relating to a Candidate will be kept together in a [single file](#) and will be stored in a secure place.

Right to Work in the UK:

Pro Education conducts right to work checks on every work seeker we intend to supply to our clients to comply with immigration and equality laws. Pro Education conducts checks in accordance with current legislation and follows Guidance issued by the [Home Office](#).

Identity Checks

In all circumstances, work-seekers must provide official **photographic identification** (for example Driving Licence or Passport) and **proof of address** (for example, utility bill (dated within the last 3 months), Council Tax Bill (dated within last 12 months), bank statement (dated within the last 3 months), government document/letter which includes the work-seekers NI Number (dated in the last 3 months) or Financial Statement, such as Pension Statement (dated in the last 12 months)). This is **in addition** to the Right to Work documents provided.

Employment/Education History & Reference Checks

Pro Education will obtain work history for the previous **10 years or to the last place of education**. Gaps in employment during that period will be fully explored and documented.

In accordance with the Conduct of Employment Agencies and Employment Businesses Regulations and the terms of the Crown Commercial Service (CCS) Framework, we require at least **two references** that must cover at least the previous **two years** of employment.

- One reference must be from the work seekers' most **recent employment**.
- We must have a reference from the most **recent school based** employer where applicable
- References must be from non-family members who give their **consent for the reference to be forwarded** to our clients.
- All references will be **verified** by contacting the referees directly, either by telephone or by e-mail.
- References from other **employment businesses** must, as a minimum, include dates of employment and details of any known safeguarding issues.
- **Open references** will be accepted, provided they include:-
 - the dates the work seeker worked with the referee
 - the role the work-seeker undertook
 - Whether the work seeker is deemed suitable to work with children
 - whether the referee would re-employ the work-seeker and whether the work seeker was subject to any disciplinary action and the circumstances.

Criminal Records Checks

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and using criminal record checks processed through the Disclosure and Barring Service (DBS), Pro Education complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly and not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Pro Education actively promotes **equality** of opportunity for every work-seeker with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. Pro Education select all candidates for interview based on their skills, qualifications and experience.

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 of the offences, and Pro Education will ensure an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Any criminal record will be discussed with educational establishments prior to placing a Candidate on an assignment and 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 and the fact that we have been given additional information will [not be disclosed](#) to the work-seeker.

Failure for a work-seeker to reveal information that is directly relevant to **the** position sought could lead to withdrawal of an offer of employment/assignment and/or removal from our register.

Rehabilitation of Offenders Act Declaration:-

Pro Education will only ask an individual to provide details of convictions and cautions that we are [legally entitled to know about](#) and is committed to the [fair treatment](#) of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. Pro Education has a written policy on the [Recruitment of Ex-offenders](#), which is made available to all work-seekers at the start of the recruitment process.

Disclosure and Barring Service and Update Service checks

Pro Education requires all our work seekers to have an [Enhanced Disclosure and Barring Service \(DBS\) check which includes a check on the Children's Barred List](#). We view and take a copy of the original DBS certificate and, with consent from the work seeker, carry out a status check on the DBS Update Service. We record details of the check and the date the check is undertaken on the work seeker's file. If the Update Service check states that there is new information or the certificate is no longer valid, we will require the work seeker to [apply for a new DBS certificate](#) before proceeding with their registration. When reviewing a work seeker's DBS certificate, Pro Education will check that the certificate is for [Child Workforce](#) only and status checks on the Update Service will only be for Child Workforce.

If a work seeker wishes to register with Pro Education and they are not already on the Update Service, a [new DBS check](#) will be required, and we would encourage the work seeker to subscribe to the Update Service. If they do not subscribe to the [Update Service](#), we will require a new DBS check to be undertaken at least once a year.

Pro Education will undertake repeat status checks on the Update Service [at least once a year](#), or more often if required by our clients, but no more than four times a year. We always obtain the work seeker's consent to undertake a status check.

If the DBS check shows details of a conviction or caution, in line with the Rehabilitation of Offenders Act 2014, we must email a copy of the DBS to the school to the [designated safeguarding representative](#).

Overseas Police Checks

All work seekers who have lived and worked in a [single overseas](#) country for [more than six months](#) in the last [five years](#) must provide an [overseas police check](#). It's the responsibility of the Work-Seeker 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. If we are unable to obtain a police check or statement of good conduct, we will not proceed with the registration.

Disqualification Checks

In order for Pro Education to comply with our obligations under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) Extended Entitlement (Amendment) Regulations 2018, we must carry out appropriate checks to ensure that work seekers are not [disqualified from teaching](#). Work-seekers will be asked to sign a declaration if they are seeking work within '[relevant childcare roles](#)', such as:

- Providing any care for a child up to and including reception age.
- Working in childcare provided by a school outside of the normal school day for children who are above reception age but who have not attained the age of 8, and includes before-school settings, such as breakfast clubs, and after school provision.
- staff directly concerned with the management early years childcare or childcare in nursery, primary or secondary school settings

Checking of Qualifications:

Where the client, legislation or any professional body requires the work seeker to have a particular [qualification or authorisation](#) to work in the position offered, we will obtain [copies](#) of the original qualifications and/or authorisations and these will be available to our clients [upon request](#).

Candidates with Qualified Teacher Status will have their qualification verified via the [Teacher Regulation Authority](#) or we will confirm a valid membership with the Society for Education and Training for those with QTLS Status. [Overseas](#) trained teachers will need to provide a UK-ENIC [Statement of Comparability](#). (UK National Information Centre for global qualifications and skills).

Sanction Checks

Pro Education will undertake checks for all work-seekers via the Teacher Regulation Authority to ensure there are no [prohibitions, restrictions or sanctions](#) imposed against the work seeker. For teachers with QTS Status, we will retain a screen print on the teacher's file as a record of these checks.

For all non-QTS Status work-seekers a record of this check will be noted on the work seeker's file. If a prohibition or restriction is imposed, we will retain a screen print.

For work seekers seeking teaching roles, that have lived or worked overseas, Pro Education will request sight of a [letter of professional standing](#) issued by the professional regulatory authority where the individual worked. This check is completed to confirm the work seekers suitability for the role in line with our obligations under the Conduct Regulations.

Where the letter cannot be obtained and all reasonably practicable steps have been taken to obtain it, Pro Education will request the work seeker to provide an alternative document which confirms their suitability for the role. This may be a [letter of good standing](#) from the head teacher in the school that they worked in or additional professional references. In such a case where the letter of professional standing cannot be obtained, we may also refer to the Teacher Regulation Authority Country Evidence table for guidance on what other document/s might confirm suitability. Pro Education will then inform the client of the [steps taken](#) to comply with the suitability requirements which are set out in Regulation 22 of the Conduct Regulations.

Fitness to teach

To ensure compliance with the Education (Health Standards) (England) Regulations 2002, Pro Education will ask all work seekers to advise us of any [health or disability issues](#) that they believe are relevant to the role and which make it difficult for them to carry out functions that are essential to the role.

If a declaration is made, with consent from the work seeker, we will obtain confirmation from the work seeker's doctor that the work seeker is fit to teach. If we are unable to obtain this confirmation we will not proceed with the registration.

If a teacher has been retired on [medical grounds by the Department of Education](#) after 1 April 1997, the teacher will not be able to teach as they have been considered medically unfit. However, if the retirement was before 1 April 1997, the teacher may be able to work if they can evidence that they have the health and physical capacity to teach. This can be achieved by obtaining confirmation, in writing, from a GP. In these instances, they can only work a maximum of 2.5 days per week.

Safeguarding Training

We require all work-seekers in the education to complete appropriate safeguarding and child protection training on an [annual basis](#). Evidence of this will be retained on their file.

Referrals

Pro Education as an employment business has a [legal requirement](#) under the Safeguarding Vulnerable Groups Act 2006 to refer information to the [DBS](#) about individuals who have either [harmed, or placed at risk of harm](#), a child or vulnerable adult.

Where Pro Education supplies or introduces a work seeker to a client, and the client subsequently removes the work seeker from carrying out 'regulated activity' because the client believes that the person has engaged in 'relevant conduct' or the 'harm test' is satisfied, Pro Education [must provide information to the DBS](#) about this matter. Additionally, if Pro Education decides to [withdraw our services](#) from the work seeker because we believe that the work seeker engaged in 'relevant conduct' or that the 'harm test' is satisfied, we must provide information to the DBS about this.

Continued Suitability

In order to ensure that all work seekers registered with Pro Education meet safeguarding and suitability requirements on an [ongoing basis](#), at least once a year we will conduct status and Teacher Regulation Authority checks (subject to any shorter period imposed by a client).

Where a work seeker has not worked with us for a period of three to six months, we will conduct status and Teacher Regulation Authority/Education Workforce Council checks and obtain an additional reference/s to cover the period in question.

Where a work-seeker has not worked with us for over six months the registration process will be repeated in full.