

Safeguarding

Keeping Children Safe

Safeguarding and Safer Recruitment

Link Education are committed to safeguarding and have a strict **Safeguarding Policy**. We are committed to the welfare of children and young people.

The requirements that are set out in the DfE document Keeping Children Safe in Education are fully incorporated in Link Educations recruitment policy.

We complete the following vetting procedures:

- A face to face registration interview with every single applicant
- Identity checks in line with the DBS regulations
- Proof of Qualifications/Teaching Agency Checks
- Enhanced DBS Check
- Overseas Police check (if applicable)
- List 99 check
- Disqualification Declaration completed annually
- Proof of National Insurance Number
- Confirmation of eligibility to work in the UK
- A minimum of 2 references
- Medical Check – confirmation that each candidate is medically fit to work in an education setting
- Full employment history check – including covering any gaps or discrepancies





Recording the checks

Schools are required to keep a record of the following people:

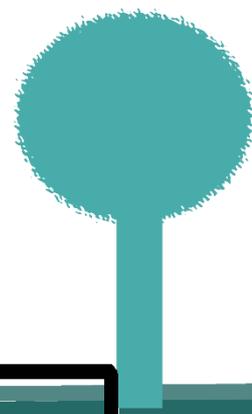
- All of the staff that have been employed to work in the school
- All of the supply staff that have been employed to the school
- All the people that have been chosen by the school to work in regular contact with the children.

When supply staff are provided to a school through Link Education, the school will be given a written confirmation certifying that all of the required checks have taken place.

The school does not need to carry out the checks (except where information is contained within the DBS Disclosure), but must keep a record on their Single Central Record (SCR) whether they have received confirmation of the relevant checks by the agency.

The SCR must indicate whether or not the following checks have taken place, along with the completion date and the name of the person who carried out the check:

- Identity
- Barred List
- DBS Enhanced Disclosure
- Qualifications
- Right to work in the UK
- Further overseas checks where appropriate
- Disqualification Declaration completed



How we help

Link Education ensure the vetting and clearance status of all of our candidates through a comprehensive checking process and help school meet their safeguarding obligations for supply staff by making easy to verify identity and record checks on SCR.

Link do the checks

You can be confident that we will carry out all of the correct checks on every one of our teachers, regardless of the length of the assignment they are undertaking.

Link Education take the vetting and checking process very seriously and can ensure you that we invest very heavily in this area.

We provide the evidence

With every booking confirmation, Link Education will email all of the relevant vetting information as well as a photograph of the selected candidate, so that they can easily identify the person who arrives against their original photo ID.



Disclosure and Barring Service (DBS)



DBS Enhanced Disclosures are required for:

- All staff appointed since March 2002 who have not had continuity of service and who have regular or unsupervised access to children
- All staff appointed since May 2006
- All supply staff

Pending Disclosures

- Schools have discretion to allow an individual to begin work pending receipt of a DBS Enhanced Disclosure, including supply staff
- In these cases, schools should ensure all other checks are complete, including Barred List

DBS Enhanced Disclosures for Supply Staff

- Schools must obtain written confirmation from the relevant supply agency that all appropriate checks have been undertaken
- The written notification must confirm that the relevant DBS Disclosure has been applied for, whether or not the completed Disclosure has been received.
- Schools have discretion to allow an individual to begin work pending receipt of a DBS Enhanced Disclosure.
- If the Disclosure has not yet been received by the agency, the school must require the agency to notify it of the content as soon as the Disclosure has been received.

Update Service

- The 'DBS Update Service' can be used to check the validity of disclosures issued after 17th June 2013. With permission Link Education can do status checks on staff.

Re-Checks

- Agencies should obtain a fresh Enhanced DBS Disclosure every three years, or earlier if the worker has a break in service for three months or more, or if there is a concern about the person's suitability to work with children.

Overseas Workers

- Must have a current police check from their country of origin
- Must have a UK DBS Enhanced Disclosure



References and Previous Employment History

Link Education seek at least two relevant references for all workers:

- Open references and testimonials are not acceptable, unless the signatory is able to confirm the content.
- References should be directly relevant to the role applied for and provide a clear, objective picture of the suitability of the individual for the role
- The identity and role of referees should be verified.
- Any gaps in employment must be explored and accounted for

Qualifications

Schools and agencies must verify that candidates have the qualifications legally required for the job.

These can include:

- Certificate or diploma (original or certified copy verified directly with the awarding institution or via the Teaching Agency Employer Access Service)
- Qualified teacher status (QTS), and induction certificate
- Equivalence of Overseas Trained Teacher (OTT) qualifications checked via UK NARIC





Teacher Standards and Behaviour and Behaviour and Discipline Policies

Every school is required by law to have statutory policies, as outlined by the Department for Education's 'Statutory policies for schools' *last updated in September 2014*.

One of these policies is a child protection (or safeguarding) policy, explaining how it safeguards pupils by providing a safe and secure environment to minimise the risk of harm to pupils.

Schools must also have a policy on behaviour which includes an outline of the role and responsibilities of staff.

Teachers are advised to ask each school for a copy of these policies or look on the schools website for this material prior to arriving. This is to make them to be prepared and also understand the ethos of each school.

The policy and procedures should be read in conjunction with the relevant sections of the Local Authority's Safeguarding Children Procedures. The policies should also reflect the requirements of Working Together to Safeguard Children March 2010.

The policy will contain information on key personnel, rules and responsibilities and procedures.

Schools must also have a policy on behaviour which includes an outline of the role and responsibilities of staff.

Teachers are advised to ask each school for a copy of these policies or look on the schools website for this material prior to arriving. It is good to be prepared and also understand the ethos of each school.

PDF copies of the Department for Education's Keeping Children Safe in Education, April 2014 and Behaviour and Discipline in School, February 2014 are on our website for information.

