



Gray Agency Ltd t/a Gray & Associates Recruitment Services (GA)
Recruitment and Selection Policy

Aim - To set out the minimum requirements of a recruitment process that will:

- Attract and select the best possible applicants for vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly

Recruitment and Selection Procedures

At Gray Agency Ltd (GA), we are vigilant in our recruitment procedures. We follow this procedure every time we recruit a new supply staff worker.

Advertising

- We use the GA website to advertise vacancies and sometimes other websites.
- All our adverts include a 'recruitment and selection policy statement' which gives details of our equal opportunities policy and safe recruitment procedures. For example " Gray Agency Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are subject to a satisfactory enhanced check by the Disclosure and Barring Service and at least two independent references."

Interviews/Registration

Candidates will:

- Complete a Registration Form
 - Candidates will be required to complete a registration form.
 - To declare, via the registration form, that they are medically fit to undertake the role of supply worker.

- Candidates will be required to declare, via the registration form, whether they have any disability that requires reasonable adjustment in order for them to attend an interview or take up a role.
- Candidates will always be required:
 - to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information available
 - to declare any information that is likely to appear on a DBS (Disclosure and Barring Service) disclosure
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people
- All teachers attend a face to face interview prior to placement by a qualified/experienced Interviewer.
- Candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of childcare
- GA staff must complete the interview notes sheet, recording any relevant information.

Employment checks

Successful candidates will be offered the position as a supply worker subject to:

References

Receipt of at least two references from previous employment or in the case of a newly qualified supply worker, their tutor and a personal or professional reference. These references will be taken up before employment commences.

- Referees will be sought directly from the referee.
- References or testimonials provided by the candidate will never be accepted.
- Referees will always be asked specific questions about:
 - the candidates suitability for working with children and young people
 - any disciplinary warnings that relate to the safeguarding of children
 - the candidates suitability for the new post

DBS and Barred List

- An enhanced DBS check prior to starting work (Enhanced DBS checks and processing will be carried out by GA staff) following registration
- Consultants will view and copy original documentation.
- The Barred list must be checked and clear
- If a GA staff member has a query about a disclosure, they must discuss with their Manager/safeguarding officer immediately. Where there is disclosed information, the client must receive a copy of the DBS certificate before the supply worker begins any placement

- Portability is not accepted in GA. Any supply workers who are not subscribed to the update service must have a new DBS check processed via GA. **NB:** It is the responsibility of the candidate to arrange subscription to the update service, as this cannot be done by GA.
- Supply workers will not have **unsupervised** access to any children before the DBS check comes back and a decision is made about that person's suitability
- Should any information come to light after a worker is placed, GA should remove the supply worker from placement and follow the GA Suitability policy. No further placements should be provided until a discussion has taken place with GA
- For safeguarding issues, GA safeguarding policies and procedures must be followed

PROHIBITION CHECKS

Prohibition is not barring (used to be list 99). Prohibition is outside the remit of DBS and must be completed alongside all the other checks. Prohibition checks must be made on **EVERYONE** we seek to place in a school/educational establishment. There are no exemptions.

When you log on these are the areas that must be checked:

TEACHERS

Enter their QTS number and date of birth. Check their induction status and dates.

FOR QUALIFIED TEACHERS, NON QTS AND ALL OTHER STAFF:

There are five links on the righthand side all of which must be checked for **ALL** staff.

- [Teachers who have failed induction or probation](#)
- [General Teaching Council for England \(GTCE\) sanctions](#)
- [Teachers and others prohibited from the profession](#)
- [Teachers sanctioned in other EEA member states](#)
- [Section 128 barring directions](#)

Section 128 is generally for management roles.

You must keep a record of when these checks have been made. This should be recorded in Job Diva and an event raised to recheck the candidates details every 6 months.

Qualifications

- All qualifications will be checked against actual certificates and copies taken for personnel files, prior to any placement in a school. Copies will be signed and dated by the candidate and GA member of staff to verify authenticity
- Where originals are not available a letter confirming the qualification from the training provider or a notarised copy will be accepted.
- All supply teachers must be registered with NCTL in order to work in a school. GA staff must ensure that they acquire the individual TRA number

during the registration process. For successful candidates, a report must then be printed off and placed in the individual file. In no circumstances must a teacher be placed if they do not have a live registration. A reminder is placed in JobDiva to ensure the NCTL is checked every 6 months.

- Any supply worker that wishes to be a teacher and has completed qualifications overseas, must be registered with the NCTL in order to be placed.
- GA will supply schools with a Vetting form to show that all checks have been carried out prior to placement.

Candidates who have worked overseas

For candidates who have worked overseas, they may require an overseas police check, as it is likely that information will not be made available in a DBS check. Obtaining certificates of good contact from relevant embassies or police forces may be necessary. GA staff should also ask the candidate for additional referees, so that further checks can be made prior to placement. If a candidate is unable to provide an overseas police check then they must not be placed until all extended procedures have been followed

Identification

All teachers are required to provide three forms of ID. One of which must be from group A and one must contain a photograph and two items from either group A or C which must show a teachers current address.

Acceptable ID Documents

- A** Valid passport and Visa/permission to work
UK Driving licence – photo (if passport not provided)
Birth Certificate
EU Identity Card
 - B** If the teacher has changed names through either deed poll or marriage documents in support of this will be required.
 - C** P45/60 statement
Bank or Building Society *
Utility bill*
Mortgage/insurance statement*
Addressed payslip*
Correspondence from government department ie benefits agency, the employment service, the inland revenue*
- Dated within the last three months

Copies of identification documents provided will be copied, countersigned by the interviewer and the client and stored in JobDiva.

Medical Declaration

Candidates will be required to declare, via the registration form, that they are medically fit to undertake the role of supply worker.

Candidates will be required to declare, via the registration form, whether they have any disability that requires reasonable adjustment in order for them to attend an interview or take up a role

Permission to Work

To ensure compliance with the Asylum and Immigration Act 1996 teachers must present acceptable documentation as evidence there is no restriction on the candidate taking the roles on offer. See Appendix 1 for a list of suitable documentation. The consultant will check any:

- Photographic ID to ensure that they are satisfied that it is genuine and consistent with the appearance of the teacher.
- The dates of birth listed are consistent and supported by a National Insurance Number
- The expiry dates of passports and visa are valid and monitoring systems are in place to signal the pending expiry of key documentation
- United Kingdom Government stamps or endorsements to see if the work seeker is able to do the type of work we are offering
- Any name changes are supported by the appropriate documentation

Induction

- For all supply workers, a candidate document is provided detailing expectations and policies and procedures regarding safeguarding are discussed and provided.
- All supply workers are given access to GA staff via mobile telephone number and e-mail, should they require any help or support.
- As required supply workers will have access to a mentor and may be monitored for quality purposes whilst on assignment. Any further training and development needs will be identified and support offered.
- Newly Qualified Teachers are solely responsible for recording and managing their sessions during their induction year.

Continued Suitability

Checks will be carried on a regular basis by GA to ensure continued suitability:

- Feedback forms are available to clients who wish to comment on a supply workers performance. Regular weekly calls are also made to ensure fit and continued suitability
- For regular supply workers – DBS updates and the barred list will be checked every 12 weeks for new information, NCTL on a bi-annual basis.
- A non-contact procedure is in place for those supply staff who have not responded to availability texts or phone calls

Information that comes to light after placement

Should information come to light after the teacher has been placed, we will in the first instance speak with the teacher, if this is appropriate. We may then terminate our contract with the teacher or discuss findings with the client in order to obtain their agreement to continue with the placement.

Appendix 1 Permission to work checks

- 1 A passport showing that the holder, or a person named in the passport, is a British citizen or a citizen of the United Kingdom and having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man

nor Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

13. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.