

Recruitment and Selection Policy

Protocol Education recruit a wide range of educational teaching and support staff to work in schools across England and Wales.

Our recruitment policy complies with the statutory guidance 'Keeping Children Safe in Education' as well as other relevant supporting legislation and guidance. The company also follows the REC Code of Practice for the education recruitment sector and is a holder of the REC Audited in Education Kitemark.

Protocol Education place adverts for vacancies with the guidance of schools and organisations. These include details of the skills, experience, qualifications and behaviours required for the role. All adverts are posted with the information below:

All applicants will require the appropriate qualifications and training for this role. Please see the FAQ's on the Protocol Education website for further details.

Protocol Education is committed to safeguarding and promoting the welfare of children. We undertake safeguarding checks on all workers in accordance with DfE statutory guidance 'Keeping Children Safe in Education' this may also include an online search as part of our due diligence on shortlisted applicants.

We offer all our registered candidates FREE child protection and prevent duty training. All candidates must undertake or have undertaken a valid enhanced Disclosure and Barring Service (DBS) check. Full assistance provided.

It is at this point the applicants will be shortlisted by Protocol Education and a 'pre-vet' call will take place to assess the applicant's suitability for the role/other suitable roles we may have available.

Once the pre-vet call has taken place, the applicant will either be given feedback on why we will not be inviting them for a registration interview at this stage or invited to the next stage of the process when the following checks are conducted:

Interview

A detailed interview is conducted on all educators. Interviews are conducted face-to-face by our consultants according to strict standardised guidelines to ensure equality of opportunity and comparability of information about each of our educators.

Questions raised include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role, and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.
- Specific safeguarding questions e.g. A safeguarding scenario and asking how they would act upon it and the steps they would take and why.

Criminal background check

We ensure that an Enhanced DBS Disclosure check or DBS Update Service check is completed through the Disclosure and Barring Service for all educators undertaking regulated activity with children. Where relevant, this check will be completed through Protocol Education directly.

Educators with Child and Adult Enhanced DBS checks or equivalent registration with the Update Service will only be accepted if the educator is undertaking pre-agreed regulated activity placements with adults.

Annual status checks are conducted for all educators registered with the DBS Update Service. Those not registered with the Update Service will be required to undertake an annual new Enhanced DBS check through Protocol Education.

Children's Barred List checks are completed as part of the enhanced DBS check at the educator's registration phase. The Children's Barred list is checked again every 3* to 12 months by means of an Update Service check. If an educator is not registered with the Update Service, a new Enhanced DBS check would be required.

*If an Educator has a 3 month gap working with children then an Update Service check or new Enhanced DBS application would be required.

All educators sign a Rehabilitation of Offenders Act Statement.

Educators who have lived outside the UK for periods of 6 months or more in the last 5 years are also required to provide us with criminal clearance from any relevant country.

If the Educator has taught abroad or qualified as a teacher abroad, they will be required to produce a Letter of Professional Standing from the regulating authority in the country (or countries) in which the educator has worked/qualified

All educators working with children under eight are required to complete a Childcare Disqualification Declaration form as part of the registration process. Educators with any relevant offences will not be permitted to register to work with children under eight unless there are in possession of an Ofsted Waiver.

Protocol Education share information noted on an Educator's disclosure certificate with clients, as required by the DBS and KCSIE.

Protocol Education complete an online search as part of our due diligence on agency workers. This may help identify and incidents or issues that have happened, and are publicly available online, which we may want to explore further with the educator.

Reference checks

We request references from all employers in the last 2 years, the total references must amount to 24 months. These references are taken directly from the referee and should be written unless taken directly from a school. A minimum of 10 years career history must be taken for all educators prior to working and all career gaps must be fully investigated (see reference policy for full details on references). All educators must provide a CV which provides a full career history. Protocol Education will:

- not accept open references e.g. to whom it may concern
- not rely on applicants to obtain their reference
- ensure any references are from the educator's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- always verify any information with the person who provided the reference
- ensure electronic references originate from a legitimate source
- contact referees to clarify content where information is vague or insufficient information is provided
- compare the information on the CV and registration form with that in the reference and take up any discrepancies with the educator
- establish the reason for the educator leaving their current or most recent post, and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

Identity check

We verify the identity of each educator against official documents identified in the approved Group 1 DBS identity documents (such as passport, UK Birth certificate issued within 12 months of date of birth or UK Driving Licence). We are aware of the potential for individuals changing their name and will check the name on their birth certificate, where this is available. In addition referees are asked to confirm the identity of the educator shown on a photograph (taken during registration) when a reference request is sent.

Permission to work in the UK check

All educators must provide proof that they have legal permission to work in the UK via an original in date passport or other acceptable proofs as outlined the Home Office document 'An employer's guide to right to work checks'.

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Qualification

As part of the registration process, we require sight a copy of the teaching qualification certificates. All UK teaching qualifications are verified via the Teaching Regulation Agency (TRA).

Checks are made on all staff carrying out teaching work to ascertain if any prohibition orders or sanctions are in place.

Health check

A medical declaration is completed and signed by the educator to verify the candidate's mental and physical fitness to carry out their work responsibilities.

Policy review

The Head of Vetting will keep Protocol Education's Recruitment Policy under annual review and/or if there have been any relevant legislative changes.