



VISION TEACHING

RECRUITMENT AND VETTING POLICY

AIMS AND OBJECTIVES

Vision Teaching aims to provide the best quality candidates for your recruitment needs by a thorough interviewing, vetting and compliance procedure. Vision Teaching are committed to the safeguarding and welfare of children. We do everything within our means to help provide a safe environment for your students and staff.

Our compliance and vetting procedures take into account information and guidance from, but not limited to:

- The Department for Education (DfE) Keeping Children Safe in Education
- The Recruitment and Employment Confederation (REC) – Audited Education Standards
- The Disclosure and Barring Service (DBS)
- The UK Visa and Immigration Service
- The Conduct Regulations 2003

VETTING PROCESS

All candidates seeking work through Vision Teaching will be interviewed and vetted following the procedures set out below. Our Compliance team are continually trained to understand each requirement of the process and to knowledgeably examine all evidence provided. The procedure is as follows:

1. An initial phone call to ascertain suitability of skills and experience.
2. A face-to-face registration meeting, in which candidate's will:
 - Provide original documentation to be copied and verified
 - receive information on the core standards and professional expectations of Vision Teaching
 - be subject to a thorough interview to ensure suitability for the position sought
3. A "Vision Teaching ID card" is issued to those who satisfy all suitability requirements. Candidates are to present this card to the client school on arrival to an assignment.
4. When an assignment is booked, the client will receive written confirmation from Vision Teaching, that includes the following information:
 - Candidate's name
 - Specialism
 - Digital photograph of the candidate - taken during the face-to-face interview.
 - Vision Teaching "Candidate Vetting Checklist"

"CANDIDATE VETTING CHECKLIST"

Each candidate that satisfies the required suitability and competency checks will be issued with a "Vetting Checklist" by a Senior Member of the Compliance team. The Vetting Checklist shows the documentation which was provided during the registration process, who verified this information and on what date. The candidate's checklist is amended each time a document is updated on their file, for example a more recent DBS certificate. The checklist includes the following information on a candidate:

Full Name	Date of Birth	National Insurance	Photo ID Provided
Qualification Held	TRA Prohibition Check	Number Date of Induction / QTS	Teacher Reference Number
DBS Issue Date	DBS Registered Body	DBS Reference Number	Child Barred List

DBS certificate will be attached. Vision Teaching carry out a written risk assessment on all previous convictions and will only continue to work with candidates who are assessed as "low risk". For every booking confirmed, your consultant will email you the assigned "Candidate Vetting Checklist". If you require a copy of any "Candidate Vetting Checklist" at any time it can always be requested from your consultant or from our Compliance and HR Director Sarah Pugh.



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EVIDENCE REQUIRED

For a candidate to satisfy Vision Teaching's vetting and compliance requirements, they must provide originals of the following documentation prior to engaging in any assignments for the company:

1. A full copy of the candidate's CV (preferably electronic), containing their entire work history.
2. A completed and signed Vision Teaching Registration form, which includes declarations on health, disability and criminal background
3. An enhanced Disclosure and Barring Service (DBS) certificate which is either registered on the Update Service or issued through Vision Teaching in the last 12 months.

NOTES:

- Vision Teaching accepts enhanced DBS certificates issued through other registered bodies as long as they are registered for the update service. Which will be checked annually.
- In lieu of a DBS registered on the update service, candidates are required to hold a Vision Teaching issued DBS which is within a year from issue date. These will be updated annually.

4. All applicants who have had a substantial gap in UK residence within the last 5 years will need to provide a police clearance from the relevant country(s), issued no more than three months from their departure date in the UK.

5. Two satisfactory employment references.

- One of which must be child care / education based.
- One of which must be from their most recent employer.

NOTE: All open references require verification of source.

6. A copy of all qualification certificates relevant to the position sought.

NOTES:

- Support staff may not require specific qualifications but will require at least three weeks experience in a child care/ education setting.
- If a candidate does not have their original qualification certificate, the awarding institute is contacted to confirm the qualification.

7. Teacher Reference Number for all teachers who are UK trained or internationally trained and have achieved QTS. This number will be used to complete a Prohibition check on the Teaching Regulations Agency.

8. Photo identification – Passport or Driving Licence

9. Change of name papers where applicable.

10. Proof of National Insurance number.

11. Proof of the right to work in the UK.

12. A current proof of address using documentation approved by the Disclosure and Barring Service.

13. Signed "Vision Teaching Temporary Worker Terms and Conditions", detailing generic conditions of being engaged by Vision Teaching.

At application, the candidate's profile will be checked against:

1. The Child Barred List
2. UK Visa and Immigration Department for right to work in the UK.
3. Teaching Regulations Agency register of prohibited teachers in the UK

COMPETENCY CHECKS

All candidates are subject to a stringent interview process. The initial stage takes place over the phone when an applicant's CV is received. All Vision Teaching internal staff are trained to ascertain candidate's experiences and qualifications required for the position sought. If a candidate is considered proficient they will be invited to attend a face-to-face interview. The candidate will be asked questions regarding their personal specification, experience and skill sets.

All candidates are required to:

1. Demonstrate a level of English sufficient to be able to support students through to GCSE level.
2. Show a positive attitude to safeguarding and the protection of children.
3. Agree to Vision Teaching's "Supply Teaching Guidelines" to meet our professional standards.

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ID CARDS

Candidates who have satisfied all suitability and competency checks will be issued with an ID card. All schools have the right to request the ID card from any Vision Teaching worker at any time.



UPDATING CANDIDATES PROFILES

To ensure continued safeguarding and up to date compliance, all candidates' profiles will be updated per the following:

- | | |
|--|-----------|
| 1. DBS Update Service Status Check | Annually |
| 2. UK Visa and Immigration "Right to Work" | On Expiry |
| 3. NTCL Prohibition Check | Annually |

Vision Teaching's compliance team will be in contact with candidates throughout the registration process. They log frequent correspondence and profile information to provide accurate information on each candidate and the positions most suitable for their experience.

DATA PROTECTION

Vision Teaching provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. When we process personal data, we must do so in accordance with data protection laws. For more information please refer to the Vision Teaching Data Protection and Information Security Policy and Procedure.

SUMMARY

Vision Teaching continually reviews our vetting procedures to ensure we are leaders in our field when it comes to the safeguarding and the protection of children. This enables us to provide our clients with the best quality of candidates for all requirements.

Should you have any suggestions or comments you would like to discuss please contact our Compliance and HR Director, Sarah Pugh, using the information detailed below.

CONTACT

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