



Recruitment, Selection and Vetting Policy

REVIEWED: **September 2024**
DATE OF NEXT REVIEW : **September 2025**

The first step in our recruitment process is to discuss the candidate's work history and the reason why they want to work with children. Following this we will send out an online application form and ID software. Once these are completed, we will arrange a face- to- face interview on Zoom.

Agency Workers are transient and so our checks will be on-going and we will re-check DBS Update Service and EWC register if there is a gap in employment of more than 90 days. If the gap is over 180 days, we will re-check DBS Update Service, Education Workforce Council register. If the gap is over 180 days, we will re-check DBS Update Service, Education Workforce Council register and also undertake further references.

Summary of the Checks undertaken

Type of Check	Frequency
CV, this to cover last 10 years or back to school showing reasons for leaving.	Once at registration.
DBS and update service checks.	Annually or if there is a gap in employment of over 90 days.
Children's Barred List.	Annually or as required by the client.
The Rehabilitation of the Offenders Act Statement.	Once at registration.



Proof of address.	When undertaking a new Enhanced DBS.
Permission to work in the UK.	Once at registration and before expiration
ID Verification	Once at registration and if a new Enhanced DBS is required.
References (last two years).	Once at registration or if there is a gap in service of more than 180 days.
Fitness to work.	At registration, if there is a gap in service of more than 90 days or where required.
Overseas Police checks (if Agency Worker has been in any one country for more than three months in the last five years).	At registration or where there has been a gap in service and the candidate has been overseas in any one country for more than three months.
Qualifications	Once at registration or where required.
Registration with professional bodies i.e. Teacher Regulation Agency or EWC (Wales) to include checks on any prohibitions).	Once at registration, if there is a gap in employment of over 90 days or where required.