

## Recruitment, Selection and Vetting Policy

Reeson Education is London's premier teaching recruitment agency.

Established in 2006 by experienced teachers, education professionals and recruitment specialists we have built our business and reputation on our core values of honesty, integrity, and excellence.

Reeson Education is an employment business supplying temporary and permanent workers to work within the education sector. The candidates that we engage must pass thorough and robust vetting procedures before we can consider them for any placement or assignment with our clients and this policy sets out our commitment to comply with the highest standards at each stage of the recruitment process.

### Safer Recruitment and Selection

Reeson Education is committed to safeguarding and promoting the welfare of children and vulnerable adults. Our processes are compliant with relevant legislation and the Department for Education's statutory guidance: **Keeping Children Safe in Education (KCSIE)**. We ensure our temporary workers remain compliant throughout their time with Reeson Education by undertaking the checks set out in this policy and have processes in place whereby we request feedback from our clients once placements are made.

Each of our registered candidates are taken through the following steps to ensure that ALL teachers and support staff placed through Reeson Education are fully qualified and cleared to the highest standards.

- ✓ All candidates are interviewed face to face, either via video link or in person, by a trained and professional Reeson Education consultant.
- ✓ Full CV History is obtained and discussed, including roles outside of teaching and any breaks in employment.
- ✓ Right to work checks are conducted on every candidate to comply with immigration requirements, recruitment industry legislation and to ensure we guard against the risk of supplying a person who is not permitted to work, to a client. All checks are carried out in line with best practice and equality law. We will conduct one of the following checks to establish a candidate's right to work:
  - a digital identity verification check through an Identity Service Provider (IDSP), or
  - a manual document check, or
  - an online check using the Home Office Online, or
  - Employers checking service.
- ✓ Candidate's identity is verified by sighting, via video link, two original documents, one to confirm their identity and one to confirm their address. The type of documents that we accept are a valid driving licence, passport, utility bill, bank statement, government document/letter which includes the candidate's national insurance number.
- ✓ In accordance with Regulation 22 of the Conduct of Employment Agencies and Employment Business Regulations 2003, a minimum of two comprehensive references are obtained and verified directly with the referees. One reference will be from the current or most recent employer, if this is not related to working with children, a further reference that is will be sought (where the candidate has previously carried out such work). References must, as a minimum, include dates of employment and details of any safeguarding issues, if they are known.
- ✓ All candidates read part 1 of the Department for Education's statutory guidance Keeping Children Safe in Education.
- ✓ Child Protection Policy, Equal Opportunity Declaration and Code of Practice are agreed to and signed off during the registration process.

## Vetting

### ✓ Rehabilitation of Ex-Offenders Act Declaration

All candidates are required to complete our Rehabilitation of Offenders Act Declaration and as required for regulated sectors, disclose all spent and unspent convictions, subject to the filtering rules.

Where a candidate discloses any convictions or cautions, we will ensure the school is aware of the conviction(s) and/or caution(s) to allow them to conduct their own risk assessment and determine their assessment of a candidate's suitability for the role, in accordance with their policy on ex-offenders.

### ✓ Disclosure and Barring Service and Update Service checks

All candidates are required to have an enhanced Disclosure and Barring Service (DBS) check which includes a check on the Children's Barred List, where appropriate/required.

We sight and take a copy of the original DBS certificate, via video link and, with consent from the candidate, carry out a status check on the DBS Update Service. We record details of the check and the date the check is undertaken on the candidate's file. If the Update Service check states that there is new information, we will require the candidate to apply for a new DBS certificate.

If a candidate's enhanced DBS is not already subscribed to the Update Service, a new DBS check will be required, and we will encourage the candidate to subscribe to the Update Service. If they do not subscribe to the Update Service, we will require a new DBS check to be undertaken at least once a year. More frequent checks may be required in certain circumstances, such as a significant break in work through Reeson Education, or if required by a school/client, or if we receive information about a candidate that requires us to carry out additional checks.

Reeson Education will undertake repeat status checks on the Update Service at least once a year, or more often if required by our clients or a significant break in work through Reeson Education, but no more than four times a year. We always obtain the candidate's consent to undertake a status check.

If the DBS check shows details of a conviction(s) and/or caution(s), in line with The School Staffing (England) Regulations 2009, we will email a copy of the DBS to the school.

Following the decision of the Department for Education to remove access to the stand-alone Barred List checking system for employment businesses from 1 April 2021, we cannot conduct this standalone check, and we will not place any candidates in a role without a full enhanced DBS check being completed. This check includes a Barred List check where required.

When reviewing a candidate's DBS certificate, Reeson Education will check that the certificate is for the Child Workforce only and status checks on the Update Service will only be for the Child Workforce. Unless the positions being applied for involves regulated activity with both children and adults in accordance with the definition of Regulated activity contained in the Safeguarding Vulnerable Groups Act 2006.

The definition of 'work with adults', as set out in the Police Act 1997 (Criminal Records) Regulations is narrower than the definition of 'work with children' and refers to providing personal care to the adult. It is, therefore, not always the case that we will be entitled to view information relating to the adult barred lists. If there is any uncertainty as to whether a particular role is eligible for a criminal record check, we can use the [DBS eligibility tool](#) and, if necessary, obtain guidance from the DBS.

If a particular role is not eligible for an enhanced check against both the child and adult barred lists, we must not proceed with the check and if the candidate has an existing DBS certificate covering both the child and adult workforces, we will require them to undertake a new DBS for the child workforce only.

#### ✓ Overseas Police Checks

All candidates who have lived and worked in a single overseas country for six months or more in the last five years must provide an overseas police check. This will be done in accordance with the [Government Guidance](#) particular to each country. Anything else a candidate provides will not be accepted.

If the candidate is unable to provide a police check from the relevant country (for example, if the relevant country does not provide police checks), Reeson Education may accept a reference of good conduct from the candidate's previous employer within the relevant country. We would require the statement to include confirmation that, to the best of their knowledge, the candidate has no criminal convictions and that they know of no reason why the candidate should not work with children.

If we are unable to obtain a police check or a statement of good conduct, we will advise the school that we have been unable to obtain these and the reasons why in order for the school to advise us of any further checks they may require or carry out a risk assessment based on the information we have been able to obtain.

#### ✓ Letter of Professional Standing

For candidates seeking teaching roles, who have worked overseas, Reeson Education will request sight of a letter of professional standing issued by the professional regulatory authority in the country/countries where the candidate worked. This check is completed to confirm the candidate's suitability for the role in line with Reeson Education's obligations under the Conduct Regulations. We will obtain details of the Regulated bodies in the EU/EEA and Switzerland via the [Regulated Professions database](#) or for any other part of the world from the [UK Centre for Professional Qualification \(UKCPQ\)](#).

Where the letter cannot be obtained and all reasonably practicable steps have been taken to obtain it, Reeson Education will request that the candidate provide an alternative document which confirms their suitability for the role. This may be a letter of good standing from the head teacher in the school that they worked in or additional professional references. In such a case where the letter of professional standing cannot be obtained, Reeson Education may also refer to the Teacher Regulation Authority [Country evidence table](#) for guidance on what other document/s might confirm suitability.

#### ✓ Online/Social Media Checks

Reeson Education may conduct an online search of a shortlisted candidate as part of our due diligence checks, should this form part of a client school's recruitment policy. We will take into account any specific checks that form part of the school's own online checks policy or procedure.

#### ✓ Qualifications

Where the client, legislation or any professional body requires the candidate to have a particular qualification or authorisation to work in the position offered by the client, we will obtain copies of original qualifications and authorisations, and these will be available to our clients upon request.

Where the qualification is from overseas Reeson Education will request sight of a check completed by [UK ENIC](#) the UK National Information Centre for the recognition and evaluation of international qualifications and skills.

#### ✓ Teacher Regulation Agency

Reeson Education will undertake checks via the Teacher Regulation Authority (TRA), to check a teacher's UK qualified teacher status to ensure that qualification certificates are genuine and that there are no prohibitions or sanctions imposed against the candidate. We will retain a screen print on the teacher's file as a record of these checks.

#### ✓ Fitness to Teach

To ensure compliance with the Education (Health Standards) (England) Regulations 2002, Reeson Education will ask all candidates to advise us of any health or disability issues that they believe are

relevant to the role and which make it difficult for them to carry out functions that are essential to the role.

If a declaration is made, we may request the candidate seeks confirmation, in writing, from their doctor that they are fit to teach.

If a teacher has been retired on medical grounds by the Department of Education after 1 April 1997 and is currently in receipt of ill health pension or total Incapacity benefit, the teacher will not be able to teach as they have been considered medically unfit. However, if the retirement was before 1 April 1997, the teacher may be able to work if they can evidence that they have the health and physical capacity to teach. This can be achieved by obtaining confirmation, in writing, from a GP. In these instances, they can only work a maximum of 2.5 days per week.

### ✓ Disqualification

In order for Reeson Education to comply with our obligations under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) Extended Entitlement (Amendment) Regulations 2018, we carry out appropriate checks to ensure that candidates are not disqualified from teaching. Under the rules, individuals can either be disqualified from carrying out work with children in their own right, or disqualified by association because they live with somebody, or have somebody working in their home, who is disqualified.

#### Disqualification by Association Checks

Changes to the disqualification rules were introduced in 2018 and since then, disqualification by association only applies to those who work in childcare in a domestic setting, such as in a childminder's home (previously it applied in schools and non-domestic settings such as nurseries).

#### Disqualification Checks

Disqualification checks are required for all candidates who are seeking work which involves 'relevant childcare roles', such as:

- provision of early years childcare
- later years childcare in nursery, primary or secondary school settings
- staff directly concerned with the management of the above.

For candidates who do not work in these 'relevant childcare roles', we will not conduct disqualification checks. For example, staff who do the following are not covered:

- only provide education, childcare or supervised activity during school hours to children above reception age; or
- only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and
- are not involved in the management of relevant provision.

### ✓ Other Checks

In order to ensure that all candidates registered with Reeson Education meet the safeguarding and suitability requirements on an ongoing basis, at least once a year we will conduct DBS Update Service status and Teacher Regulation Authority checks (subject to any shorter period imposed by a client).

We have processes in place whereby we seek to obtain feedback from our clients in regards to our candidates.

Where a candidate has not worked with us for a period of three months, we will conduct DBS Update Service status and Teacher Regulation Authority checks.

Where a candidate has not worked with us for a period of six months, we will conduct DBS Update Service status and Teacher Regulation Authority checks and obtain an additional reference/s to cover the period in question.

Where a work-seeker has not worked with us for over twelve months the registration process will be repeated.

## Referrals

Reeson Education as an employment business is a 'personnel supplier' and has a legal requirement under the **Safeguarding Vulnerable Groups Act 2006** to refer information to the DBS about individuals who have either harmed, or placed at risk of harm, a child or vulnerable adult.

Where Reeson Education supplies or introduces a candidate to a client, and the client subsequently removes the candidate from carrying out 'regulated activity' because the client believes that the person has engaged in 'relevant conduct' or the 'harm test' is satisfied, Reeson Education must provide information to the DBS about this matter. Additionally, if Reeson Education decides to withdraw our services from the candidate because we believe that the candidate engaged in 'relevant conduct' or that the 'harm test' is satisfied, we must provide information to the DBS about this.

'Relevant conduct' is defined as:

- Conduct which endangers a child or vulnerable adult or is likely to endanger a child or vulnerable adult,
- Conduct which, if repeated against a child or vulnerable adult would endanger or would be likely to endanger him,
- Conduct involving sexual material relating to children (including possession of such material),
- Conduct involving sexually explicit images depicting violence against human beings,
- Conduct of a sexual nature involving a child or vulnerable adult.

Reeson Education has a duty to refer information to the DBS if the 'harm test' is satisfied, i.e. if Reeson Education thinks that that the person may:

- Harm a child or vulnerable adult,
- Cause a child or vulnerable adult to be harmed,
- Put a child or vulnerable adult at risk of harm,
- Attempt to harm a child or vulnerable adult,
- Incite another to harm a child or vulnerable adult.

To ensure compliance with the DBS referral rules, we have processes in place to ensure that all staff are aware of the legal duty to make a DBS referral where necessary and know the process for doing so.

## Recruitment of Ex-Offenders Policy Statement

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order and using criminal record checks processed through the Disclosure and Barring Service (DBS), Reeson Education complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.

Reeson Education undertakes not to unfairly discriminate against any subject of a criminal record check on the basis of a conviction or other information revealed.

Reeson Education can only ask an individual to provide details of convictions and cautions that Reeson Education are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended), and where appropriate (Police Act Regulations as amended).

Reeson Education can only ask an individual about convictions and cautions that are not protected.



Reeson Education is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Reeson Education has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Reeson Education actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records.

Reeson Education selects all candidates for interview based on their skills, qualifications and experience.

Reeson Education ensures that all staff of Reeson Education who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Reeson Education also ensures that they have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Reeson Education ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment/assignment.

Reeson Education makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Reeson Education undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## Equal Opportunities & Diversity

Reeson Education embraces diversity and aims to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief. We will expand the media in which we recruit in order to ensure that we have a diverse employee and candidate base. We will also strive to ensure that our clients meet their own diversity targets.

Reeson Education will not discriminate unlawfully when deciding which candidate is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Reeson Education will ensure that each candidate is assessed in accordance with the candidate's merits, qualifications and ability to perform the relevant duties for the role.

## Complaints

Reeson Education is committed to providing a high level service to our customers. If you do not receive satisfaction from us, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact Lauren Hanrahan, Sales Director by phone 020 3841 0777 in the first instance so that we can try to resolve your complaint informally.

At this stage, if you are not satisfied, please contact Gareth Reece, Company Director. You can write to him at: 26-28 Hammersmith Grove, Hammersmith, London, W6 7HA.

## Customer Service

Reeson Education is a member of the Recruitment and Employment Confederation (REC) and adheres to their Code of Professional Practice. We strive to provide the best possible service to our clients and candidates at all times and welcome comments and suggestions on how we can improve our services.

Our customer service policy is based upon the 'three Cs' of Courtesy, Communication and Consistency:



## Courtesy

All recruitment consultants will be trained in customer service standards; will exhibit customer friendly service skills; and be knowledgeable, professional and courteous in meeting the needs of our customers.

## Communication

Staff will return all phone calls and emails received from clients and registered candidates and applications in respect of specific vacancies within agreed timescales. Where we are unable to meet this agreement, we will inform you of this as soon as possible and agree a new deadline.

## Consistency

As part of our commitment to upholding professional standards, we will review our policies annually to ensure that they continue to meet business needs and the Recruitment and Employment Confederation's Code of Professional Practice; and that they are consistently applied to all our customers.

## Access to Information

We comply fully with the provisions of the Data Protection Act 1998 and the General Data Protection Regulations (GDPR). Any personal or confidential information held on a client or candidate is fully accessible to that person or body for review or editing by contacting the Data Protection Officer.

**Our full policies for all of the above are available upon request at any time. For this information, or to view our full list of company policies, please contact Ben Lewis, our Director of Operations on 020 3841 0777 at any time.**