

The logo for Supply Today, featuring the text "Supply Today" in a blue font inside a blue-bordered box with a small icon below it.

Safer Recruitment Policy

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. We adhere to all DfE policies. Supply Today is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, ongoing training, reviewing and updating of systems and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

We recognise the value of and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. Supply Today is committed to ensuring that the recruitment and selection of all candidates is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document complies with the principles set down in our Equal Opportunities, Recruitment and Retention, Child Protection Policies and our Complaints Procedure, all of which are available on request.

All applicants are exempt from the Rehabilitation of Offenders Act 1974 and therefore all will be required to declare spent and unspent convictions, cautions and bind-over's, and have an Enhanced Criminal Records Disclosure or a Disclosure & Barring Service Enhanced Certificate. We are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Client schools are fully informed before making any decision about a candidate.

We implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. We keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements and can provide copies of this Safer Recruitment and all other relevant policy documents on request. The following employment documents will be seen and checks will be undertaken as part of a face-to-face interview. Only original or certified documents are acceptable.

- An up to date CV and application form. Candidates to account for any gaps or discrepancies in their employment history. Applicants are made aware that providing false information is an offence and

could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g.: the Teaching Agency)

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer. A minimum of 2 years' employment will be covered and all referees must have held a post senior to the candidate and seen the candidate working with children or young people. The relationship of the candidate to referee must be clearly stated. Any original testimonial must be checked and verbal working with children or young people. The relationship of the candidate to referee must be clearly stated. Any original testimonial must be checked and verbal references followed up by written within 15 days.
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006.
- Passport and visa status with dates and any official Home Office letter as required.
- 2 forms of both photo and address ID are required.
- A barred list check (formally known as a List 99 check) on current and any previous names (e.g. maiden names) and marriage or change of name documentation as required.
- A satisfactory current Enhanced DBS clearance with barred list information through Supply Today Education, or another source where a candidate has subscribed to the DBS Update Service, where an online check will be carried out to ensure the DBS certificate is current and up-to-date (for full details see our DBS policy).
- Overseas candidates or anyone who has worked overseas in the last 2 years must also provide an Overseas Police Check.
- Verification of the candidate's medical fitness.
- Verification of qualifications, including a NARIC comparison as required.
- Verification of registration with any required professional bodies e.g. DfE, IfL and HCPC
- Verification teachers are not subject to a prohibition order issued by the Secretary of State, through the Employer Access Online service.
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999).
- Candidate vetting is regularly updated and all information is scanned and kept on file.
- Candidates are telephone vetted and informed of all of the above on invitation to a face-to-face interview by a trained interviewer. Notes are kept of the interview and any queries followed up. A profile is written and details added to database. Induction includes: This candidate has been fully interviewed face-to-face, by a trained member of the Supply Today team. They have been fully inducted into our working procedures and been given guidance on the following topics: Child Protection, Safer Recruitment, Equal Opportunities, Agency Workers Regulations, Payroll, timesheets and remuneration, Holiday Pay, Reporting of Sickness or Absence, Expected conduct on SUPPLY TODAY

assignments, Termination by any party, Use of free facilities (Internet, Photocopiers and other office machinery) within SUPPLY TODAY offices for lesson planning, Introduction to the National Curriculum of England and Wales Any gaps of employment within their work history have been discussed at length and character/personal references requested if applicable.

- Vetting is completed by the Admin team who take copies of all documents and also take a candidate photograph.
- All files go through a 2 tier checking process before a candidate is cleared for work. Vetting Documentation: is sent to client schools when any candidate is placed or prior to placement if there are any areas open to discretion of the client. An example of the Vetting Document is available on request.