

Recruitment, Selection & Vetting Policy

1. Introduction

Your Sport Solutions (YSS) is a recruitment agency that occasionally supplies temporary staff to work within the education sector. All candidates we engage are required to complete robust vetting procedures before we are able to consider them for any placement or assignment with our clients. This policy sets out our commitment to comply with the highest standards at each stage of the recruitment process.

Our processes are compliant with relevant legislation and the Department for Education's statutory guidance: Keeping Children Safe in Education. We ensure our candidates remain compliant throughout their time with YSS by undertaking the checks set out in this policy.

We have processes in place whereby we obtain feedback from our clients once placements are made.

2. Recruitment and Selection

Interviews

Before any candidates are placed, YSS will conduct interviews with them either face to face or via video call. Potential candidates are advised on all documentation they are required to bring with them to interviews or forward beforehand.

YSS have a standardised interview process which assesses each candidate's suitability for the role. Previous employment history and qualifications are discussed as well as how the candidate would react in specific scenarios relevant to the role.

Following a successful interview, YSS will start the pre-employment checks.

Right to work checks

All YSS candidates and permanent employees undergo right to work checks. Where a right to work check is conducted using the government's online service, there is no requirement to see the documentation listed in the section below.

Physical right to work checks

YSS follow the Home Office's guidance for physical document checks. The three step process is listed below:

Step one:

Candidate's original documents are reviewed. Candidates must provide us with either one document from List A of the Home Office right to work checklist or any of the documents or combination of documents from List B of the checklist. We

only accept original documents. Photocopies or electronic scans are not acceptable.

Step two:

For each document we complete the following checks:

- check any photographs are consistent with the appearance of the candidate;
 - check any dates of birth listed are consistent across documents and that we are satisfied that these correspond with the appearance of the candidate;
 - check that the expiry date for permission to be in the UK has not passed;
 - check that the documents are valid and genuine, have not been tampered with and belong to the holder;
- and
- if given two documents which have different names, we ask for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree absolute, a deed poll or a statutory declaration.

Step three:

We make a copy of the relevant page/s of the document which will be scanned to a secure email account and stored in a secure folder.

If the candidate has provided us with a passport we will scan the following: any page with the document expiry date, the holder's nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating that the holder has an entitlement to enter or remain in the UK and undertake the work in question.

For all other documents, we scan the document in full, including both sides of a Biometric Residence Permit.

Any copied of documents will be stored securely for the duration of the candidate carrying our work for us and for two years afterwards. All copies will then be destroyed.

Online right to work checks

YSS follow the Home Office's guidance for online right to work checks. The three step process is listed below:

Step one:

We use the Home Office online right to work checking service in respect of an

individual and will only employ the person, if the online check confirms they are entitled to do the work in question.

Step two:

We satisfy ourselves that any photograph on the online right to work check is of the individual presenting themselves for work;

and

Step three:

We retain a clear copy of the response electronically provided by the online right to work check and store in line with our data storage policy.

ID checks and proof of address

In addition to the above right to work documents, we also require the work seeker to provide us with two documents to confirm their identity and proof of address. The type of documents that we accept are: driving licence, utility bill, bank statement, government document/letter which includes the candidate's national insurance number.

Copies of documents will be taken and noted with the date the documents were checked. Copies will be kept securely for in line with our data storage policy.

References

In accordance with Regulation 22 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (and the terms of the Crown Commercial Service (CCS) Framework), we require (at least) two references that must cover the previous two years of employment for all work seekers. One reference must be from the candidate's most recent employer. References must be from non-family members who give their consent for the reference to be forwarded to our clients.

We will verify all references by contacting the referees directly, either by telephone or email.

3. Vetting

Disclosure and Barring Service checks

YSS requires all our candidates to have an enhanced Disclosure and Barring Service (DBS) check which includes a check on the Children's Barred List.

We view and take a copy of the original DBS certificate 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 work seeker to apply for a new DBS certificate before proceeding with their registration. If a candidate wishes to register with YSS and they are not already on the Update Service, a new DBS check will be required, and we would encourage the candidate to subscribe to the Update Service.

YSS will undertake repeat status checks on the Update Service at least once a year, or more often if required by our clients, 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 or caution, in line with the Rehabilitation of Offenders Act 2014, we must email a copy of the DBS to the school.

Overseas Police Checks

All work seekers who have lived and worked in a single overseas country for more than six months in the last five years must provide an overseas police check.

If the work seeker is unable to provide a police check from the relevant country (for example, if the relevant country does not provide police checks), YSS may accept a statement 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 not proceed with the registration of the candidate.

Qualifications

Prior to candidates being registered, copies of relevant qualifications will be obtained and stored electronically.

Under the Education (School Teacher's Qualifications) (England) Regulations 2003, work seekers being supplied into a teaching position must be qualified to teach. In addition to checking the qualifications, we will also check the teacher's qualified teacher status via the Teacher Regulation Agency online portal.

Fitness to teach

To ensure compliance with the [Education \(Health Standards\) \(England\) Regulations 2002](#), YSS 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, with consent from the candidate, we will obtain confirmation from the candidate's doctor that the work seeker is fit to teach. If we are unable to obtain this confirmation we will not proceed with the registration.

If a teacher has been retired on medical grounds by the Department of Education after 1 April 1997, 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. This requirement only applies in England.

Disqualification

In order for YSS to comply with our obligations we must 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.

4. Other Checks

Continued suitability

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

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

Where a candidate has not worked with us for over six months the registration process will be repeated in full.