

Responsible Reliable Recruitment
Recruitment Specialists to the Teaching Profession

Introduction

Responsible Reliable Recruitment Ltd. acts as an Employment Business (finding candidates temporary work for which they are paid for the days worked) and as an Employment Agency (making permanent placements) under the terms of the Employment Agencies Act 1973 and its subsequent regulations.

Responsible Reliable Recruitment Ltd. is committed to education and the development of pupils. It regards its core business as supporting its client schools in raising achievement for all by providing high quality staff.

In order to achieve this goal it is essential that the recruitment, selection and placement of staff is subject to rigorous standards.

Responsible Reliable Recruitment Ltd. is committed to equality and the safeguarding of children in its recruitment practices and strives to ensure that all legislative measures in these respects are fully met.

As a corporate member of the Recruitment and Employment Confederation (REC) the Company adheres to the REC 'Code of Professional Practice'.

The following information affirms the Company's commitment to equality and safeguarding and sets out the Company's recruitment, selection and placement procedures.

Equality and diversity

Responsible Reliable Recruitment Ltd. is committed to diversity and will promote diversity for all workers and applicants. Responsible Reliable Recruitment Ltd. will treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the Equality Act 2010 (the Act) which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We will not discriminate on the grounds of an individual's membership or non-membership of a Trade Union.

Responsible Reliable Recruitment Ltd. will not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Responsible Reliable Recruitment Ltd. 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.

Safeguarding

As a specialist Recruitment Company, in all instances the Client will be a school or organisation whose primary business is to work with children and young people under the age of 18.

While the vast majority of people who work with children have the best motives for doing so, it is an unfortunate fact that there is a small minority who may not hold suitable attitudes and who may pose a risk to children and young people.

Responsible Reliable Recruitment Ltd. is fully aware of its responsibility to safeguard and promote the welfare of children and thus incorporates measures into its recruitment and selection procedures designed to help deter, reject or identify those who might abuse children, or who might otherwise be unsuitable to work with them.

In order to meet this requirement RRR Ltd. operates a rigorous recruitment process in accordance with current legislation, regulations, statutory and non-statutory guidance.

This includes:

- the recommendations of the Warner Report: Choosing with Care (1992)
- the Blanchard Inquiry (2004)
- Keeping Children Safe in Education Statutory Guidance (July 2015)
- Disqualification under the Childcare Act 2006 Statutory Guidance (Feb 2015)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- The Children Act 1989 and 2004
- The School Staffing (England) Regulations 2009 as amended by SI 2012/1740 and SI 2013/1940
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Education (Health Standards) (England) Regulations 2003
- Guidance: ID checking guidelines for DBS check applications (October 2015)
- An employer's guide to right to work checks (May 2015)
- EU Directive 2005/36/E

The Recruitment Process

Responsible Reliable Recruitment Ltd. operates a safer recruitment and selection process that:

- is well planned and structured
- identifies the best person for the job
- gives clear messages early on to candidates about its commitment to safeguarding and protecting children

- uses an application form to ensure consistency in information
- involves taking up of references which comment on the suitability of candidates to work with children
- incorporates a face-to-face interview which explores motives, attitudes and behaviours in addition to qualifications, skills and experience
- ensures candidates' ID, address, right to work, criminal record and qualifications are thoroughly checked
- recognises that recruitment and selection alone are never enough, so creates a culture of on-going vigilance

As Candidates approved by RRR will be working in schools, all staff involved with interviewing and the processing of applicant files are fully trained in respect of safer recruitment practices and undergo bi-annual assessment in order to gain certification in Safer Recruitment in Education in accordance with the School Staffing Regulations (England) 2009.

All Applicants undergo the following process:

- initial screening by telephone or face to face to ensure that Applicants hold the necessary qualifications and right to work for the position for which they are applying and that they are able to fulfil the Responsible Reliable Recruitment Ltd. selection process
- completion of Responsible Reliable Recruitment Ltd. Application Form
- face -to-face interview
- pre-employment checks

Selection Process

The purpose of the selection process is three-fold; to ascertain that an applicant has the necessary qualifications, experience, knowledge and skills to perform the role for which they are applying, to ensure that the Applicant has the legal right to employment and to ensure that the applicant is, as far as can be ascertained, suitable to work with children.

All applicants must therefore undergo a series of pre-employment checks all of which need to be completed satisfactorily before they can be accepted as a suitable Worker.

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

These include:

- face - to -face interview
- verification of identity
- verification of date of birth
- verification of the right to work in England
- verification of qualifications
- confirmation that a teacher is not subject to a prohibition order issued by the Secretary of State
- confirmation that a teacher is not subject to EEA restrictions/ sanctions
- obtaining a certificate for an Enhanced DBS check (Disclosure & Barring Service) which includes a barred list check for all staff who will be engaging in a regulated activity
- obtaining a separate barred list check if an individual will start work in a regulated activity before the DBS certificate is available
- additional criminal record check from any countries visited for more than 3 months in the past five years if applicable
- additional criminal record check from country of abode for overseas applicants
- check to ensure that the applicant is not disqualified under the Childcare (Disqualification) regulations 2009
- verification of mental and physical fitness to carry out the work responsibilities
- employment history check
- reference check
- English language fluency check

In order to support these checks the following documentation is required:

- completed application form
- passport/ national ID card
- photo driver's licence
- birth certificate-issued within 12 months from birth
- bank statement / utility bill (not mobile phone bill)
- marriage certificate/ divorce certificate/ change of name documentation if applicable
- list of all family names used
- list of all UK addresses in the last 5 years if applicable
- visa / vignette if applicable
- biometric residence permit if applicable
- all tertiary qualification certificates and / or degree transcripts (for all qualifications even if non-teaching)
- teacher reference no (for teachers with QTS)
- overseas teacher registration card/ letter if applicable
- overseas police check if applicable (This must be less than 6 months old at the time of starting work if you are coming directly from that country. In the event that an overseas police check cannot be obtained an overseas criminal record declaration must be completed.)

- at least two professional teaching references (These must be written by the head Teacher or a senior leader who has observed you teach. They must be written on school letterhead, addressed to Responsible Reliable Recruitment Ltd. and signed by the author.)
- Alternatively a Responsible Reliable Recruitment Ltd. reference form may be completed by the referee.
- additional last employer reference if most recent position was not a teaching role
- completed safeguarding questionnaires to support each reference

Only valid, current and original documentation will be accepted.

Photocopies or documentation printed from the internet e.g. internet bank statements are not acceptable.

All documents must be in the applicant's current name (the exception to this being qualifications which may have been obtained prior to a name change). All previous names must be provided and documentary proof to support the name change must be provided.

Responsible Reliable Recruitment Ltd. reserves the right to decline Applicants at the telephone vetting stage or after the interview if the candidate does not or is unable to demonstrate meeting legal/ Company requirements.

Details of specific checks

Identity

All Applicants have a face to face interview / induction meeting during which identity is checked. The DBS Route 1 listing of acceptable Group 1, Group 2a and Group 2b documents are required. Additional documentation may be requested if the candidate is unable to produce photo ID.

All candidates are advised to take photo ID with them to assignments to allow client to verify their identity.

Right to work in the United Kingdom

Employing a worker who does not have the legal right to undertake the work in question is a criminal offence in the UK. All Applicants must therefore prove that they have the right to work in the UK before any employment can commence.

For British citizens this will generally take the form of a passport showing that the holder is a British citizen or citizen of the UK and Colonies having the right of abode in the UK. Alternative documents include a full birth certificate or adoption certificate issued in the UK which includes the name(s) of at least 1 of the holder's parents or adoptive parents together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

For applicants from European Economic Area countries or Switzerland, a passport, national identity card or a Registration Certificate/ Document Certifying Permanent Residence issued by the Home Office is required.

All other applicants from overseas must hold the relevant work visa. Those who have been issued with a work visa prior to July 2015 will need to produce their passport with the relevant visa stamp. For those granted permission to enter the UK for more than 6 months after July 2015, Biometric Residence Permits (BRPs) will replace the visa. Such applicants will be issued with a vignette (sticker) in their passport which will be valid for 30 days to enable them to collect their BRP from the Post Office branch detailed in their decision letter. For most applicants granted permission to be in the UK, the BRP will be the document that proves they have permission to work in the UK.

The original passport photo page, vignette and BRP must be provided to RRR before any worker can go into school.

In the event that this is not possible a full right to work check must be carried out on the basis of the vignette, which must be valid at the time of check. The BRP must be produced before the vignette expiry date so that the complete right to work check is achieved. Failure to provide RRR with the BRP will result in the worker being withdrawn from the position as soon as the vignette becomes invalid.

Where the right to work in the UK is time limited (as is the case of applicants with working visas) follow up right to work checks must be made as soon as the permission to work expires. The holder will not be allowed to continue to work from the expiry date onwards unless the worker has submitted an in time application to the Home Office to extend their permission to work in the UK or has made an appeal or an administrative review against a decision on that application.

Not all students (those from outside the European Economic Area (EEA)) are entitled to work while they are in the UK, but some are allowed to take limited employment providing the conditions of their study permits this.

Where a student does have a limited right to work, the working hours that they may undertake depend on when they applied for permission to come to stay in the UK, the type of course they are studying and the type of educational provider with whom they are studying. Documentation required for students with a legal entitlement to work includes a letter from the course provider outlining details of the academic term and vacation times covering the duration of the period of study in the UK for which they can be employed in addition to the passport, vignette and BRP.

Further information –including alternative permissible documentation to prove right to work in the UK can be found in 'An employer's guide to right to work checks' (Home Office May 2015).

Qualification

Person specifications are provided to all Applicants irrespective of the role that they hope to fulfil. This sets out the criteria for essential and desirable requirements in terms of education and qualifications, knowledge and experience, skills and abilities and personal attributes deemed necessary for the role. The person specification also indicates the method by which each of these aspects will be judged.

All applicants wishing to be placed in a teaching position must hold a recognised teaching qualification. Degree certificates and /or transcripts must be provided for all tertiary qualifications which may include non- teaching related courses.

Certification of Qualified Teacher Status or a Teacher Registration Number (TRN) is required for anyone who has completed teacher training in England or has achieved QTS by other means.

Teachers from Northern Ireland, Scotland and the EU are required to obtain QTS if this award is not held. Teachers from Canada, Australia, New Zealand and USA may also be eligible to apply for QTS and will be encouraged to do so as soon as possible

A check will be made for anyone holding QTS to ascertain if an induction year is required but has not yet been completed or has been failed. Those who gained QTS since 2012 and who have not yet achieved Induction may not work in long term positions (longer than 1 term) in state maintained schools but may be considered for teaching placements in non-maintained schools, including Academies and Free schools.

Confirmation of teaching qualification is required for all Applicants. Where applicable this will be achieved by reference to teacher registration. In addition to a registration card or letter from the issuing registration authority an online check of registration will be carried out by RRR where relevant. Those with QTS are automatically registered with the National College of Teaching and Leadership (NCTL). Responsible Reliable Recruitment Ltd is registered to use the DfE Employer Access database which will be used to verify QTS and induction.

Where teacher registration is not applicable, confirmation of qualification is required from the issuing university. Confirmation will be obtained from the issuing university.

Where overseas trained teachers (OTTs) have not gained QTS, a further check to ensure that the 'four year rule' whereby they are able to teach for 4 years as an unqualified teacher in the UK, has not been breached. Any OTT who has not achieved QTS within this time period does not meet the requirement to teach in state maintained schools and may therefore not be able to fulfil the qualification requirement.

Secretary of State Prohibition Orders

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by NCTL. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A person who is prohibited from teaching must not be appointed to work as a teacher in school. A check of any prohibition will be carried out for all Applicants using the Employer Access Online Service.

EEA teacher Sanctions

From 18 January 2016 where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. This list contains those people who have been identified to the National College for Teaching and Leadership (NCTL) as having a current EEA member state restriction/sanction imposed on them.

Whilst such a restriction/sanction does not currently prevent the person from taking up teaching positions in England, as part of its safer recruitment pre-appointment checks and to determine their suitability for the position Responsible Reliable recruitment Ltd. will seek to obtain further information about the circumstances leading to this decision. In order to do this Responsible Reliable Recruitment Ltd. will contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction.

In the event that an Applicant is found to have an EEA teacher sanction, details of such would need to be discussed with the Applicant and written permission sought in order to share the information with potential schools.

Criminal record

All staff who are placed into a school environment are required to have a current Disclosure and Barring Service (DBS) certificate applicable to the Children's Workforce. The level of DBS certificate required, will depend on the role and duties that an Applicant intends to fulfil in a school.

For most Applicants, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; 31 or

- engage in intimate or personal care or overnight activity, even if this happens only once.

Responsible Reliable Recruitment Ltd. uses Capita Recruitment Vetting Service to obtain DBS certificates for candidates. The application is carried out electronically and paid for by RRR Ltd. The Applicant is responsible for completing the initial application form on line. However, RRR must be in possession of all ID and proof of address documentation in order to be able to confirm and verify the application.

The eBulk process confirms electronically to Responsible Reliable Recruitment Ltd. if the individual's new disclosure certificate is clear or not clear. If a disclosure certificate is not clear, that is, it contains information, the original certificate must be sighted and the standard company risk assessment completed to determine suitability for registration.

DBS Update Service

All Applicants are required to register with the DBS Update Service. Where RRR has paid for a new DBS check, Responsible Reliable Recruitment Ltd. will also pay for the Applicant to register for the update service. Individuals can join the DBS Update Service at the point an application for a new DBS check is made or within 14 days of the DBS certificate being printed. This enables future termly status checks to be carried out by RRR to confirm that no new information has been added to the certificate since its issue. This also allows for the portability of a certificate across employers. Thus a new DBS will not be required for any Applicant who has registered to the Update Service having received a DBS Certificate via another employer.

Before using the Update Service RRR will

- obtain consent from the applicant to do so
- confirm the certificate matches the individual's identity
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Individuals will be able to see a full list of those organisations that have carried out a status check on their account. Further information about the update service can be found at GOV.UK.

If the Update Service check indicates a change to the disclosure certificate presented by a candidate, a new disclosure certificate will be required.

Responsible Reliable Recruitment Ltd. shares information noted on individuals' Disclosures with clients as required by the DfE. In the event that a certificate identifies a disclosure, written permission to share the information will be obtained from the Applicant/ Temporary Worker prior to showing this to a Client School. In the event that the Client School wishes to offer the Worker a placement/ keep the Worker at the school, the school will be required to put this information in writing.

Anyone applying to work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the supporting regulations. However, filtering rules introduced in May 2013 means that every applicant must give written details of all spent and unspent unfiltered convictions, cautions, and warnings. Applicants are given three opportunities to declare any convictions: (1) on the application form; (2) at interview and (3) on the Criminal Record Declaration form that all Applicants are asked to complete. This is in addition to the DBS check.

Provided that a satisfactory completed criminal record declaration is available, Candidates may be offered to a client once a DBS application has been lodged (and confirmed by the DBS on-line tracking service) but before the disclosure certificate is returned (with all other checks completed). These candidates are only booked at the client's discretion, and when written confirmation has been received from the client indicating acceptance of the candidate. Clients will be informed once the Disclosure certificate is received.

If once the DBS certificate has been received, or at a later stage, information is obtained which has not been declared, the candidate will be required to explain, and a decision taken at senior level as to whether the worker should be removed from the position.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools. In addition, further checks are required so that any relevant events that occurred outside the UK can be considered.

If a candidate who has worked abroad for a period of three months or more in the last five years wishes to register, s/he must provide a police check or certificate of good conduct from that country to ensure the period spent working out of the UK is covered; stamps in the passport are evidence of their absence from the UK and will be copied for this purpose. A DBS certificate must be completed as well as any overseas police check / references that may be necessary to complete the criminal record history of the candidate. The police checks / references must cover all the countries worked in during the candidate's time abroad.

OTTs must provide a relevant current and original police check from their main country of residence along with any other countries resided in for three months or more in the last five years. The check from the last country that the teacher lived in must be less than 6 months old on the date before the teacher starts work. Written Risk Assessments are conducted on candidates with disclosures. Where an overseas police check is not available, an overseas criminal record disclosure form will need to be completed. A referee will also be approached where possible in order to confirm good character. At least one character reference must be sought from a person in a position of authority and known to the candidate whilst working abroad, to gain reassurance that the candidate had no convictions that would preclude working with children or vulnerable adults. This additional reference must contain a written statement which confirms that, to the referee's knowledge, the candidate was not involved in any illegal or unlawful activity whilst in the referee's employ.

Children's Barred List / List 99:

All workers are checked against the children's Barred List prior to going into school. Checks on all known names used are carried out. Checks are maintained for workers placed in school and are carried out before the beginning of the autumn term on an annual basis.

Disqualification under the Childcare Act

The Childcare (Disqualification) Regulations 2009 set out the circumstances in which an individual will be disqualified. A person who is disqualified under the 2009 Regulations may not provide relevant childcare provision or be directly concerned in the management of such provision. Schools are prohibited from employing a disqualified person in connection with relevant childcare provision within their setting. It is a criminal offence to employ anyone who has been disqualified.

The relevant criteria for disqualification under the 2006 Act and 2009 Regulations include those set out in the list below:

- a. inclusion on the Disclosure and Barring Service (DBS) Children's Barred List,
- b. being found to have committed certain violent and sexual criminal offences against children or adults
- c. certain orders made in relation to the care of children
- d. refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- e. living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- f. being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences which will lead to disqualification are set out in the 2009 Regulations

Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

As is the case in most LA schools, Responsible Reliable Recruitment uses a self-declaration form, in order to ascertain if Applicants are disqualified.

Mental and physical fitness to work

A mandatory requirement of RRR is for candidates to declare if they have any health issues or disability relevant to the day-to-day activities associated with teaching or child care. Any issues raised by candidates are discussed at interview, and if necessary candidates may be asked to provide a "Fitness to Work" certificate from a General Practitioner.

Employment history

All Applicants are asked for written information about previous employment history. This is recorded in the RRR Application form. Employment history must be continuous from leaving secondary school. Any gaps in employment must be accounted for. Where possible verification to support reasons for gaps must be produced. This may take the form of immigration stamps for extended periods overseas or birth certificates for time out of employment for childcare.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References must be obtained, scrutinised and any concerns resolved satisfactorily, before any appointment is confirmed.

A minimum of two satisfactory and current references are required for ALL Applicants. These must be requested directly by RRR from the referee. Open references for example in the form of 'to whom it may concern' and testimonials are not acceptable.

References must be written by line-managers who have the necessary authority and in the case of Applicants for teaching positions must have observed the Applicant teach. For experienced teachers this will be the Head Teacher, Deputy Head teacher or Head of Department. In the case of Newly Qualified Teachers this may be teaching practice mentor teachers and / or university teaching practice supervisors.

In order to comply with safeguarding procedures a reference must be sought from the Applicant's last employer. If an Applicant for a teaching post is not currently employed as a teacher, this will be an additional non-teaching reference. If relevant,

a check will be made with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

All references must be addressed to Responsible Reliable Recruitment or Anita Laws. They must be written on school or official organisation letter head and signed by hand by the referee. When requesting references Responsible Reliable Recruitment provides referees with a list of areas which are required to be included in the reference. In order to assist with this a RRR Reference form is sent to all referees which they may choose to complete. If obtained via email correspondence a professional email address must be used for all references.

In addition to the reference, referees will be provided with a safeguarding questionnaire which they will be asked to complete. Referees are asked to provide information which relates to concerns about the candidate working with children, if the candidate has been dismissed from a childcare position, and if the referee is aware of any issues in relation to safeguarding and child protection.

Fluency of English

Schools require all candidates to demonstrate a level of fluency sufficient to be able to support pupils to GCSE level. This is assessed at the verbal vetting stage and rejections may happen here if the applicant's English is too poor to understand on the telephone. The candidate may be rejected after interview on the same grounds, as ability to cope in the classroom and support pupils is paramount. It is the consultant's responsibility to make the judgement based on the candidate's interview responses.

Placement Policy

When all checks have been satisfactorily completed an Applicant will be considered as a suitable Worker and Responsible Reliable Recruitment Ltd. will endeavour to obtain suitable Assignments.

When selecting an appropriate Agency Worker to put forward to a Client in respect of any Assignment, Responsible Reliable Recruitment Ltd. will take into consideration:

- the date the Assignment is to commence and the duration or likely duration of Assignment;
- the type of work, location and hours during which the Agency Worker would be required to work;
- the daily rate that will be paid and any expenses payable by or to the Agency Worker;
- any risks to health and safety known to the Client in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks; and the experience, training, qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment.

- Responsible Reliable Recruitment Ltd. shall not solely determine the suitability of the Worker for Assignment and the Company shall incur no liability towards the worker should it fail to offer Assignment opportunities.
- Suitable Workers will be informed verbally and/ or by email about positions which become available.
- Details of the Worker e.g. CV, Worker Synopsis and / or references will only be provided to a Client School once agreement by the Worker has been obtained
- A record is made of permissions obtained and Client Schools to which a Worker's details have been sent.

On-going checks

In order to maintain on-going checks, during any Assignment, RRR will:

- Respond immediately to any concern raised by the school or teacher
- Contact the school by telephone during and at the end of the first day
- Contact the teacher by telephone at the end of the first day
- Contact the school, in writing, at the end of the assignment
- Contact the teacher, in writing, at the end of the assignment

During any assignment longer than one week, RRR will:

- Contact the school by telephone/ email on a regular basis subject to agreement with the school
- Contact the teacher by telephone/email/text on a regular basis
- Meet a school representative face-to-face every half term subject to agreement with the school
- Meet the teacher face-to-face every half term

In the event that a school is unhappy with the quality of work of a teacher, it is hoped that the school will communicate this first to the Company. Where possible, RRR will endeavour to work with the school in order to support the teacher with a view to rectifying any deficiencies.

However, it is the right of the school to terminate the Assignment immediately and without prior notice should the school wish.

In the event of an allegation being made against a Worker on assignment, RRR will work closely with the school, the worker's trade union and the LADO if relevant in order to resolve the situation.

Standard procedures will be followed, which may include suspension pending investigation (for further details see RRR Safeguarding Policy).

Continued vetting checks

In order to ensure that Workers placed in school continue to be suitable, the following checks will be made:

- Children's Barred List checks will be repeated prior to the beginning of each academic year
- For those placed after June 17th 2013 who are registered with the DBS update service termly checks will be carried out
- Employer access checks will be repeated prior to the start of each new term
- Workers will be invited to attend 'update interviews' on a bi-annual basis in order to ensure that Responsible Reliable Recruitment Ltd. has accurate information regarding Worker's qualifications. Experience and training. This will also provide an opportunity to update Worker's files.
- It is the Worker's responsibility to make Responsible Reliable Recruitment Ltd. aware of any change in information e.g. telephone number and address and any circumstances which may affect their ability to perform the role in which they are assigned.

If after placing a teacher, RRR is in receipt of any information which gives grounds to believe the Worker is unsuitable for the Assignment, the school will be notified immediately. Subject to agreement by the school, RRR will be entitled to terminate the Assignment without prior notice. In the event that new information is received, each situation will be viewed on its merits.

This policy was adopted by Responsible Reliable Recruitment Ltd. in December 2013
It was reformatted and updated in January 2016 to reflect changes in Statutory Guidance Keeping Children Safe in Education (July 2015) and EU Directive 2005/36/E