

Recruitment, selection and vetting policy

1 Introduction

Class Cover Ltd is an employment business supplying temporary workers to work within the education sector. The work seekers 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.

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 Class Cover Ltd 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

2.1 Face to face interviews

Before placing any work seekers on assignments, Class Cover Ltd meets with them face to face either in person or via video. Before meeting the work seeker, we ask them to forward a copy of their CV and advise them of the documentation they are required to forward to us or bring with them to the interview.

During the interview, a suitably trained and competent consultant will assess the work seekers suitability for the role by discussing their previous work history and qualifications. Class Cover Ltd uses a template of standard relevant questions to ensure equality of approach and seek to understand the work seeker's knowledge and understanding of protocols and to assess how they would react to various scenarios.

Provided the outcome of the interview is satisfactory, Class Cover Ltd will then start the pre-employment checks.

2.2 Right to work checks

Class Cover Ltd conducts right to work checks on every work seeker we intend to supply to our clients to comply with immigration requirements, recruitment industry legislation and to ensure that 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 **a manual document check, a digital identity verification check through an Identity Service Provider (IDSP) or an online check using the Home Office Online or Employers checking service** to establish a candidate's right to work. Where a right to work check is conducted using the online service, the information is provided in real-time, directly from Home Office systems and so there will be no requirement to see the documents listed below.

2.2.1 Manual right to work checks

For physical document checks we follow the three-step process set out in the [Home Office Guidance: An employer's guide to right to work checks](#):

- **Step one:**

We **obtain** the work seekers original documents. The work seeker must provide us with either one document (or a combination of documents where applicable) 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, and we must be in receipt of the physical documents.

- **Step two:**

We take reasonable steps to check that the document is genuine and that the work seeker is the person named in the document.

For each document we complete the following checks:

- check any photographs are consistent with the appearance of the work seeker;
- check any dates of birth listed are consistent across documents and that we are satisfied that these correspond with the appearance of the work seeker;
- 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.
- check that in relation to restrictions on permission to work in the UK the work seeker is allowed to do the type of work they have applied for. For students, we will obtain a copy of their academic term times from the relevant institution.

- **Step three:**

We make a copy of the relevant page/s of the document in a format which cannot be subsequently altered. This can include a photocopy or a scan in a non-rewritable format.

Where the work seeker has provided us with a passport, we will photocopy or 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 make a clear copy or scan of the document in full.

All copies of documents taken will be kept securely for the duration of the work-seeker's engagement with Class Cover Ltd and for two years afterwards. The copy will then be securely destroyed.

We will make a note of the date on which the check was conducted by either a declaration on the hardcopy or on a separate record.

2.2.2 [Digital identity verification check](#)

For digital document checks we follow the three-step process set out in the [Home Office Guidance: An employer's guide to right to work checks](#):

- **Step one:**

We will use the services of an Identification Service Provider (IDSP) who can satisfy a minimum of a Medium Level of Confidence check.

- **Step two:**

Once we have received the output form from the IDSP confirming details of the check, we will satisfy ourselves that both the photograph and biographic details of the work-seeker such as their date of birth, are consistent with the person presenting themselves to us for work finding services. We may conduct this check via video call or in person.

- **Step three:**

All copies of the output forms will be kept securely for the duration of the work-seeker's engagement with [insert your business name] and for two years afterwards. The copy will then be securely destroyed.

2.2.3 Online right to work checks

For online right to work checks we will follow the three basic steps set out in the the [Home Office Guidance: An employer's guide to right to work checks](#):

- **Step one:**

Where the work-seeker provides us with a valid share code we will use the Home Office online right to work checking service and will only supply 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 profile page is of the individual presenting themselves for work; and

- **Step three:**

We retain a clear copy of the profile page provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of the work-seekers engagement with [insert your business name] and for two years afterwards. The copy will then be securely destroyed.

2.2.4 Employers checking service checks

If we are unable to conduct an online check because:

- we have not been provided with any acceptable documents listed in List A or B of the guidance and we have been unable to obtain an online check via share code;
- we have been provided with a non-digital Certificate of Application (CoA), email or acknowledgement letter confirming an application for the EU Settlement Scheme (EUSS) was made on or before 30 June 2021;
- we have been provided with evidence that the worker is a long-term resident of the UK who arrived before 1988 but have not received documents in List A or B;
- we have been provided with a non-digital CoA confirming an application for the EUSS was made on or after 01 July 2021
- we have not been provided with any acceptable documents but have been given information that indicates an application for permission to stay was made to the Home Office prior to the expiry of the workers previous permission or there is an appeal or administrative review pending;
- we have been provided with a valid application registration card.

In these circumstances we will use the Home Office's employers checking service and await receipt of a positive verification notice before supplying the work seeker to a client.

2.3 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 original¹ 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 work seeker'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 the duration of the work-seeker's engagement with Class Cover Ltd and for at least 1 year after. The copy will then be securely destroyed.

2.4 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) Supply Teacher 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 work seekers' 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.

Verbal references will be recorded, and a copy of the record will be sent to the referee via their school email address to obtain their written confirmation that the record is correct and their consent to forward it to a third party. If the referee does not provide their written confirmation that the record is correct and does not give their consent, the reference will not be accepted.

¹ Please note that it is a requirement of the REC Audited Education Criteria to see original ID documentation.

Open references may be accepted, provided that they include the following information:

- the dates during which the work seeker worked for or with the referee;
- the role the work seeker undertook;
- whether the work seeker is deemed suitable to work with children;
- whether the referee would re-employ the work seeker; and
- whether the work seeker was subject to any disciplinary action and the circumstances, if any.

References from other employment businesses must, as a minimum, include dates of employment and details of any safeguarding issues if they are known.

3 Vetting

3.1 Rehabilitation of Offenders Act Declaration

During the registration process, all work seekers 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.

If a work-seeker discloses any convictions or cautions, Class Cover Ltd will consult with the Teacher Regulation Agency, or for Wales, the Education Workforce Council, and the REC's legal helpline to obtain advice and guidance on whether the work seeker can work in the education sector. We will also ensure that the school has a policy on the treatment of ex-offenders, is aware of the conviction/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 its policy on ex-offenders.

3.2 Rehabilitation of Offenders Policy

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), Class Cover Ltd complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.

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

Class Cover Ltd can only ask an individual to provide details of convictions and cautions that Class Cover Ltd 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),

Class Cover Ltd can only ask an individual about convictions and cautions that are not protected.

Class Cover Ltd 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.

Class Cover Ltd 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.

Class Cover Ltd 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.

Class Cover Ltd selects all candidates for interview based on their skills, qualifications and experience.

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

Class Cover Ltd 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, Class Cover Ltd 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.

Class Cover Ltd 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.

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

3.3 Disclosure and Barring Service and Update Service checks

Class Cover Ltd requires all our work seekers to have an enhanced Disclosure and Barring Service (DBS) check which includes a check on the Children's Barred List, where appropriate/required.

We view and take a copy of the physical and original DBS certificate and, with consent from the work seeker, 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 work seeker'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 work seeker wishes to register with Class Cover Ltd and they are not already on the Update Service, a new DBS check will be required, and we would encourage the work seeker 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 if required by a school/client or if we receive information about a work-seeker/candidate that requires us to carry out additional checks.

Class Cover Ltd 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 work seeker's consent to undertake a status check.

If the DBS check shows details of a conviction or caution, in line with The School Staffing (England) Regulations 2009², we must email a copy of the DBS to the school.

² Regulation 18(1)b The School Staffing (England) Regulations 2009

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 work seekers in a role without a full enhanced DBS check being completed. This check includes a Barred List check where required.

When reviewing a work seeker's DBS certificate, Class Cover Ltd 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 role 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, we will not accept a previously issued DBS that covers both adult and child workforces.

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 work seeker 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.

3.4 Overseas Police Checks

All work seekers 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 work seeker is unable to provide a police check from the relevant country (for example, if the relevant country does not provide police checks), Class Cover Ltd may accept a statement of good conduct from the work seeker's previous employer within the relevant country. We would require the statement to include confirmation that, to the best of their knowledge, the work seeker has no criminal convictions and that they know of no reason why the work seeker 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.

3.5 Letter of professional standing for work seekers that have lived or worked overseas

For work seekers seeking teaching roles, which have lived or worked overseas, Class Cover Ltd will request sight of a letter of professional standing issued by the professional regulatory authority in the country/countries where the individual worked. This check is completed to confirm the work seeker's suitability for the role in line with Class Cover Ltd 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, Class Cover Ltd will request that the work seeker to 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, Class Cover Ltd may also refer to the Teacher Regulation Authority [Country evidence table](#) for guidance on what other document/s might confirm suitability.

Class Cover Ltd will then inform the client of the steps taken to comply with the suitability requirements which are set out in Regulation 22 of the Conduct Regulations.

3.6 Online/social media checks

In accordance with the updated guidance in [KCSIE 221](#), Class Cover Ltd will conduct an online search of a shortlisted candidate as part of our due diligence checks/ should this form part of a 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. We will inform all candidates that this will form part of the recruitment process prior to conducting a search and update our privacy policy and retentions policy accordingly.

3.7 Qualifications and early career teachers (ECTs)/newly qualified teachers (NQTs)

Where the client, legislation or any professional body requires the work seeker 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.

Under the Education (School Teacher's Qualifications) (England) Regulations 2003, work seekers being supplied into a teaching position within a maintained school must hold qualified teacher status (QTS) and have successfully completed their induction. This is subject to certain exemptions listed in Annex A of [the Induction for Early Career Teachers \(England\) statutory guidance](#). In addition to checking the qualifications, we will also check the teacher's qualified teacher status via the Teacher Regulation Agency online portal. Please see further details below.

We will check overseas qualifications via [UK ENIC](#) the UK's National Information Centre.

A qualified teacher who has been awarded QTS but who has not yet completed an induction period can only undertake short term supply work of less than 1 term in a maintained school for a maximum period of 5 years from the award of the QTS. An induction programme must be put in place immediately if it becomes clear that the extended assignment will continue for at least a term. Class Cover Ltd will ensure that a teacher who has not satisfactorily completed an induction period is eligible to carry out short term supply work.

Wherever possible, we will work with schools and ECTs/NQTs to find suitable induction placements. In England, an ECT is required to complete 6 full school terms. In Wales NQTs must complete 3 school terms but this can be done by working 380 sessions (a session is equivalent to either a morning or an afternoon of teaching).

3.8 Teacher Regulation Agency / Education Workforce Council (Wales)

Class Cover Ltd will undertake checks via the [Teacher Regulation Authority](#) (TRA), or in Wales, the [Education Workforce Council](#) (EWC), 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 work seeker. We will retain a screen print on the teacher's file as a record of these checks.

3.9 Referrals

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

Class Cover Ltd has a duty to refer information to the DBS if the 'harm test' is satisfied, i.e. if Class Cover Ltd 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.

3.10 Fitness to teach.

To ensure compliance with the **Education (Health Standards) (England) Regulations 2002**, Class Cover Ltd will ask all work seekers 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 work seeker, we will obtain confirmation from the work seeker'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, 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. This requirement only applies in England.

3.11 Disqualification

In order for Class Cover Ltd 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 must carry out appropriate checks to ensure that work seekers 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.

3.11.1 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).

For roles involving childcare, which is carried in a domestic setting only, we will require a disqualification by association declaration to be signed by candidates before we place them in any roles.

3.11.2 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.

4 Other checks

4.1 Continued suitability

In order to ensure that all work seekers registered with Class Cover Ltd meet the 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 work seeker 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 work-seeker has not worked with us for over six months the registration process will be repeated in full.

I have read and understood this policy and agree to abide by its terms.

Signed

Dated

Amendments to V1 (May 2021)

We have added additional text to 3.5 Letter of professional standing for work seekers that have lived or worked overseas to refer to the Teacher Regulation Authority Country Evidence table which can be referred to for guidance on other suitable document/s where a letter of professional standing cannot be obtained.

Amendments to V2 (July 2021)

We have updated the document to account for changes regarding checking right to work, face to face interviews and working with schools when supplying early career teachers completing their induction period.

Amendments to V3 (May 2024)

- We have removed details of the temporary RTW changes in place during Covid 19 and added information regarding IDVT and online checks.
- We have added requirement to advise schools regarding criminal record disclosures in 3.1.
- We have added the requirement to see physical copies of DBS certificates in accordance with DBS guidance. We have amended the period stated in 3.4 to '6 months or more'.
- We have added the requirement for overseas police checks to be conducted in accordance with Government Guidance for each country and the requirement to advise schools where it has not successfully been obtained.
- We have included links for LOPS regulated bodies.
- We have added clause 3.6 online checks.
- Amended 3.7 to reflect the name change of the UK NARIC to UK ENIC following the UK's departure from the European Union and included induction information in accordance with the updated statutory guidance on ECT inductions.
- We have removed the Appendix which covered the temporary changes to DBS and RTW checks in place during Covid 19.