



SAFER RECRUITMENT TEACH Lincs

Safeguarding Children & Safer Recruitment

TLE Independent School (TLEIS) is committed to safeguarding and promoting the welfare of children and young people and expects all supply staff to share this commitment.

TLEIS provide a safe and secure environment for our staff, students, and visitors. To ensure the highest level of safeguarding, we undertake specific measures within our recruitment process to support the creation of a safer culture.

When referring to 'staff' in this policy, it will include staff that are temporary, fixed term, permanent, sessional. This also includes those that are agency workers or self-employed contractors.

TLEIS has adopted the Disclosure and Barring Service's Code of Practice on the use and handling of Disclosure information and will adhere to it under all circumstances. A copy of the code is available from the Managing Director on request

1.IDENTITY CHECK

- 1.1. TLEIS makes thorough checks to verify each applicant's identity including name, date of birth, address, and photographic identity e.g., birth certificate, driving license or passport combined with evidence of address. Only original, official documents satisfy our requirements.
- 1.2. If a supply teacher or worker is provided by an agency, the school must check it is the correct person by carrying out an ID check. We inform all candidates at interview that they must carry suitable proof of identity to show upon arrival.

2.DBS ADULT AND CHILDREN'S BARRED / LIST 99

- 2.1 TLEIS conducts a DBS Children's Barred / List 99 check on all current and previous names. We use U-Check to regularly check DBS on update Service.

3.DISCLOSURE & BARRING SERVICE, ENHANCED DISCLOSURE

- 3.1 Teachers and school support staff are exempt from the Rehabilitation of Offenders Act 1974.
- 3.2 TLEIS requires candidates to declare any cautions, convictions, bind-overs or pending prosecutions, even if they would otherwise be considered 'spent' under this Act.

- 3.3 DBS Enhanced Disclosure checks are conducted on all UK and Overseas candidates deployed.
- 3.4 The Enhanced Disclosure ensures candidates are checked against local police force records, the Police National Computer (PNC) and the lists held by the Disclosure and Barring Service (DBS).
- 3.5 Before placing a candidate, we will confirm that an Enhanced Disclosure has been requested, whether or not it has been received and whether it includes any disclosure information. If the Disclosure contains any information, a copy will be supplied to the head teacher or designated person.
- 3.6 Enhanced Disclosure are renewed every 3 years unless there is a break of more than 3 months from working in the education workforce or there are grounds to believe the candidate may be unsuitable for work with children. Candidate DBS certificates are checked every 6 months.

4 QUALIFICATION CHECK & QTS

- 4.1 Original qualification certificates & QTS letters are sighted at interview.
- 4.2 UK teaching qualifications are verified with the Teaching Agency.
- 4.3 Overseas-trained teachers' qualifications are verified via UK NARIC to ensure equivalence to UK standards.

5 MEDICAL FITNESS

- 5.1 TLEIS conducts a health check on all candidates in line with DfE Fitness to Teach 2007.

6 PERMISSION TO WORK

- 6.1 TLEIS ensures that all candidates have permission to work in UK by sighting a valid, current, working visa or worker registrations scheme certificate, in accordance with our statutory duty.

7 OVERSEAS POLICE CHECKS

- 7.1 All overseas trained candidates must have a police check from their country of origin before they can be deployed. Overseas police checks are verified by TLEIS. A DBS check is also conducted in the UK.
- 7.2 Time spent travelling or working abroad is checked via an employer reference, a police check, a letter of good conduct or via passport stamps.

8 PROFESSIONAL & CHARACTER REFERENCES

- 8.1 At least 2 detailed professional references are taken from a Head teacher or equivalent. One of the references must be from the candidate's most recent school.
- 8.2 Reference requests are only sent to verifiable places of work and are checked on receipt to ensure that they are legitimate.

9. CHECK ON PREVIOUS EMPLOYMENT HISTORY

9.1 The candidate's full adult history for the last 10 years is thoroughly checked to ensure that all the skills declared are based on actual experience and any gaps identified and questioned. CV analysis is back to the age of 20 years old.

10. PROFESSIONAL FACE-TO-FACE INTERVIEW

10.1 A face-to-face interview is conducted to ascertain the suitability of candidates for supply work.

10.2. Full induction to supply work is provided, training needs are identified, and roles and responsibilities explained.

11. QUALITY MANAGEMENT

11.1 Vetting and monitoring does not stop once candidates are accepted on to TLEIS.'s register. Regular performance feedback reports, ongoing auditing of files ensure the continued suitability of TLEIS teachers and support staff to work in your school or alternative provision.

12. AUDIT OF CANDIDATE FILES

12.1. No candidate is deployed to a school unless all mandatory vetting checks have been completed.

12.2. Candidate files are reviewed monthly and where expiry dates are due, checks are renewed as required.

13 MONITORING OF A CANDIDATE'S PERFORMANCE

13.1. Verbal feedback is gathered on all candidates following day-to-day placements.

13.2. Formal written feedback is gained following a long-term placement.

13.3. TLEIS monitor feedback to support professional development, affirm expectations and select the most appropriate candidate for each position.

CODE OF CONDUCT

14.1 TLEIS takes every reasonable precaution to ensure that candidates deployed to its clients maintain the highest standards of professional and personal conduct.

14.2 TLEIS is committed to safeguarding and promoting the welfare of children and young people and expects its employees to share this commitment.

14.3 Rigorous vetting procedures including professional references and a face-to-face interview ensure that candidates with a history of unacceptable conduct or practice will not be registered to work for the service.

14.4 Agreed Contract of Employment or Terms of Engagement (PAYE or Ltd Company) explain the terms and conditions that apply to your candidate's deployment.

14.5 During induction, all staff receive copies of all the companies' policies. They must individually sign to confirm they have read the documents and understand their responsibility and accountability.

MISCONDUCT

15.1. TLEIS Incidents and Complaints policy ensures the efficient referral, investigation and resolution of any incident or complaint.

15.2. All incidents and complaints will initially be handled by the candidate's company Director.

15.3. Any candidate who has a serious allegation made against them is immediately suspended and will not return to school until the matter is resolved satisfactorily.

15.4. If an allegation against a teacher is being dealt with by a Local Authority Designated Officer or Safeguarding Officer, TLEIS will offer full co-operation.

15.5. If an allegation is not referred to the LADO by the school, or is of a less serious nature, we will suspend the teacher and require them to attend an interview with the director of TLEIS about the incident. TLEIS will then take a decision as to whether to continue their employment.

Appendix 1

An example of completed - Confirmation of Checks

Name:	Mr J Bloggs
DOB:	11.11.1990
Right to Work:	Passport
Qualifications:	BA (Hons) with Special Needs
Date Qualified:	2018
Teacher Ref Number:	123456
Induction Completed:	2019
QTS Confirmed with Teaching Regulation Agency	01/01/2020
Issue date DBS:	01/01/2020

DBS Number:	012345678
Update Service Last Checked:	01/01/2020
Medical History	Clear
Reference 1 – Last Employer	Good
Reference 2	Good
Character	Good
Adverse social media check	
License Check	
Car Documents	
CV Gaps Checked to age of 20 Years	Yes
KCSE Document signed	Yes
Charge Rate:	£00.00 exc. VAT

<u>Written by...</u>	Vicky Willerton	18/01/2024
<u>Approved by...</u>	Tracey Moyse-Mitchell	01/08/2025
<u>Reviewed by...</u>	Vicky Willerton	01/08/2025
	Philippa Nelson	05/02/2025
	Tracey Moyse-Mitchell	09/12/2025
	Philippa Nelson	03/09/2026
	Tracey Moyse-Mitchell	03/09/2026
<u>Signed...</u>	<u>V. Willerton</u>	
<u>Date sent to Governors</u>		Due for Review
<u>Date approved by Governors</u>		03/09/2027