



Recruitment, Selection & Vetting Policy

LB Education Services Ltd. (trading as Class People) is an employment agency and employment business. We are an independent education recruitment specialist, providing supply teachers, teaching assistants, tutors, SEN staff and early years practitioners to schools and settings across the South West. We match education professionals with opportunities in schools and other settings across the full span of the curriculum, age groups and abilities for day-to-day cover, long-term roles and permanent vacancies.

All candidates for temporary placements must pass through our thorough and robust vetting procedure to ensure they are compliant with the Department for Education's "Keeping Children Safe in Education" (September 2023) before they can be placed into work with Class People. They then have regular ongoing checks to ensure they remain compliant throughout their employment with Class People. These processes are fully managed by a dedicated and experienced Head of Compliance. This policy details our compliance and vetting processes and procedures for temporary workers.

1. Pre-Vet

When we first speak to our candidates, a telephone interview takes place to assess whether the candidate is suitable for our vacancies and for our clients. We get to know our candidate's background at this point and find out what they are looking for, but we also use this opportunity to ensure we can obtain our minimum referencing requirements from that candidate and obtain contact details for references, find out whether we need to obtain overseas police clearance, record any previous names they have been known by and investigate their DBS situation (whether they will need to apply for a new DBS).

2. Pre-Employment Checks

In order to be 'enabled' and cleared for work on our system, our Head of Compliance will ensure all of the below checks are carried out with a satisfactory result and recorded on the candidate's file;

- Disqualification self-declaration.
- An identity check including proof of name changes and proof of current address
- Right to work in the UK (IDTV and Manual checks)
- Referencing (full policy below)
- Enhanced DBS check (full policy below)
- Prohibition from teaching TRA check (alongside Section 128 and EEA Regulatory Authority checks if required), ensuring check is clear and copy saved. Where no TRN is available we will save a copy of the list showing teachers and others prohibited from the profession highlighting that their name is not present.
- Qualification check; originals seen of qualifications and copies saved
- Overseas police clearance (if applicable)
- All candidates have read Keeping Children Safe in Education part one
- Medical declaration (full policy below)
- Rehabilitation of the Offenders Act

3. Registration Interview

Once we are satisfied that the candidate has uploaded all of their documentation to us we book them in for a virtual or face-to-face interview with one of Class People's recruitment consultants. We virtually meet *all* of our candidates and would never put a candidate out to work without meeting them first. Suitability for our roles is assessed, as well as English fluency and communication skills.



The recruitment consultants will thoroughly interview the candidate (in line with the teacher's standards, if appropriate), sign our contractual paperwork and check the candidate's original documents.

4. Types of Workers & Qualifications

Class People register the following types of workers:

Type of Worker	Minimum Qualifications required
Primary Teachers	Qualified Teacher Status
Secondary Teachers	Qualified Teacher Status
Qualified Early Years Practitioners	Dfe approved level 3 practitioner https://www.gov.uk/government/publications/evfs-staffchild-ratios-dfe-approved-qualifications
Unqualified Early Years Practitioners	Minimum of 6 months experience
General Teaching Assistants	Minimum of 6 months experience
SEN Teaching Assistants	Minimum of 6 months experience
SEN Teachers	Qualified Teacher Status
Tutors	Educated to degree level in specialist subject

5. References

For all staff, we require two references covering their last two years of employment.

For teaching staff, we require a minimum of eleven months of teaching employment references within the last seven years from a direct line manager/ head. One reference must be from the candidate's most recent post.

For all other staff working with children, employment references must cover at least three months of relevant experience (working with children) within the last three years.

Employment references will only be accepted if they are from a school or setting email address. All references will be checked and only accepted if from a verifiable source (headed paper, verified school email address). References from personal email addresses will only be accepted as character references, additionally to our minimum employment references.

We will not accept pre-written references.

References from other agencies should include as a minimum dates of employment and if any safeguarding allegations are known.

If references show an anomaly with the candidate's record of work history, we will investigate this thoroughly and challenge the candidate accordingly, ensuring the issue is resolved before we proceed. If references show negative feedback, we may seek further information from the referee or ask the candidate for a written statement to explain the situation. In serious cases, we may not continue to register the candidate.

6. DBS Checks

All Class People candidates have an enhanced DBS check with children's barred list check.



If a candidate has a DBS for the Child Workforce which is on the update service, we will see the original of the DBS certificate, obtain a copy, and after we have received permission from the candidate as obtained on the registration form complete an update check to ensure the certificate remains current and contains no new information. If the update check shows new information, we will ask the candidate to apply for a new DBS certificate before proceeding.

If candidates do not have a DBS on the update service candidates can apply for a new enhanced DBS through Class People's UCheck system.

If any unfiltered information is shown on the DBS, in line with the Rehabilitation of the Offenders Act, we will then make a decision whether to engage someone with a criminal record. If we continue to register the candidate, the DBS information will be recorded as an 'alert' on the candidate's file and schools and settings will digitally sent a copy of the DBS certificate before a placement commences, so that conviction or caution information can be viewed.

Work through Class People is exempt from the Rehabilitation of Offenders Act 1974, because it involves substantial opportunity for access to children. They are therefore required to declare details of any criminal record they may have, including details of any convictions, even if they would otherwise be regarded as 'spent' under this Act, or any cautions or bind-overs, and any pending prosecutions. The disclosure of a criminal record, or other information, will not debar them from appointment unless Class People considers, or is advised, that it renders them unsuitable for appointment. In making this decision, Class People and the authority will consider the nature of the offence, how long ago and the age they were when it was committed and any other mitigating factors, which may be relevant. Failure to declare a conviction, caution or bind-over may well disqualify the candidate from appointment, or result in their appointment being terminated when the discrepancy comes to light.

Class People will complete DBS status checks on every active candidate at least every 12 months or shorter periods as imposed by a client but no more than four times in a 12 month period.

7. DBS Referrals

Class People have a legal duty to refer to DBS where certain conditions are met. This applies even when a referral has also been made to a local authority safeguarding team or professional regulator.

A referral is information about a person. It tells of concerns that an individual may have harmed a child or vulnerable adult, or put a child or vulnerable adult at risk of harm.

As a personnel supplier, we must make a referral when both of the following conditions have been met:

Condition 1;

- You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity.



This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2;

You think the person has carried out 1 of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm or;
- Satisfied the harm test in relation to children and / or vulnerable adults. e.g. there has been no relevant conduct but a risk of harm to a child or vulnerable still exists. Or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

8. Medical Declaration

The Education (Health Standards) Regulations 2003, require all practitioners have the health and capacity to work in school settings; should the practitioner have a health issue that would impact their ability to perform the duties required for that role then a letter should be provided from a suitable medical practitioner i.e. GP or Occupational Health. All candidates are required as part of our registration process highlight any health issues or a disability relevant to the role which may make it difficult for them to carry out functions which are essential for the role.

If a work-seeker declares a medical condition we may not advise the client of this unless we receive permission from the work-seeker. The only time that this is permissible is if the work-seeker is in a placement and the condition makes them unsuitable for the role. Even then we may not declare the condition but can withdraw the worker on 'medical grounds'.

If a candidate has been retired on medical grounds by the Department of Education then if this was after the 1st April 1997 then this candidate will not be able to teach, even part time as they have been deemed medically unfit. However, if the candidate was retired before 1st April 1997 then they may be able to work if they can show that they have the health and physical capacity to teach. They can show they are fit to work by obtaining a GP's letter confirming that they are fit to teach. However, even if they are confirmed as fit to teach they will only be able to work for 2.5days per week.

9. Disqualification Self Declaration

We require all candidates to complete a self-declaration to confirm that, to the best of their knowledge, they are not disqualified from working with children. We ask any candidate working with children under 8 years old to sign a self-declaration form.

In addition, we require all candidates to confirm that they will inform Class People of any changes in their circumstances including any cautions or convictions that affect their suitability to care for children.

10. Overseas Candidates



For any candidate who has lived abroad for more than six months in the last five years, Class People require an overseas police clearance certificate from the appropriate country or countries before booking them into work. If an overseas police check is not available then a letter of good conduct from a previous employer within the country in question would be acceptable. Any letters of professional standing issued by a regulatory authority will be checked for validity by sending a copy of the original to the original author independently of the candidate to verify the details and if the contents are up to date and correct to the best of their knowledge.

Overseas trained teachers (OTTs) must provide a ENIC check to confirm they have qualifications equivalent to a UK first degree and also to a GCSE grade 'C' in mathematics and English (and science if the person is a primary teacher). OTTs must also be able to provide our minimum reference requirements in English.

To work as a qualified teacher with Class People, teachers who qualified in the EEA, Canada, Australia, New Zealand and the United States of America may apply for QTS without further training or assessment in England.

The above checks are carried out in addition to all other pre-employment checks as detailed in this policy.

11. Teacher Regulation Authority

All candidates undergo the relevant professional body checks as required by law. All teachers (ECT's, NQT's, and trained teachers) with a Teacher Reference Number are checked before the offer of any work during their vetting checks to ensure that the qualification, training status, and alerts are verified. For workers without a TRN number (Teaching assistants, cover supervisors, and early years staff) they are checked via the TRA under "Teachers and others prohibited from the profession" where we are looking for the absence of the candidate's name.

In both of the above cases, the checks are downloaded onto the candidate file and the date of the check is recorded.

Any information that returns "no person found" is verified with the candidate and will not be offered any work until the checks are completed.

12. Continued Suitability

Class People will complete the following checks every 12 months as a minimum (subject to any shorter period imposed by a client);

- TRA/Prohibition Check
- DBS Update Check

If any candidate has 3 months since their last day of work through us or since we last completed a DBS update check, to ensure their continued suitability we will either gain an employment reference from working with children to cover the last 3 months or complete an update check on their DBS if they have the update service.

If any candidate has 12 months since their last day of work through us we will carry out a full "re-registration" requiring all checks to be carried out again.

We will also ensure we seek regular feedback for a candidate to ensure they are working to a suitable standard. We will communicate the feedback to the candidate in line with our 'honesty' and 'integrity' company values.

In addition, Class People offer regular training opportunities to candidates to assist in the development of skills.



13. Unsuitable Work Seekers

Where we receive or obtain information during the course of an assignment that gives us reasonable grounds to believe that a worker supplied to a hirer is unsuitable ie, from a reference or we hear of information that would make the candidate unsuitable we will inform the hirer without delay and end the assignment.

If the information only indicates that the work seeker may be unsuitable but is insufficient to give us reasonable grounds to believe that s/he is in fact unsuitable we will commence enquiries as are reasonably practicable and inform the hirer of the information received and the enquiries being made. If as a result of those enquiries we have reasonable grounds to believe s/he is unsuitable we will then without delay inform the hirer and end the assignment.

14. Termination and Misconduct

At Class People, we operate a 'three strike policy'. If the above feedback is negative on three occasions or where we receive three separate complaints about the individual's performance/behavior, we reserve the right to no longer offer work to the candidate. All such decisions would be confirmed in writing with the temporary worker.

15. Safeguarding Training

All Class People candidates are required to complete an online Level 2 "Safeguarding Children in Education" course upon registering, if they have not completed equivalent safeguarding training within the last 12 months. We require candidates to renew this training every 12 months unless they have completed alternative training and are able to provide evidence of the alternative training. In addition they are required to read and sign to verify that they have read and understood Keeping children Safe in Education Part One

16. Placement Confirmations

Upon placing a Class People candidate into a temporary requirement, a confirmation email is sent to the client confirming the above policy has been followed and all appropriate checks have been completed.

17. Job Advertisements

In line with Conduct Regulations 2003, (regulations 27 & 27A) Class People will not advertise any role until express permission has been obtained from the hirer.

All job adverts will include

- the full name of our agency or employment business
- say if the job is temporary or permanent
- be advertised in Great Britain and in English

If the rate of pay is included then, the advert will also include:

- the nature of the job
- the job location
- minimum experience levels
- details of any training needed to do the job