



SAFER RECRUITMENT POLICY

The safety and welfare of the children and schools we support is absolutely paramount to us. That is why we conduct thorough checks on all our candidates.

All applicants are exempt from the Rehabilitation of Offenders Act 1974 and are therefore required to declare all convictions, whether spent or unspent. We ensure all candidates have a Disclosure and Barring Service (DBS) Enhanced Certificate and that this is on the update service and checked periodically.

1. Initial vetting phonecall (shortlisting)

When registering a new candidate, the first stage is verbal vetting by telephone or video call. This allows us to assess the suitability of a candidate by discussing their relevant work experience, exploring their CV and seeking to understand their requirements for their next role. Only suitable candidates will be invited for a face-to-face interview.

2. Formal interview

The next step will be to meet the candidate in person. Where that has not always been possible in recent times, we are utilising relevant technology such as video calls to ensure that we can verify the identity of the person we are speaking to, and to ensure that we match the correct candidates to schools in terms of personality and cultural fit. This stage of the process enables us to get to know the candidate better.

We will talk through their experience in more detail, ensure they will be a credit to the school or nursery that we place them in and that they meet our high expectations. We will also discuss and verify any relevant qualifications and training that the candidate may have.

3. Induction

For support staff we will then book them on the **SENDhelp Teaching Assistant Induction** which covers the basics of the role, what they can expect on Day 1 of a placement, and how best to succeed in making a positive outcome for the pupils.

4. Background Screening by third-party

Only those candidates who pass all of the above steps are taken forward to full registration, at which point they are then passed to our **third-party background screening partner**, Giant, one of the UK's leading screening provider.

Giant will undertake the following actions before a candidate file can be cleared, and placed for work through SENDhelp:

- Verification of ID such as passport or driving licence, compared to the person actually registering. This is done online, and will take the form of a verification of the person's likeness against their ID
- Collect such ID documents to additionally verify the candidate's identity
- Verify the candidate's address using Proof of Address documents, the electoral roll and other such documents

- The candidate's Right to Work is verified. Where the candidate is a foreign national, the Home Office Share Code system will be used
- Where the candidate does not already hold one, Giant will commence an Enhanced DBS check which also includes checking against the children and adult barred list, and includes policy cautions
- It is our policy that all DBS must be on the Update Service, and these are checked periodically
- Ensure a full working history is collected, and references taken covering the last five years. This will include confirmation of any 'gaps' in employment or study
- Giant verify this information independently and any applicant providing false information will result in their application being rejected.
- Where necessary, an overseas police check will be carried out, and independently verified by Giant
- The candidate will be required to complete a safeguarding assessment and must score at least 80% accuracy, otherwise they will be required to complete a Level 2 safeguarding course prior to completing their registration
- Teacher Prohibition check, where applicable
- Section 128 check
- Childcare Disqualification Declaration
- Confirmation of the candidate's medical fitness is recorded.
- Any relevant qualifications are verified and recorded.
- All candidates must declare that they have read the relevant guidance regarding disqualification, and that they are not disqualified on any such grounds.

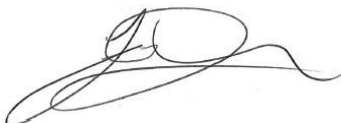
5. Sign-off by SENDhelp Compliance Director

Once Giant clear the file, this is then reviewed by the Compliance Director of SENDhelp before we mark the candidate as compliant.

Note: A candidate having a criminal record will not necessarily result in the candidate being rejected, providing any such record does not directly prohibit the candidate from working with vulnerable adults or present a safeguarding issue. In this instance, a risk assessment will be carried out, a statement collected, and the school or nursery would be fully informed of any such issue.

Once a candidate is placed in a school, we will seek feedback to ensure there are no concerns around suitability. We are fully transparent and encourage regular engagement. In the unlikely event of a complaint arising, we seek to ensure that these are handled fairly and appropriately. Likewise, should there be any serious concerns raised, we would ensure these are passed on to the appropriate authority.

A Vetting Document is provided to the school prior to any placement.



*James Lunn
Compliance Director
SENDhelp Limited*