



## **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 cover off 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. In addition to that, we give them access to the SENDhelp training suite – this is a bespoke area of our website where candidates have access to free or highly-discounted access to over 400 courses to further develop their skills. Whilst in placement, we also encourage candidates to use this for continued professional development.

### **4. Background Screening**

Only those candidates who pass all of the above steps are taken forward to full registration, at which point they we commence our market-leading background screening process.

- Verification of ID such as passport or driving licence, compared to the person actually registering. This is done in person or 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 including utility bills and/or bank statements

- 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, SENDhelp will apply for an Enhanced DBS check
- This includes checking against the children and adult barred list, and includes police cautions
- It is our policy that all DBS must be on the Update Service, and these are checked periodically. Effectively a candidate cannot work for us unless they are on the continuous DBS Update Service
- 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
- SENDhelp verifies this information independently and any applicant providing false information will result in their application being rejected.
- Where necessary, an overseas police check will be provided, or applied for, and independently verified
- 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.

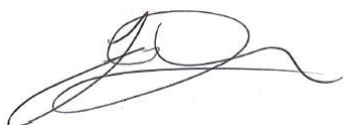
## 5. Sign-off by SENDhelp Director

Once our internal staff are ready to clear the file, this is then reviewed by one of the Directors 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