

Recruitment, Selection and Vetting Policy

OEG Version 3 - Update June 2021

In keeping with our absolute responsibilities to the public, as well as our statutory legal obligations, the Operam Education Group thoroughly vet all its candidates by running background, character, medical, criminal, and professional checks. Such checks are made before an initial appointment and repeated during service. Any circumvention of our strict procedures is taken seriously and may result in instant dismissal of all parties concerned.

Acknowledging our responsibility to safer recruitment, The Operam Education Group is also fully committed to regular in-house training of all team members on safer recruitment practices.

Expansion of The Operam Education Policy on Safer Recruitment Practices:

All our recruitment procedures fully comply with the DfE's Safeguarding Children and Safer Recruitment in Education Guidance, updated 2012, the Employment Agencies Act 1973, The Conduct of Employment Agency and Employment Business Regulations 2003, Disqualification under the Childcare Act 2006, Rehabilitation of Offenders Act 1974 and current and 2021 EU Guidance.

OEG utilizes our screening tool to complete our rigorous pre-employment checks. Candidates are not available for placement until all necessary pre-employment checks have been completed. We are committed to offering our candidates those placements that match the requirements of our schools. The Operam Education Group has its own CRM computer system, operating a pre-screening facility prior to interviewing a candidate. Our CRM uses many information categories that facilitate accurate candidate search and selection. All candidates are treated equally, regardless of age, disability, gender, nationality, race, religion, and sexual orientation.

The Operam Education Group has a policy to err, if ever, on the side of caution. We take our responsibilities very seriously, as must all employees in our business. If there is any question about a candidate's suitability, then our response is not to employ them.

How the Operam Education Group Policy on Safer Recruitment is implemented: Checks are completed prior to the first placement and are repeated during service if required. The following checks apply to all candidates:

- Identity
- Proof of address

- Right to Work in the UK
- Barred list
- Enhanced DBS and update service
- Overseas police check (where applicable)
- Qualifications verified
- Teacher Prohibition / Disqualification
- Employment history verified - 10 years, qualifying any gaps
- Minimum two professional references
- Face to face/video interview
- Medical/fitness to teach declaration
- Rehabilitation of Offender's Declaration

Interviews

All candidates attend a face-to-face / video interview prior to placement, with a trained consultant. Candidates must present original documentation and answer competency-based questions that enables the business to determine their knowledge and experience. Any gaps in employment are discussed at interview and evidence will be sought where deemed necessary. The interview is recorded in detail and follows a consistent format thus allowing the business to justify any recruitment decision made. If a candidate has an assignment gap of 12 weeks, OEG will check that all details of the candidates' registration are up to date. We will check references and applicable gaps.

Right to work in the UK

In line with Home Office guidance on the prevention of illegal working we verify and take copies of original ID documentation as evidence of the agency workers right to work in the UK. All relevant pages are stored securely on our screening tool / CRM system. These are stored and removed in line with our retention policy.

Candidates who have lived and/or worked overseas.

All candidates who have lived/worked overseas follow the same Recruitment, Selection and Vetting Policy as all other agency workers with the addition of:

A 'clear' valid overseas police check. We refer to the government guidance for criminal record checks for overseas candidates.

Verification of qualifications (UK NARIC)

As from January 2021, our check on overseas teachers will require proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked.

Barred List

All candidates are subject to a Barred List check at registration and prior to placement. An ongoing check is carried out every 12 months, via a DBS update service check or with the issue of a new Enhanced DBS.

Disclosure and Barring Service

All candidates registered are required to either undergo an Enhanced DBS Disclosure prior to placement, or if they have a current Enhanced DBS with another organisation that is registered with the Update Service, the Enhanced DBS will be accepted, and an Update Service check carried out.

Candidates are required to undergo a DBS check every 12 months if they choose not to register with the Update Service. Original DBS certificates are seen.

DBS Update Service

Where candidates have an Enhanced DBS, the Update Service allows for portability of a certificate across employers. To access this service for a candidate, we will obtain consent, confirm the Enhanced DBS certificate matches the candidate's identity and ensure that it is for the appropriate workforce. Update Service status checks are carried out prior to placement on candidates who already have a current Enhanced DBS and are registered with the Update Service. Ongoing checks are carried out every 3 months and the candidates are made aware of the frequency of the checks at registration. If the certificate is no longer relevant the candidate will be contacted for further information and a new certificate completed.

Qualifications and Identification

All Teachers must hold QTS or QTLS. Ongoing checks are carried out at least every 6 months to ensure staff have continued suitability to work in schools. We are fully compliant with Regulation 22 of the Conduct Regulations 2003 and advise our client via e-mail of the qualifications that the candidate has obtained. This is displayed on the confirmation of checks that is sent to the client at each new assignment. Candidates are asked to provide original qualifications that match the role that they have applied for. Any ECTs who register and are pending their qualifications can be checked on the TRA, and their certificate requested once received.

Teaching Regulation Agency (TRA) check

A Teaching Regulation Agency (TRA) checks is carried out prior to assignment for candidates who may be prohibited to work as a teacher.

This check is carried out every 6 months to ensure the candidate has continued suitability to work in schools. Each candidates' induction status is checked for completion. Each TRA check is saved and stored securely on our CRM system.

Employment history

All candidates are asked to provide a 10-year employment history (where applicable or back to compulsory education) and any gaps in employment of 12 weeks or more and reasons for leaving are verified. Our screening tool requests a full 10-year employment history and highlights any gaps for the candidate to give reason and a supporting reference where applicable for before completion of the portal.

References

All candidates will be required to provide two independent written professional references from referees who have agreed that their reference may be provided to the school.

Candidates are required to supply a reference from their most recent employer and a school-based reference (for a minimum of 2 years previous employment history). Where a teacher is newly qualified, references will be requested from the university and their teaching placement schools. If a candidate for a teaching post is not currently working as a teacher, we will check with the school, college, or local authority at which they were most recently employed to confirm dates of their employment and their reasons for leaving.

Candidates who have had a break from our services and worked elsewhere shall be required to provide further reference details before going back out to work.

References obtained from another agency are usually in a standard format and these should include at least dates of employment and confirmation of any safeguarding issues. These are requested via a secure link sent from our screening tool. Any accompanying emails to confirm the referees email address is attached to our screening tool.

We will independently verify references to ensure that they are genuine, and the content is satisfactory. We will contact the referee via an official email address to confirm that the reference is genuine and current.

Copies of references are available to clients on request as required by the Conduct Regulations 2003.

Reference requests require information about the candidate's performance and conduct, their suitability to work with children and whether they have been subject to any disciplinary action.

Our responsibility to maintain confidentiality is invariably outweighed by our respect of the public interest. The Operam Education Group considers public interest to be intrinsic to our commercial integrity and any safeguarding concerns raised about a candidate is therefore promptly actioned and reported to the appropriate authorities if necessary.

Rehabilitation of Offenders Declaration

All registering candidates will complete a Rehabilitation of Offenders declaration. If any candidate answers yes, the registering consultant will be alerted, and a request will be made for a confidential written statement from the candidate sent to the Branch Manager so assess. The statement will be securely stored on our cloud-based system.

Proof of Identity and address proof

All candidates are required to supply original photographic evidence of their identity, along with two proofs of address in their current address. These are sent via our online screening tool and originals verified during the interview process. Documents are requested in line with the Disclose and Barring Service routes and lists. Documents are securely stored on our Screening tool and CRM, these are disposed of in line with OEG's data retention policy.

National Insurance Proof

Each candidate is asked to provide one of the following documents: National Insurance Card, P45 / P60, Letter from HMRC (on Benefits Agency) or a pay slip from the candidates last employer. This will be stored securely on our screening tool / CRM and removed in line with our retention policy.