

Statement of Vetting, Monitoring Procedures & Safeguarding Procedures

Safeguarding Children & Safer Recruitment

i-teachers is fully compliant with the Department of Education and is responsible for education and children's services, (May 2010) and National Assembly for Wales Circular 34/2002.

The Department of Education requires schools to keep a central record of the vetting checks made on all staff including those who work on supply via an agency. Before any member of supply staff is deployed to your school, i-teachers will send you an email confirming that each of the mandatory checks required by the DfE/NAW has been carried out. You may use the vetting confirmation reports as evidence for future Ofsted/Estyn inspections.

i-teachers is committed to safeguarding and promoting the welfare of children and young people and expects all supply staff to share this commitment.

Please find below a statement of the vetting checks that i-teachers conducts to ensure that the candidates we deploy are suitable for work in an education setting.

Identity Check

i-teachers makes thorough checks to verify each applicant's identity including name, date of birth, address and photographic identity e.g. passport, driving licence or birth certificate combined with evidence of address. Only original and official documents satisfy our requirements.

If a candidate 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.

Children Barred List (List 99)

i-teachers conducts a children's barred list check on all current and previous names. Children's barred List checks are renewed annually.

Teaching Regulation Agency (Prohibited Check)

i-teachers conducts a teaching regulation agency prohibited check on all current and previous surnames to ensure any applicant is not on this list.

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DBS (Disclosure and Barring Service)

CRB and ISA merged and became the DBS (Disclosure and Barring Service) from 1st September 2012. The DBS was established under the Protection of Freedom Act 2012.

As an exemption to the Rehabilitation of Offenders Act 1974, for certain roles and professions candidates are required to disclose all spent and unspent convictions.

Any candidate must disclose spent and unspent convictions (subject to filtering rules) if it relevant to the work they are seeking.

DBS Enhanced Disclosure checks are conducted on all UK and Overseas candidates deployed.

The DBS 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 Services.

Before placing a candidate, we will confirm that a DBS Enhanced Disclosure has been requested, whether or not it has been received and whether it includes any disclosure information. We require a copy of the candidate's Disclosure to be supplied to us before them starting a placement.

If a candidate continues to work for i-teachers for more than 1 academic year an annual update service check will take place, if they haven't signed up to the update service a new DBS will be issued.

Qualification Check & QTS

Original qualification certificates & QTS letters are sighted at interview.

UK teaching qualifications are verified with The National College for Teaching and Leadership.

Overseas-trained teacher's qualifications are verified via UK NARIC to ensure equivalence to UK standards.

The National College for Teaching and Leadership Registration.

i-teachers checks whether teachers applying for teaching posts in schools are registered with the National College for Teaching and Leadership and if they have completed their QTS and induction period.

Permission to Work

i-teachers ensures that foreign national have permission to work in UK by sighting a current passport and a valid current working visa or worker registration scheme certificate, in accordance with our statutory duty.

Overseas Police Checks

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 i-teachers offices. A DBS check is also conducted in the UK.

Time spent travelling or working abroad is checked via an employer reference, a police check, a letter of good conduct or via passport stamps.

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Professional & Character References

At least 2 detailed teaching references are taken from a Headteacher or superior to cover the last five years. One of the references must be from the candidate's most recent school.

Reference requests are only sent to verifiable places of work and are checked on receipt to ensure that they are legitimate.

Check on Previous Employment History

The candidate's full adult history is thoroughly checked to ensure that all the skills declared are based on actual experience and any gaps identified and questioned.

Professional Interview

A Professional interview is conducted to ascertain that suitability of candidates.

Quality Management

Vetting and monitoring does not stop once candidates are accepted on to i-teachers' register.

Regular performance feedback reports and on-going auditing of files ensure the continued suitability of i-teachers' teachers and support staff to work in your school or nursery.

Audit of Candidate Files

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

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

Divisional Heads ensure candidate files are audited correctly & every office is audited by the Compliance Manager to ensure vetting standards are maintained.

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Monitoring of a Candidate's Performance

Verbal feedback is gathered on all candidates following interview or trial periods.

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

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

Code of Conduct

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

1. i-teachers is committed to safeguarding and promoting the welfare of children and young people and expects its employees and all supply staff it deploys to schools to share this commitment.
2. Rigorous vetting procedures including professional references and an interview ensure that candidates with a history of unacceptable conduct or practice will not be registered for work.
3. Regular contact with candidates and clients enables consultants to identify potential problems and take steps to resolve any issues at an early stage.
4. Agreed Contract of Employment (Key Portfolio or RACs Collective) or Terms of Engagement (PAYE or Umbrella Company) explain the terms and conditions that apply to your candidates deployment.
5. Thorough induction of candidates during registration interview with regards to Child Protection, Equal Opportunities, and Health and Safety policies and provision of i-teachers Induction Guide.
6. Rejection is not time limited. If a candidate is rejected, s/he must never again be registered or deployed to work by i-teachers.

Misconduct

i-teachers' Incidents and Complaints policy ensures the efficient referral, investigation and resolution of any incident or complaint.

All incidents and complaints will initially be handled by the candidate/client's consultant with referral to Department Heads and Managing Directors as appropriate. Any candidate who has a serious allegation made against them is immediately suspended and not placed in another school until the matter is resolved satisfactorily.

If an allegation against a teacher is being dealt with by a Child Protection Team, i-teachers will offer full cooperation.

If an allegation is not referred to a Child Protection Team by the school, or is of a less serious nature, we will suspend the teacher or support member of staff and require them to attend an interview (with i-teachers) about the incident. i-teachers will then take a decision as to whether to continue to use the candidate. Any candidate who presents false documentation is reported to the Department of Education and is responsible for education and children's services or National Assembly for Wales Practitioners Department.