

Recruitment, Selection and Vetting Policy

Mana Education is a specialist education recruitment agency operating from its office in Glaston providing teachers for client schools throughout the Midlands and East of England. We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and candidates to share this commitment.

The Company is committed to a policy of equal opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect – firstly to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, disability, gender, marital status, race or religious beliefs or any other condition not relevant to the performance of the job and secondly, to ensure that our clients are offered the best candidates available in terms of skills, experience and approach.

The aims are:

- to confirm our commitment to safeguarding and promoting the welfare of all children
- to provide full confidence to both clients and candidates of our best intentions to ensure that we register and submit quality candidates to support the needs of all children
- to confirm that our staff and registering candidates are expected to share this commitment

As a member of the Recruitment and Employment Confederation (REC), the company follows their Code of Practice and has been fully audited by REC.

The safety and welfare of children is considered at all times and it is our policy to ensure that all relevant pre-registration checks are carried out by staff that are trained in our procedures and understand their responsibilities.

We thoroughly vet all of our supply teachers to ensure suitability. Checks are completed prior to the first placement of a teacher and are repeated during service if required. The following checks apply to all teaching personnel and, unless otherwise stated, are conducted prior to placement.

- Interviewed face to face
- Barred List
- Overseas Police check and Qualifications check
- Have a current DBS check or are in the process of obtaining one
- Qualifications verified
- Two written references including most recent

- Signed Rehabilitation of the offenders Act statement
- Check NCTL
- Prohibition checks via NCTL site
- Have permission to work in the UK
- Identity checks
- Health declaration
- Written confirmation of recent safeguarding training

DBS

All teachers are required to undergo a DBS Enhanced Disclosure check prior to placement. If a teacher has an existing disclosure, and has joined the update service we will obtain a copy of this.

Rehabilitation of the Offenders Act

All teachers are required to sign the Rehabilitation of the Offenders Act during the application process.

Barred List

All teachers are subject to a check against the barred list prior to placement. This is undertaken after interview and a copy is retained on the teachers file. Further checks are carried out at least every 12 months to ensure the teachers continued suitability to teach.

References

All teachers are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in Education. Both referees must be senior to the teacher and be contactable at their place of work.

Written

We require both references to be in writing prior to placement; although to aid placement we may place on one written and one verbal. Emailed references are acceptable and we ensure that we retain a copy of the cover sheet detailing the sender's email address

Verbal

Verbal references may be taken but written follow up is required. A teacher may be placed on the strength of one written and one verbal reference. If the referee fails to respond to our reference request we approach the teacher and ask for a third referee or for the teacher to prompt the referee on our behalf. We would normally expect confirmation of a written reference to be received within 15 days.

Open

Verified Open references are accepted in addition to two written references. A teacher would not be placed on the strength of an open reference. If the referee is the teacher's last employer we would approach them and ask them to verify the contents.

Character

A character reference would only be acceptable in addition to a professional reference. If a teacher has been out of the workplace for a period of time we would accept a character reference and advise the school that a recent professional reference is not available. References are scrutinised by the recruiting consultant and if we are not entirely satisfied with the content we contact the referee direct for clarity, request additional references or make a decision not to engage the teacher.

We seek permission for the referee to show the reference to a third party and advise client schools that they may view references on request. All teachers must provide evidence that they hold qualified teacher status (QTS) or evidence of qualifications that are relevant to the role. Ideally we require original documentation but in the absence of this a letter confirming the qualification from the training provider or a notarised copy will be accepted. NCTL checks will offer additional assurance that the teacher is correctly qualified. From time to time the agency will check the authenticity of qualifications with the issuing institution and we seek the teacher's authority to do this. Client schools may view qualifications on request.

Interviews

All teachers attend a personal face-to-face interview prior to placement by a qualified interviewer

Identification

All teachers are required to provide at least two forms of identification, of which must be from group A and one must contain a photograph and if applicable one from group B. A further one item of identification is required from Group C and must show a teachers current address. Acceptable ID documents e.g. 1 x Proof of Address, 1 x Photo ID, 1 x Right to Work, Proof of National Insurance

- A** Valid passport and Visa/Permission to work
UK Driving licence – photo (if passport is not provided)
Birth certificate
EU Identity card
- B** If the teacher has changed names through either deed-poll or marriage documents in support of this will be required
- C** P45/60 Statement
Bank or building society *
Utility bill*
Mortgage/Insurance statement*
Addressed payslip*

Correspondence from government department ie benefits agency, the employment service, the Inland Revenue*

* Dated within three months

Medical Declaration

Teachers are required to complete a medical health questionnaire at registration. The information given will be kept strictly confidential and used only to assess needs in the workplace. If the teacher declares a condition that we feel may affect their ability to teach in the classroom we do require a letter from their GP confirming fitness to teach.

Permission to Work

To comply with the Asylum and Immigration Act 1996 we ensure that the teacher has been given valid and subsiding leave to be in the UK by the Government and that leave does not restrict them in taking the job in question. Appendix 1 details the acceptable documentation. We satisfy ourselves that the teacher is the rightful holder of any of the documents presented to us by checking:

- photographic ID to ensure that we are satisfied that they are consistent appearance of the teacher
- the dates of birth listed so that we are satisfied these are consistent with the appearance of the teacher supported by a National Insurance number.
- the expiry dates of passports and visas are valid and ensure that adequate monitoring systems are in place to signal the pending expiry of key documentation
- any United Kingdom Government stamps or endorsements to see if the work seeker is able to do the type of work we are offering and that the proposed hours are permissible
- any name changes are supported by the appropriate documentation
- A letter from the Home Office confirming immigration status. This will be verified.

Placement on Complete/Incomplete checks

Every effort will be made to place a teacher on the completion of all checks. The school is advised if any checks are outstanding and we do seek their permission to place the teacher in the absence of these. The minimum checks that we would place a teacher on are:-

Interview

DBS/DBS in progress

Barred list

One written reference/one verbal

Health declaration

Permission to work

NCTL Check

ID

Qualifications

Signed Rehabilitation of the Offenders Act

Proof of recent Child Protection/Safeguarding training

Information that comes to light after placement

Should information come to light after the teacher has been placed; we will in the first instance speak with the teacher, if this is appropriate. We may then terminate our contract with the teacher or discuss findings with the client in order to obtain their agreement to continue with the placement. Our Misconduct Policy details the steps that we would take in the event that a teacher is placed who has been barred or restricted from teaching.

CV/Application Form

Teachers are required to provide either a CV or an application form. Gaps in employment/study are queried at interview. (Min 10 years history, showing months and years).

Copies of Documentation

A copy of all documents are signed and dated by the consultant 'as originals seen'. These are kept in the teacher's personal file.

Appendix 1 Permission to work checks

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man nor Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
13. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.