

# COMPLIANCE CHECKLIST

## 1 Pre-screen

All our candidates undertake a rigorous vetting process including CV screening and telephone interviews.

## 2 Personal Interviews

We interview all our candidates to assess their suitability to the role and to assess their skills, knowledge and experience.

## 3 Identity Checks

We always ask candidates to provide approved DBS documentation and original identification.

## 4 Qualification Checks

Candidates must complete the following; online QTS checks, NQT Induction Status and OT Overseas Trained Teachers – UK NARIC Qualification Status.

## 5 DBS

Including Enhanced DBS Disclosure, Overseas Police check from country of residence. All candidates are enrolled on to the DBS update service which is regularly checked.

## 6 Children's Barred List Check

All candidates checked and updated annually.

## 7 DFE/NCTL

The following employer access checks are completed for every candidate; Teachers prohibited from the Profession, Section 128 Barring Directions and Teachers sanctioned in other EEA Member States.

## 8 Right to work

Entry clearance, work permits and immigration documents are checked to ensure candidate is eligible to work in the UK.

## 9 References

We require two references including one from the most recent employer. All gaps in employment are investigated thoroughly.

## 10 Medical Fitness

Medical questionnaire completed in line with The Equality Act 2010.

## 11 Disqualification by association

We comply with the Childcare Act 2006 which states that if a candidate lives with someone who is disqualified, they too are disqualified as a result of their association with that disqualified person.

## 12 Safeguarding

All our candidates must read and understand the Keeping Children Safe in Education and Stafflex Procedures following a safeguarding allegation documents. They must also complete the Awareness of Child Abuse and Neglect e-learning course.