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Application guidance

Guidance for REC Audited
Education applicants



REC Audited Education
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**Recruitment &
Employment
Confederation**

Guidance for REC Audited Education Applicants

In addition to the generic criteria, you will also be required to demonstrate compliance in key safeguarding legislation and best practice. Before your onsite audit, we would advise that you review your documentation and procedures to check that they are in line with our requirements and that you are able to provide evidence in support of this. The guidance below should help you to identify the key points to ensure the suitability of a work-seeker and what you can do to help the auditors verify that you are complying. (Please note that the auditor will focus their checks on the criteria that are specific to the type(s) of recruitment you carry out).

Ensuring suitability and good safeguarding practice must be built into routine procedure and practice. Nowhere is this more important than in the recruitment and vetting of work seekers that have contact with young people. The content of this section focuses primarily on safeguarding and helping agencies ensure that they undertake the relevant checks at the right time. Relevant checks mean those that are required by law and the statutory guidance “Keeping children safe in education – statutory guidance for schools and colleges” (July 2015) issued by the Department of Education (DfE).

It is important that all policy documentation is up to date; agency staff are aware of the processes in place and are able to apply these consistently. The REC is seeking assurance that agency staff are aware of their statutory obligations, execute client’s requests correctly, observe best practice and that procedures are adhered to. We will do this by:

- Reviewing your policies and procedures
- Discussions and interviews with key agency staff
- File sampling

REQUIREMENT	Evidence required
The Disclosure and Barring Service	
<p>Assurance that your safeguarding obligations in relation to the Disclosure and Barring Service (DBS) are met in helping you make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.</p> <p>It is necessary that all policy documentation in relation to your recruitment, selection and vetting is up to date and details what is required at each stage of the selection process, how this is achieved and by what means. We seek assurance that agency staff are aware of the document/s and are able to apply these through-out the recruitment process and on an ongoing basis where necessary.</p>	<p>The policy document/s will need to include what you do in relation to;</p> <ul style="list-style-type: none"> • Enhanced DBS checks Assurance that you are either taking out new DBS checks or carrying out Update Service checks prior to placement Ongoing use of the Update Service – are checks made in line with REC policy i.e. at least every 12 months subject to any shorter period imposed by a client • Children’s Barred List checks This check is only applicable prior to placement where a DBS application is in progress • Reporting and Referral What you do in relation to reporting risk How you work with a school during an investigation How you support the work-seeker How information that comes to light after a worker is placed is managed.



Qualifications	
<p>We seek assurance that work-seekers are appropriately qualified and that agency staff understand the differing levels of qualification and skill sets required.</p> <p>Equally that these qualifications are evidenced prior to placing the work-seeker and that the work-seeker has all the training required to be effective in their role.</p>	<ul style="list-style-type: none"> • Evidence of how you ensure that a work-seeker is medically fit to undertake the role • Documentation to support this process.
Medical Fitness to Work	
<p>Assurance that the Education (Health Standards) (England) Regulations 2003 are observed in that agency staff ensure those working directly with the children have the health and physical capacity to do so.</p>	<ul style="list-style-type: none"> • What stage of the recruitment process would you request this declaration • How you manage information that is declared • Awareness of the "filtering" rules with regards to work-seekers declaring offences.
Rehabilitation of the Offenders Act Statement	
<p>Assurance that when deciding whether to engage someone with a criminal record is whether the offence is relevant to the position. For work in an education setting the main focus should be whether the offences are relevant in terms of protecting children.</p>	<ul style="list-style-type: none"> • A written process detailing the type of workers that you seek to engage and the level of qualifications that you require • Assurance that agency staff are clear about the basis on which the work-seeker is being engaged • Evidence that copies of qualifications are verified.
References	
<p>Assurance that at least two references are followed up in all cases, including previous agencies/LAs with who the work-seeker may have worked.</p>	<ul style="list-style-type: none"> • A written statement of your reference policy – to include written, verbal, open, character and testimonial references • Copies of the standard letters/emails used to secure references • Measures taken to establish the identity of the referee • The type of referee that you would expect to approach • Your policy for obtaining a reference for a teacher who is not currently employed as a teacher • Consistent approach in ensuring that references are reviewed and anomalies acted upon.
Overseas Workers (and those who have lived and worked overseas)	
<p>DBS checks are not always sufficient for those who have lived or worked abroad as they do not generally show offences committed by individuals whilst living abroad.</p> <p>We seek assurance that your safeguarding obligations in relation to the Disclosure and Barring Service (DBS) are met in helping you make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.</p> <p>It is necessary that all policy documentation in relation to your recruitment, selection and vetting is up to date and details what is required at each stage of the selection process, how this is achieved and by what means. We seek assurance that agency staff are aware of the document/s and are able to apply these through-out the recruitment process and on an on-going basis where necessary.</p>	<ul style="list-style-type: none"> • A policy detailing overseas police check requirements – are checks made in line with REC policy i.e. if a work-seeker has lived or worked abroad for more than six months within the last five years, they should be in possession of an overseas police check from the country they were in to cover that period. • Confirmation of when a letter of good conduct would be utilized. • Action taken if a work-seeker is unable to provide an overseas police check.

Continued Suitability	
<p>REC seeks confirmation that regular and on-going checks are in place to ensure continued suitability.</p>	<p>A policy detailing:</p> <ul style="list-style-type: none"> • the regularity of repeat checks • when further checks are undertaken on registered work-seekers whose files are dormant • how feedback is secured and the frequency • opportunities made available to enable work seekers to develop • how feedback is shared with the work-seeker.
The National College of Teaching and Leadership/Education Workforce Council	
<p>Assurance that in the placement of teachers, agency staff are aware of their obligations to ensure a teacher's suitability and that the teacher is a member of the relevant professional body as required by law.</p>	<ul style="list-style-type: none"> • A policy detailing checking procedures and how restrictions/sanctions are managed • Assurance that work-seekers required to register with these bodies have done so.
Interviewing	
<p>Assurance that at least two references are followed up in all cases, including previous agencies/LAs with who the work-seeker may have worked.</p>	<p>Evidence that:</p> <ul style="list-style-type: none"> • the consultants are appropriately trained to deliver interviews • standard questions are asked • the interview is evidenced through clear interview notes taken by the agency member of staff • information is recorded.
Client contact	
<p>In line with the requirement for schools to keep a single central record, assurance that agencies give schools written confirmation of the checks they have carried out on a work-seeker (including the dates that the checks were done).</p>	<ul style="list-style-type: none"> • A policy detailing your processes • Documentation to support this process.
Disqualification under the Childcare Act 2006	
<p>Assurance that the agency is aware of the childcare disqualification requirements and has processes in place for checking this information with work-seekers who will be supplied/introduced into relevant roles.</p>	<ul style="list-style-type: none"> • A policy detailing your process • Documentation given to relevant work-seekers.