



WORLDWIDE EDUCATION RECRUITMENT LTD

**Safeguarding Children and Safer Recruitment in
Education**



About Worldwide Education Recruitment Ltd

Worldwide Education recruitment Ltd was recently established in June 2014 by a former Educational Recruitment Manager with over 10 years' experience.

We do not register every teacher that contacts us, and only register teachers and teaching assistants we would feel confident working with ourselves. We are not only committed to providing a high level of service, but to improving Safer Recruitment for our schools and nurseries.

Worldwide Education Recruitment Ltd is fully compliant with the legal requirements and good practices stipulated by the DCSF (now Department for Education 2010) statutory document with regard to "Safeguarding Children and Safer Recruitment in Education".

Worldwide Education Recruitment Ltd offers:

- Local teachers, for local schools
- Placement of teachers to the appropriate key stage and / or subject requirements
- Teachers who bring materials appropriate to the age group they are to teach
- Experienced classroom practitioners who mark work and leave classrooms organized and tidy
- Support and guidance for NQTs
- Help with long term and permanent placements

Benefits of using Worldwide Education Recruitment Ltd:

- Secure in the knowledge you are dealing with colleagues
- One phone call to resolve staffing needs – day to day or longer term cover
- Excellent team communication - no matter who you speak with at Worldwide Education Recruitment Ltd, you can be assured of continuity for your school
- Peace of mind – all Worldwide Education Recruitment Ltd teachers have recent and clear Enhanced DBSs, and have met with Safeguarding requirements
- Cost effective – we pay our teachers competitively whilst keeping costs competitive for schools
- Offices open from 7am and Emergency Booking line available on a 24 hour a day service
- An honest and open service – in the unlikely event we are unable to help you, we will notify you immediately

Safeguarding Policies and Procedures

(For the purpose of this document, the term “teacher” shall refer to any early year’s workers, teaching support staff or qualified teachers submitted by Worldwide Education Recruitment Ltd for supply, contract or permanent posts).

Pre-employment checks

Prior to any teacher being offered work in our user schools, the following stringent checks are carried out without exception:-

Face to Face Interview

- **All** candidates that register with Worldwide Education Recruitment Ltd are interviewed in person without exception
- The interviewing process lasts between 60-75 minutes and explores the candidate’s employment history (including any gaps in employment), educational background, skills and experiences and health

Identity Checks

In order to verify a candidate’s identity the following original documentation is checked and recorded at interview:

- Photographic Identification - a current passport etc
- Driver’s Licence
- Birth and / or Marriage Certificate
- Proof of address - a utility bills dated within the last 3 months
- National Insurance Number
- Qualification
- Overseas Police Clearance

Registration with the General Teaching Council of England (GTCE)

As an accredited agency, Worldwide Education Recruitment Ltd fully complies with the need to check teacher records for any anomalies. Following the closure of the GTC service / website in March 2012 we are continuing to check all teachers Teaching Reference Numbers & QTS Status against the Employers Access Live Website.

Qualification Check

In having Live Access to the GTCE records, Worldwide Education Recruitment Ltd cross-references a teacher’s qualifications produced at interview with those logged with the Employers Access Service to ensure accuracy and authenticity.

Professional Reference Check

All potential Worldwide Education Recruitment Ltd candidates are required to nominate at least two professional referees of whom one must be their former employer. Worldwide Education Recruitment Ltd approaches nominated referees on the candidate's behalf to assure true and accurate references are obtained and stored appropriately. Any discrepancies are explored and documented before a decision to recruit is taken. On top of the legal requirement for a minimum of two references Worldwide Education Recruitment Ltd also seeks to take a detailed character reference for each and every candidate registered. References are also obtained for each and every long term position being undertaken as well as regular feedback forms for shorter assignments, to ensure on going professional development.

Worldwide Education Recruitment Ltd will not register teachers whose references are unsatisfactory.

Enhanced Criminal Records Disclosure and Overseas Police Checks

It is important to remember that any Disclosure is only truly valid on the date it is produced.

- During their interview, teachers are reminded that they are exempt from the Rehabilitation of Offenders Act 1974
- Every candidate is required to disclose any previous, spent or pending convictions. Similarly, candidates are required to declare any cautions they may have received
- Any disclosures are dealt with on an individual basis and explored thoroughly before recruitment decisions are made.
- No candidate will ever enter a school without all the required checks being in place including a relevant and satisfactory DBS.
- Worldwide Education Recruitment Ltd DBS are valid for 1 year from the date of issue providing that there are no gaps in service of longer than 3months. We also register all Worldwide Education Staff's DBS on the Update Service so as to ensure the DBS remains up to date at all times.

Portability

One of the most recent changes to Worldwide Education Recruitment Ltd safeguarding procedures is related to the portability of DBS's. Please see the below points for guidance on what portability means.

- Portability refers to the re-use of a Disclosure, obtained for a position in one organisation and later used for another position in another organisation.
- The DBS no longer facilitates portability however Disclosures can still be ported between Registered Bodies (for example, agencies providing the agency supports portability)
- Teachers who are on the books of more than one agency at the same time need not be asked to obtain a separate Disclosure by each agency. In those circumstances the second or subsequent agency should require the teacher to produce his or her copy of the Disclosure obtained by the first agency, and should verify the validity of the document by checking with the agency.
- Those who move frequently between short-term appointments may not wish to apply for a fresh DBS check each time they seek a new position, especially if this occurs every few days. Similarly, those who take up two positions that both require a DBS check (for example, a full-time job and a weekend or voluntary position) may be able to avoid making two applications to the DBS.

- Should Worldwide Education Recruitment Ltd register a teacher who holds a recent DBS from via another agency, Worldwide Education Recruitment Ltd will undertake the following process:-
 - Ask the individual to show their copy of the DBS check
 - Confirm the reference number and identity details match
 - Check the DBS Up date service for any further information and to insure the DBS is still active.
 - If there is no additional information on file, Worldwide Education Recruitment Ltd will carry out a formal risk assessment to decide whether to accept the DBS check
 - Please note that in the event a counter signatory confirms they are holding additional information, Worldwide Education Recruitment Ltd will not register the candidate
 - Portable DBS can be used for up to 1 year as per the policy for renewing Worldwide Education Recruitment Ltd DBS s however Worldwide Education Recruitment Ltd feel it is good practice to obtain their own within the first 1 month of employment if the DBS is not on the update service.

Overseas Police Checks

Overseas Trained Teachers are required to produce a Police Check at interview from their home country. In addition, every OTT must apply for and hold a current Enhanced Criminal Records Disclosure to produce to schools upon request.

Right to Work Act 2006

Under the Asylum, Nationality and Immigration Act 2006, Worldwide Education Recruitment Ltd ensures that all employees have the right to work in the UK. The appropriate documentation is checked and validated at interview stage to ensure that the candidate can legally work in the UK. Photocopies of such documentation are retained on personal files and kept for a minimum of two years after employment has ceased.

ISA Barred List Check

Worldwide Education Recruitment Ltd has 'Live Access' to the ISA Barred List database from our offices. Every teacher is ISA Checked at interview and then every 3 months thereafter as of their interview date. As with our DBS policy, should a teacher have a break in employment of greater than 3 months from our service, another ISA Check is obtained.

Single Central Record

The safety of children is of paramount importance to us at Worldwide Education Recruitment Ltd. We continue to monitor guidelines and work closely with our schools in meeting their need to monitor all supply staff in accordance with the DFE and OFSTED. To assist with your record keeping, Worldwide Education Recruitment Ltd teachers are asked to take with them to each and every assignment, the following documentation:-

- Enhanced DBS Disclosure
- Worldwide Education Recruitment Ltd Photographic Identification Card

To further assist schools with the verification required, Worldwide Education Recruitment Ltd also sends an electronic copy of the required information to a school's assigned 'admin' email address in the form of a Safety Verification Email each time a new teacher is assigned to your school. This is a comprehensive email that provides full safety details, together with a photograph of the teacher.

Monitoring of Teacher Files and Professional Conduct

Enhanced DBS and ISA Barred List

Worldwide Education Recruitment Ltd closely monitors and updates all teacher files in both hard-copy and electronic formats. Worldwide Education Recruitment Ltd uses an automated system that brings to our attention any teachers whose ISA Barred List and/or Enhanced **DBS** are coming up for renewal. This ensures that no teacher representing Worldwide Education Recruitment Ltd will ever enter a school without the current, mandatory checks being in place.

Code of Conduct and Expected Professionalism

The expected professionalism of all Worldwide Education Recruitment Ltd is something clearly set out and discussed at interview and monitored thereafter. Through our daily contact with schools, Worldwide Education Recruitment Ltd actively seeks feedback on teachers to ensure our high standards are mirrored in the teachers we employ. A copy of our teachers' code of conduct is included.

Referees

After the completion of a medium to long term assignment, Worldwide Education Recruitment Ltd seeks a reference from the school to reflect the teacher's performance over that duration. This information is discussed with the appropriate personnel and stored in the same manner. Teachers who receive wholly unsuitable feedback will not continue to be registered by Worldwide Education Recruitment Ltd.

Grievances Procedure

Should there be a need to make a complaint Worldwide Education Recruitment Ltd has a very clear procedure that is followed:-

- Complaints made against a teacher (and similarly, a teacher against a school) are conducted in a controlled manner and discussed in full until the matter is resolved.
- Worldwide Education Recruitment Ltd understands the need for confidentiality and handles all complaints and allegations accordingly. Minutes documenting such cases are recorded and stored inline with our privacy policy. The school / teacher in question would also be able to access such details and we would endeavour to supply information in writing as the complaint unfolds and is resolved.
- Should an allegation made against an Worldwide Education Recruitment Ltd teacher or candidate escalate, Worldwide Education Recruitment Ltd understands our role in working in partnership with our teacher, the school and the DFE Team as well as the responsibility for referring the matter onto the ISA and potentially the police.
- Should a complaint be deemed serious i.e. relating to an allegation of safeguarding the teacher / candidate in question would be suspended from carrying out any further work with Worldwide Education Recruitment Ltd until we felt it was satisfactorily resolved. In such instances the candidate would be invited to make their case against the complaint in person with a senior member of Worldwide Education Recruitment Ltd's team i.e. a manager.
- Should you feel that your complaint has not been settled satisfactorily please do seek assurances from a senior member of Worldwide Education Recruitment Ltd staff by submitting your concerns in writing to your local Worldwide Education Recruitment Ltd office Worldwide Education Recruitment Ltd current COO (Chief Operations Officer) is Emma Kiernan, M/D Worldwide Education Recruitment Ltd.

On-going Professional Development

As former teaching professionals, Worldwide Education Recruitment Ltd understands the need for teachers to be informed of current legislation and any changes in education. Worldwide Education Recruitment Ltd regularly offers professional development courses to assist with professional development. More pertinent development such as Safeguarding Children Training for teachers is coordinated in partnership with schools and Child Protection School Liaison Officers.

Our Commitment to Communication

In building our partnership with schools Worldwide Education Recruitment Ltd encourages and is committed to open communication.

Should you wish to discuss Worldwide Education Recruitment Ltd commitment to Safeguarding Children and Safer Recruitment in Education further, we would be more than happy to discuss this with you.

Example of Safety Verification Checklist

Provided upon confirmation of a new staff member sent to your school or nursery. Subsequent bookings are automatically confirmed with an email including the teacher's details for your central records.

An example of this can be found below:

Attn: **[Your School Name]**

The following information is strictly private and confidential.

Thank you for confirming the following booking with us. Our teacher has been advised to carry a copy of their Enhanced DBS and Worldwide Education Security photo Card or proof of ID.

Vetting Details
Candidate: [Candidate Name]
DOB: XX/XX/XXXX
[PHOTO ID]
DBS Date: XX/XX/XXXX
DBS Number: XXXXXXXXXXXXX
DBS Status: Clear
Update Service: Registered
Update Service Status: Last Checked on XX/XX/XXXX, Clear
Overseas Police Clearance: XX/XX/XXXX, Country of Issue, Clear
ISA Barred List Check Date: XX/XX/XXXX Clear
Childcare Disqualification: Signed Declaration
Visa: British Citizen OR Visa Details
QTS Number: 1234567
QTS & Prohibition from Teaching Check: XX/XX/XXXX, no sanctions
Qualifications: XXXXXXXXXXXXXXX
Reference 1 Date: XX/XX/XXXX
Reference 2 Date: XX/XX/XXXX

Booking Dates and Times	Our shift reference	Your reference	Location
Start: 16/01/2019 09:00 End: 16/01/2019 15:15	PL0000000000	Teacher	ADDRESS

Worldwide Education Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Registered body of ISA Barred List.