Service and Safeguarding Guarantee

Vision for Education, ABC Teachers and Smart Teachers pride ourselves on both the service we deliver and the amount of care we take to ensure our candidates are fully vetted. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Each time a school books a candidate with us, they can be reassured that the following vetting checks have been completed:

ID and address check and right to work verified

All our candidates have a face-to-face interview, in person or via video call, and must provide their identification documentation to confirm both their proof of identity (via photo ID) and proof of eligibility to work in UK.

All candidates are asked to provide proof of all legal name changes during lifetime such as marriage certificates, deed polls and decree absolutes.

A proof of address document dated within 12 months is requested at interview. Where a candidate has only been in the UK for a short period of time, they are advised to provide us with a UK proof of address as soon as possible.

A current enhanced Disclosure and Barring Service (DBS) check

If the candidate does not already have a valid DBS certificate which is registered on the Update Service, we will process an enhanced certificate for the candidate through a third party platform. As the **Children's Barred List check** is included within the enhanced DBS check, a valid DBS certificate must be obtained before a candidate can commence employment, and all candidates must register their DBS certificate with the Update Service as a condition of clearance.

Once registered, we perform a fresh Update Service check on active candidates every month.

On occasions, the DBS will issue 'manual' DBS certificates to applicants. These certificates are valid at the time of issue but cannot be registered with the DBS Update Service. For existing candidates who have gone through a previous clearance and have an established work history with us, a case assessment will be made with regards to continued clearance. Should the case assessment result in clearance being granted, the candidate will need to agree to carry out a fresh DBS check every 12 months.

If a candidate has a positive DBS, then a recruitment decision is made based on the age and nature of the offence. If we assess the candidate as suitable to work in schools, then a copy of their DBS is sent securely to the school.

10-year work history

Candidates are required to provide a CV. If this is not a full CV, the most recent 10-year work/study period must be provided as a minimum. Employment gaps are explored with the candidate and noted on the CV, and reasons for leaving each position within the referencing period are also established and noted. Information detailed within the CV will also be cross checked against the references obtained for the candidate's application.

Overseas Police check/certificate of good conduct

Candidates are asked to provide an overseas police check with translations if necessary, if they have been out of the country for more than 6 months in the last 5 years.

If a candidate does not already possess an overseas police check, we will endeavour to assist them in obtaining one. Failing this, then a request for a certificate of good conduct will be made to their last employer in the relevant country. A certificate of good conduct is in the format of a reference pro forma and includes additional questions relating to the candidate's character and criminal conduct.

teaching or have sanctions. All TRA checks are re-done on a yearly basis and we check the following lists:

- Teachers who have failed induction or probation.
- General Teaching Council for England (GTCE) sanctions.
- Teachers and others prohibited from the profession.
- Section 128 barring directions.

Qualified Teacher Status (QTS)

Every QTS candidate's TRA reference number must be crossed checked for validity and any restrictions, sanctions or prohibitions that apply.

Any restrictions must be logged within the candidate's record and periodically reviewed to ensure compliance adherence.

Qualified Teacher Learning and Skills (QTLS) check

QTLS is confirmed with the Society for Education and Training (SET) for Further Education (FE) candidates.

FE qualified candidates who hold QTLS will only be cleared to work as QTLS when they have provided their FE qualification certificate and we have confirmed with SET that they hold QTLS and have an active membership.

Reference checks

We request references to cover the last two years of a candidate's employment history and we do not accept open, pre-written references or testimonials. We contact all referees independently and will always use a verifiable contact method.

At least two references will be on file and these will include references from the candidate's most recent and relevant experience.

Letter of professional standing (teachers only)

Teachers who have taught overseas are required to provide a letter of professional standing from the local regulatory authority in the country that they qualified/worked in. We will also ask for a translation where necessary and, if a candidate does not already have this letter, we will try to assist in obtaining one. Where it is not possible to obtain a letter of professional standing, additional assessments are made via overseas references which requests the referee to provide confirmation of whether any conduct referrals to the local regulatory body had been made in relation to the candidate.

In cases where it has not been possible to obtain a letter of professional standing, or to fulfil the equivalent requirement via referencing, a member of the safeguarding team will complete a risk assessment document prior to clearance to determine suitability and to record any additional checks that have been completed.

Medical check

Candidates must declare that they are medically fit to work during the registration process.

Childcare Disqualification Questionnaire (primary candidates)

Candidates who wish to work in primary age settings are required to complete a Childcare Disqualification Questionnaire at interview. If any of the answers give us cause for concern, the candidate will be referred to Ofsted to request a waiver. Only once a waiver has been issued will the vetting process continue (if deemed appropriate to do so).

To enhance the security of these checks, we have a dedicated Safeguarding team, who oversee the vetting checks required, which ensures that only trained vetting staff are involved in the process. Candidates must be successfully cleared by our central Safeguarding team prior to commencement of the booking.

Evidence of all documentation and referencing obtained is available on request.

REC Audited Education

We are REC Audited Education accredited, which gives you the assurance that you are working with an agency that has the gold standard for recruitment. Find out more about the accreditation in the REC's leaflet for schools.