**Recruitment Policy**

FlexTeach hold the principle that it requires the highest level of commitments and efficiency from its employees. Our recruitment legislation is reviewed annually or whenever changes occur. Additionally, all our employees receive regular updates and training to ensure that the below legislations are fully complied by:

* Employment Agencies Act (1973)
* Conduct of Employment Agencies and Employment Business Regulations (2003)
* Agency Worker Regulations (2010)
* Equality Act (2010)
* Rehabilitation of Offenders Act (1974)
* Asylum & Immigration Act (1996)
* Data Protection Act (1998)
* Safeguarding Vulnerable Groups Act (2006)
* Keeping Children Safe in Education (2024)
* Education Health Standards (England) Regulations (2006)

**New Employees**

Before any member of supply staff is deployed to a school, FlexTeach will send a booking confirmation email, which includes a link to our website to fill in the mandatory pre-employment checks that have been carried out on each candidate booked, along with a photograph in line with the latest safeguarding guidance. The pre-employment checklist is printable, but it also remains online for our records. We recommend all agency workers to take their original DBS Enhanced Disclosure and a form of photographic ID to all client bookings.

# Short Application Form

All applicants complete a short online application form on our website which includes their personal contact details, emergency contacts, information about the DBS checking process, and a disclosure of relevant criminal convictions. From these details, candidates are pre-screened with several basic questions to determine their suitability for work. Suitable candidates are then invited to attend a registration interview either online or in-person at the office. The application form also allows candidates to specify their preferred type of work and, if they do not have a Curriculum Vitae (CV), provides space to detail their educational and employment history.

The online application includes a comprehensive checklist of all mandatory pre-employment checks. This helps our Talent Specialist accurately complete the necessary paperwork and vetting information for each candidate in our Backoffice database. Additionally, the application asks candidates to specify whether they are seeking temporary work, permanent work, or both.

# Interview

# During the registration process, an interview is conducted either online or in person before work placements. This allows us to ask additional questions about employment history, qualifications, and future work preferences. The interview also serves as an induction for candidates, explaining how FlexTeach operates, including relevant policies, contract details, payroll, and timesheet information. A comprehensive induction to temporary and/or permanent work placement services is provided, with roles and responsibilities clearly outlined.

# Identity Check

FlexTeach makes thorough checks to verify each applicant’s identity including name, date of birth, address, and photographic identity, for example an original birth certificate along with proof of permanent NI number or a current and valid passport, or biometric residence permit. Any change of name by marriage or deed-poll is also checked.

# Proof of Address

We obtain evidence of proof of address to support the ID check, this is in the form of a utility bill or bank statement, which is less than 3 months old. Only official documents satisfy our requirements.

# Right to Work

FlexTeach performs right to work checks on every job seeker we plan to supply to our clients, ensuring compliance with immigration and equality laws. We will either conduct a physical document check or use an online check to verify a candidate's right to work.

# Physical right to work checks

For physical document checks we follow the three-step process set out in the [Home](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [Office](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [Guidance:](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [An employer's](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [to](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [right](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [to](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [work](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [checks:](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)

* Step 1:

We obtain the work seekers original documents. The work seeker must provide us with either one document from [LIST A](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) of the Home Office right to work checklist or any of the documents or combination of documents from [LIST B](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) of the checklist. We only accept original documents. Photocopies or electronic scans are not acceptable.

* Step 2:

We take reasonable steps to check that the document is valid and that the work seeker is the person named in the document.

* Step 3:

We make a copy of the relevant page/s of the document in a format which cannot be subsequently altered. This can include a photocopy or a scan or where we take an electronic copy, this will be in a non-rewritable format.

All copies of documents taken will be kept securely for the duration of the work-seekers engagement with FlexTeach and for two years afterwards. The copy will then be securely destroyed.

# Online right to work checks

For online right to work checks we will follow the three basic steps set out in the [Home](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [Office](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [Guidance: An](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [employer's](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [to](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [right](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [to](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [work](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) [checks:](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)

* Step 1:

We use the Home Office online right to work checking service in respect of an individual and will only employ the person, if the online check confirms they are entitled to do the work in question.

* Step 2:

We satisfy ourselves that any photograph on the online right to work check is of the individual presenting themselves for work.

* Step 3:

We retain a clear copy of the response provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

Since July 2021, EU, EEA, and Swiss citizens are required to prove their right to work using the UK government's online Right to Work checking service. Candidates provide us with a share code, allowing us to verify their right to work online.

International citizens are required to prove their right to work through a Work Visa, Biometric Residence Permit, a current Passport, and a share code. Irish citizens can continue to use a Passport or Passport card. For online interviews, candidates are asked to hold up to the camera the document(s) they have provided for verification.

# DBS Enhanced Disclosure Check

Subject to filtering rules, all candidates working with children are exempt from the Rehabilitation of Offenders Act, and so FlexTeach require candidates to declare any cautions, convictions, or pending prosecutions, even if they would otherwise be considered ‘spent’ under this Act.

DBS Enhanced Disclosure checks are conducted on all candidates deployed to work with children or vulnerable adults. The Enhanced Disclosure ensures candidates are checked against local police force records, and all Enhanced Disclosures include a check of the Children’s Barred List. We don’t make a check of the Adult Barred List unless the candidate could be working with students of 18 & 19 years of age. and we are eligible to do so under the DBS guide to eligibility.

Before placing a candidate, we will confirm that a relevant Disclosure has been received and whether there is any information on it.

**Overseas Police Checks**

Candidates who have lived or worked overseas for 6 months or more in the last 5 years are asked for an original police check from the relevant country, or a letter of good conduct from the relevant embassy or employer before they can be deployed to work. A DBS Enhanced Disclosure certificate is also requested.

If an overseas police check or letter of good conduct is unobtainable and we have taken all reasonable practicable steps to comply with the above requirements but have been unable to do so, we will notify the client of this, along with the steps we have taken to comply and the extent that we able to do so, we would

# Disqualification under the Childcare Act

All candidates who will be potentially working with children under the age of 8 are asked to agree to an online declaration to confirm that they are not disqualified under this Act.

**Teaching Regulatory Agency (TRA), previously NCTL & GTC**

FlexTeach check that all teachers are registered with The Teaching Regulation Agency, whether any restrictions are in force, and whether they have completed their QTS and induction period.

All candidates names are checked against the TRA for any work restrictions, including Teaching Assistants, and Nursery Nurses.

FlexTeach will continue to check teachers’ membership and prohibitions on registration and if they return to the company having had a break from working for us.

Teachers with QTLS are permitted to work in schools, so FlexTeach checks their registration to the Society for Education & Training (SET) to confirm QTLS prior to placing them out to work.

# Qualifications

FlexTeach requires evidence of all relevant childcare qualifications.

* Qualified Teachers require a minimum, Postgraduate Teaching qualification, Degree Certificate, QTS Certificate and Induction Certificate.
* ECT Teachers require a minimum, Degree Certificate, Teacher Reference Number.
* Cover Supervisor require a minimum, Degree certificate or Level 2 Award in Support Work in Schools, Level 2 Certificate in Supporting Teaching and Learning in Schools, Level 3

Award/Certificate in Supporting Teaching and Learning in Schools, Level 3 Certificate in Cover Supervision, Level 3 Diploma in Specialist Support for Teaching and Learning in Schools or a Level 4 Higher Level Teaching Assistant Certificate.

* Teaching Assistant/Learning Support Assistants require at a minimum, GCSEs in Maths and English.
* High Level Teaching Assistant requires at a minimum, a Level 3 in Higher Level Teaching Assistant certificate.
* Qualified Nursery Practitioners require at a minimum, a Level 2, Level 3 or higher childcare certificate by a professional qualification accredited body that is full and relevant and accepted by DfE to work in an early years setting.

# Professional Referencing

At least 2 written teaching or childcare work references are taken from a Headteacher or Manager to cover the last 5 years of work history. One of the references must be from the Manager/Head of the candidate’s most recent employer even if that is another agency.

In exceptional circumstances, we will take up a professional character reference if we are unable to obtain two employment references. Our clients will be notified if there is a professional character reference on file in relation to that candidate that's booked.

**RETENTION:**

## INACTIVE CANDIDATES

Candidates in our database with expired checks who we have been unable to reach will be marked as inactive. They will not be assigned to work, however they will remain in our database so we can attempt to get them compliant for work again.

In line with Keeping Children Safe in Education, if a candidate is subject to a safeguarding allegation that is concluded as unfounded, unsubstantiated, or substantiated, we are required to retain the information at least until the accused reaches normal pension age or for a period of 10 years from the date of the allegation, whichever is longer.

**If a candidate returns to us within 1 year**, the candidate will be thoroughly pre-screened on the telephone again to ascertain what has changed since they last worked for us, and the below updates will be processed:

* Updated employment reference to cover the period they were not working for us.
* Updated CV.
* Updated DBS Enhanced Disclosure or Status Check via the Update Service.
* Update the front-page database notes to ensure they are current.
* Update proof of address (if they have moved).
* Obtain copies of any new qualifications if applicable and update this information on the candidates CV.
* If the candidate has spent time overseas, we would request an overseas Police Check.
* If the candidate has married or changed their name, we would request original documentation to confirm this.
* If the candidate has changed the way they look we would request an up-to-date passport photo so that the photo, we hold on file is accurate and current.
* The candidate would be asked if there is any change to their medical information which could affect their ability to teach or work with children.
* The candidate would be asked if there is any change to their criminal history since they first registered.

**If a candidate returns to us after 1 year**, we will start the whole registration process again and treat them as if they were a new candidate as per the process listed above.

**STRIKE ACTION:** In July 2023, a new UK law came into place for England, Scotland and Wales whereby FlexTeach cannot not provide skilled agency workers to fill staffing gaps caused by industrial strike action.