

OUR COMPLIANCE PROCESS CONSISTS OF:

- A face to face interview
- Identification – against a passport, national ID card or photo driving licence and, where necessary, sight of marriage and divorce certificates
- Date of birth – against a passport, national ID card or photo driving licence
- Proof of address – recent utility bill, bank statement
- Qualifications verification – sight of originals or verification with the issuing institution
- References – two good/excellent graded references including most recent employer
- Right to work – passports are checked for the right to work in the UK. Visas must be verified if the candidate owns a non-EU passport
- CV check – CVs must be complete and any gaps must be accounted for
- Criminal records check (UK and overseas if applicable) – all candidates must complete an
- Enhanced Disclosure and all candidates from overseas, or anyone who has worked overseas, must have a current police clearance from the relevant country
- Disqualification by Association – all relevant staff in relevant settings must be asked to complete a childcare disqualification declaration affirming that they are not disqualified.
- Barred List Search check – as part of the recruitment process and then annually
- DfE number (or overseas equivalent if applicable) – for qualified teachers
- Medical fitness to teach – completed for all teachers and support staff