



New Formation Education Vetting Policy

New Formation is committed to child protection and safer recruitment in schools. With a combined twenty-year's experience we can assure you that we perform strict vetting in compliance with government recruitment guidelines and exceed school expectations. Evidence of all checks are scanned and recorded on our database and are available at your request.

Our compliance process consists of-

- A face to face, video or telephone interview (introduced to accommodate COVID 19).
- 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, photo driving licence or birth certificate
- Proof of address - recent utility bill, bank statement, council tax, HMRC statement
- Qualifications verification - sight of originals or verification with the issuing institution
- References -two satisfactory references including most recent employment. Character references are obtained if the member of staff has not worked with children e.g. graduates
- Right to work –UK Passport or UK birth certificate obtained from UK nationals. Digital right to work checks carried out for non-UK passport holders.
- CV check - CVs must be complete and any gaps must be accounted for
- Criminal records check (UK and overseas if applicable) - all candidates must have a current or complete an Enhanced Disclosure and all candidates from overseas, or anyone who has lived overseas for over 3 months in the last 5 years,must have a current police clearance from the relevant country
- Childcare Disqualification- 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 enhanced DBS recruitment process and then annually
- DfE number (or overseas equivalent if applicable) and prohibition checks- for qualified teachers
- Health Declaration - completed by all teachers and support staff
- Safeguarding declaration- Keeping Children Safe in Education Part 1.

New Formation Education Limited is committed to safeguarding and promoting the welfare of children and young people as per KCSIE guidelines (Keeping Children Safe in Education).

If you have any questions about this or anything else, please do not hesitate to contact us.

Call us on 020 7278 0171
Email us at enquiry@newformation.co.uk

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