



Recruitment, Selection & Safeguarding Policy

New Formation Education provides a diverse pool of educational teaching and support staff for schools in the UK. Our recruitment policy adheres to statutory guidance, such as 'Keeping Children Safe in Education,' and aligns with industry best practices. Additionally, we are members of the REC and follow the Code of Practice for the education recruitment sector.

When advertising vacancies, New Formation Education collaborates closely with schools and organizations to ensure alignment with their needs. Our adverts are comprehensive, detailing the requisite skills, experience, qualifications, and behaviours for each role. We prioritize transparency and accuracy to attract the most suitable candidates.

New Formation Education will shortlist applicants and conduct a 'pre-vet' call to evaluate their suitability for the role or other relevant positions we may have available.

Following the pre-vet call, applicants will receive feedback regarding their progression to the registration interview stage. Successful candidates will be invited to proceed to the next stage of the process, where additional checks will be conducted.

Interview

Our thorough interview process entails a phone or face-to-face interview conducted by our consultants, adhering to stringent standardised guidelines. This ensures equality of opportunity and consistency in the evaluation of each educator.

During the interview, we delve into various aspects, including:

- Understanding the candidate's motivation for applying to the specific role and their passion for working with children.
- Exploring their relevant skills and requesting examples of their experience in working with children.
- Probing any employment gaps or frequent changes in employment or location, to gain insight into their career journey.
- Establishing career aspirations and understanding their level of commitment to the education sector.
- Their preferred role and level of responsibility within an education setting.

Criminal background checks

We ensure rigorous background checks for all educators involved in regulated activities with children. This includes conducting Enhanced DBS Disclosure checks or utilizing the DBS Update Service through the Disclosure and Barring Service.

For educators undertaking regulated activities with both children and adults, we accept those with Child and Adult Enhanced DBS checks or equivalent registration with the Update Service, provided they are engaged in pre-agreed placements with adults.

Annual status checks are conducted for educators registered with the DBS Update Service, ensuring ongoing compliance. Educators not registered must undergo an annual Enhanced DBS check through New Formation Education.

Our process includes checks against the Children's Barred List, conducted as part of the enhanced DBS check during registration. Additionally, educators who have lived outside the UK for 6 months or more or have qualifications from abroad must provide relevant criminal clearance or a Letter of Professional Standing.

Educators working with children under eight must complete a Childcare Disqualification Declaration form. Any relevant offences may disqualify educators from working with this age group, unless they hold an Ofsted Waiver.

We share pertinent information from an educator's disclosure certificate with clients as mandated by the DBS and KCSIE. Furthermore, we conduct online searches to supplement our due diligence process, identifying any incidents or issues that may warrant further exploration.

Reference checks

We diligently verify employment history and credentials by requesting references from all employers within the last two years, totalling 24 months. These references are directly obtained from the referees and should be written, unless directly provided by a school.

For educators, we require a minimum of 10 years of career/ study history, with thorough investigation into any career gaps. Additionally, educators must furnish a comprehensive CV detailing their entire career trajectory.

At New Formation Education, we adhere to strict reference policies, ensuring the integrity of the verification process:

- We do not accept open references (e.g., "to whom it may concern") and do not rely on applicants to procure their own references.
- References must originate from the educator's current employer and be completed by a senior individual with appropriate authority. School or college-based referees are confirmed by the headteacher/principal for accuracy regarding any disciplinary matters.
- We verify the most recent relevant period of employment, particularly if the applicant is not currently employed.

- Electronic references must originate from legitimate sources, and we contact referees to clarify vague or insufficient information.
- We meticulously compare information provided in the CV and registration form with that in the reference, addressing any discrepancies with the educator.
- We ascertain the reason for the educator's departure from their current or most recent position and ensure any concerns are satisfactorily resolved before confirming their appointment.

Identity check

We verify the identity of each educator by cross-referencing their official documents with the approved Group 1 DBS identity documents, which may include a passport, UK birth certificate issued within 12 months of the date of birth, or UK driving license. Understanding the potential for individuals to change their names, we ensure to cross-check the name on their birth certificate whenever available.

Additionally, referees are tasked with confirming the identity of the educator depicted in a photograph taken during registration when responding to a reference request. This comprehensive identity verification process ensures the integrity and authenticity of our educators' identities.

Permission to work in the UK check

All educators must provide proof that they have legal permission to work in the UK via an original in date passport or other acceptable proofs as outlined the Home Office document 'An employer's guide to right to work checks'. <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Qualification

As a crucial step in the registration process, we mandate the submission of recent and relevant qualification certificates needed for roles such as teaching. To ensure authenticity, all UK teaching qualifications undergo thorough verification through the Teaching Regulation Agency (TRA).

Furthermore, we conduct comprehensive checks on all staff engaged in teaching roles to confirm the absence of any prohibition orders or sanctions.

Health check

An essential component of our vetting process involves the completion and signing of a medical declaration by the educator. This declaration serves to verify the candidate's mental and physical fitness, ensuring their ability to effectively fulfil their work responsibilities.

Policy review

The Compliance Manager at New Formation Education is responsible for conducting regular reviews of our Recruitment Policy, ensuring its alignment with current legislative standards. Additionally, any pertinent updates or changes to legislation prompt immediate policy revisions as necessary.

Commitment to Safeguarding

At New Formation Education, we prioritise the safety and well-being of children in all our engagements. We adhere strictly to the Department for Education's (DfE) statutory guidance, 'Keeping Children Safe in Education,' to ensure comprehensive safeguarding measures for all our workers.

To uphold our commitment, we implement the following measures:

Internal Management Team: All members complete Designated Safeguarding Lead Level 3 Training to ensure top-tier safeguarding knowledge and practices.

Consultant & Compliance Teams: Our teams complete CPD-certified Safer Recruitment in Education training, equipping them with the skills to identify and mitigate risks effectively.

Internal Allegation Policy: Staff strictly follow our Internal Allegation Policy, which addresses and manages any internal or school-based allegations involving candidates.

Candidate Awareness: Every candidate receives the latest KCSIE Part 1 document and must verify their understanding of their safeguarding responsibilities.

Guidance on Best Practices: Candidates are provided with a 'quick guide to safeguarding in schools' and comprehensive written guidance on best practices when working in schools. They are also advised to read and adhere to the specific behaviour and safeguarding policies of the schools they are placed in.

CPD Training Access: We offer candidates access to free CPD training through CPD-certified CandidateGo, including essential courses in Safeguarding, Prevent, and First Aid.

Subsidised SEN Courses: Candidates can benefit from subsidized CPD training focused on Special Educational Needs (SEN) provided by CPD College.

Through these robust measures, New Formation Education ensures that our internal staff and candidates are well-equipped and committed to safeguarding the children in their care. We are dedicated to maintaining the highest standards of safety and professionalism in all our educational placements.