

COMPLIANCE AND VETTING FORM FOR AGENCY STAFF (OHCAT Academies)

Candidate Name			
Date of Birth			
Job Title			
Assignment Start Date			
Location (School)			
Candidate Photo (Photograph must be recent and used solely for identification purposes)			
Verification of Identity & Proof of Address			
ID document Type:		Date seen:	Checked by:
Proof of Address Document Type:		Date seen:	Checked by:
Face to face interview:	☐ Yes ☐ No	Interview Date:	
Previous Name(s):		National Insurance No.:	
Right to Work in the UK			
Right to Work Document Type:	Nationality (if passport):	Date seen:	Checked by:
Has a compliant Right to Work check been completed in accordance with Home Office requirements?		☐ Yes ☐ No	
Right to work status	☐ Unlimited right to work in the UK ☐ Time-limited permission to work in the UK		
Method of Right to Work Check	☐ Manual document check ☐ Home Office online check ☐ Identity Service Provider (IDSP) check (British/Irish passport holders only)		
Home Office Online Right to Work check details (where applicable)	Date Online Check Completed:	Checked by:	RTW Expiry Date:
Fitness to Work			
Has the candidate completed a pre-placement health declaration and been deemed fit to undertake the duties of the role?		☐ Yes ☐ No	
Enhanced DBS			
Does the candidate have a valid Enhanced DBS?	☐ Yes ☐ No		
DBS Disclosure Level:	☐ Enhanced – Child Workforce ☐ Enhanced – Child & Adult Workforce		
DBS Disclosure Category:	☐ Child barring ☐ Child & Adult barring		
Children's Barred List Check Date:			
DBS certificate number:			
DBS issue date:			
DBS issued by (Agency Name on certificate):			
Date DBS certificate seen by agency:			
DBS Update Service Registration:	☐ Yes ☐ No		
Online DBS Update Service:	Checked date:	Checked by:	
Agency confirms that candidate has been informed that OHC&AT may carry out DBS Update Service status checks and that the candidate has consented to such checks.	Initials:	Date:	

DBS certificate must be less than 3 months old on the date the individual starts working for OHC&AT, unless the individual has been working in another school or FE College in England in the 3 months prior to starting work with OHC&AT, or registered with the DBS Update Service.

OHC&AT strongly encourages all agency staff to register with the DBS Update Service.

For existing agency staff, OHC&AT requires DBS certificates to be renewed every 12 months unless the individual is subscribed to the DBS Update Service.

OHC&AT verifies all original ID documents and DBS certificates on an individual's first day. Please ensure your staff bring these documents with them, as failure to do so may result in them being unable to commence work.

Most Recent Assignment/ Last employer Details	Name of the school/college/organisation:	Assignment Dates:	
Has the candidate been continuously employed by your agency since the DBS was issued?	☐ Yes ☐ No		
Has the candidate worked in education continuously since the DBS was issued?	☐ Yes ☐ No		
Is the DBS clear, or does it contain additional information?	☐ Clear ☐ Contains additional information		
If DBS contains additional information, please give details below and inform the recruiting manager immediately:			
Please confirm whether you (the agency) have directly asked the candidate about any convictions:	☐ Yes ☐ No		
Please confirm the candidate's response to this question:	☐ No convictions ☐ Convictions disclosed		
Overseas Check			
Overseas Police Check obtained where the candidate has lived or worked overseas and such checks are considered necessary in accordance with KCSIE guidance.	☐ Yes ☐ N/A Countries checked:	Date of Check:	Checked by:
Overseas teaching sanction check (if applicable): <i>A letter should be obtained via the applicant from the relevant overseas professional regulatory authority confirming that no sanctions or restrictions have been imposed, and that there is no known reason why the individual would be unsuitable to teach.</i>	☐ Yes ☐ N/A Countries checked:	Date of Check:	Checked by:
Qualifications and other checks			
Proof received of any qualifications that are a legal requirement for the post:	Details:	Date of Check:	Checked by:
<u>Qualified Teacher roles:</u> QTS or QTLS must be evidenced	Reference Number:	Date of Check:	Checked by:
TRA (Teaching Regulation Agency) Prohibition check, including General Teaching Council for England (GTCE) check – All Staff (mandatory)	☐ Yes ☐ No	Date of Check:	Checked by:
Declaration received to confirm not disqualified from working with children under the age of eight (if applicable)	☐ Yes ☐ N/A	Date of Check:	
S128 check for management positions	☐ Yes ☐ N/A	Date of Check:	Checked by:
Online searches platforms used:	Search completed by:	Date completed:	
Outcome	☐ No concerns identified Please give brief details of concerns identified:		

		☐ Concerns identified (details attached)	
References and full employment history check			
Have you obtained a minimum of 2 verified and authenticated references (Referencing must cover two years or more, including one reference from the current or most recent employer)		☐ Yes ☐ No	Date of check:
Full employment history check since full time education, together with satisfactory explanations of any gaps in CV		☐ Yes ☐ No	Date of check:
Do you consider the two years' references to be satisfactory?		☐ Yes ☐ No	
Is the candidate currently subject to: - Safeguarding investigation? - Disciplinary process? - Professional conduct investigation? - Referral to DBS or TRA?		☐ No ☐ Yes (Details must be disclosed)	
<i>The agency must disclose any concerns arising from references, employment history checks, disciplinary findings or safeguarding concerns that may be relevant to the candidate's suitability to work with children.</i>			
Safeguarding Training			
Have safeguarding and child protection expectations been explained to the candidate?		☐ Yes ☐ No	Safeguarding Training Date:
Prevent Awareness Training:		☐ Yes ☐ No	Training Date:
Allergy Awareness training:		☐ Yes ☐ No	Training Date:
IR35 Regulations			
Please confirm that all agency staff members have PAYE and Employer's NI deducted by your agency. If you do not, please contact OHC&AT HR immediately so that a review of the working practices can be performed by the completion of a CEST tool by the recruiting manager.		☐ Yes ☐ No	
Agency Declaration: Suitability to Work with Children			
We confirm: ☐ All pre-employment checks have been completed in accordance with KCSIE, Agency Workers Regulations, UK Right to Work legislation and DBS code of Practice. ☐ We further confirm that the candidate is considered suitable to work in an educational setting and with children. ☐ No safeguarding concerns have been identified that have not been disclosed to OHC&AT. ☐ Any disciplinary findings relevant to the safety and welfare of children have been disclosed to OHC&AT. ☐ We further confirm that all information provided within this form is accurate and complete to the best of our knowledge and that the candidate is considered suitable to work in an educational setting and with children ☐ We will notify OHC&AT immediately if, after placement, we become aware of any safeguarding concern, criminal investigation, disciplinary matter or change affecting the candidate's suitability to work with children.			
DATA PROTECTION AND INFORMATION SHARING			
The information contained within this form will be processed by OHC&AT and its academies/colleges for the purposes of safeguarding, safer recruitment, employment vetting, legal and regulatory compliance, and the protection of children and vulnerable individuals. Information may be shared with relevant OHC&AT academies, authorised Trust personnel, and regulatory bodies where required for these purposes. By signing this form, the agency confirms that it has the appropriate lawful basis and authority to share the information contained within this form with OHC&AT and its academies for the purposes outlined above.			
Your details			
Agency:			
Name:			
Position:			

Email address		
Telephone Number:		
Signed:		
Date:		
OHCAT Verification (School Use Only)		
Check	Verified by	Date
Original photo ID seen		
Original DBS certificate seen		
Candidate identity matches documentation		
Induction completed		