

Recruitment Selection and Vetting Policy

Tradewind Recruitment and Sanza Teaching Agency's safeguarding procedure for supply workers is thorough and stringent. We are open and honest with our clients and supply workers, always working within the safer recruitment requirements of Keeping Children Safe in Education.

Tradewind Recruitment and Sanza Teaching Agency are a member of the REC (Recruitment & Employment Confederation) and abide by the Code of Professional Practice.

This policy sets out the requirements of Tradewind Recruitment and Sanza Teaching Agency's recruitment process, which identifies candidates who are unsuitable to work by carrying out all the necessary pre-employment checks. A candidate must produce all required documentation before they are offered any temporary or permanent work. Any information disclosed with the candidate's consent is presented to school, for the client to make the final decision on suitability to work with them. Our compliance procedure is stringent; no candidate will be considered should they pose a potential risk to working with children and vulnerable adults.

In order to work through Tradewind Recruitment and Sanza Teaching Agency, all supply workers must undergo the follow criteria:

- **Candidate Video Interview**

A 30-minute consultation is conducted via face-to-face video call (Teams or Zoom video calls), to gain an understanding of the candidate's experience and skills, behaviour management strategies, knowledge of the UK national curriculum and suitability to work in schools. If a candidate prefers to attend a face-to-face meeting in our office instead of a video call, we will meet them in person.

Before meeting the candidate, we ask them to forward a copy of their CV and advise them of the documentation they are required to forward to us or bring with them to the interview.

- **Verification of right to work in the United Kingdom and Proof of Identity**

We check that candidates are allowed to work in the UK. We check the candidate's right to work online if they've given us their Home Office share code or use an identity service provider that offers Document Validation Technology (IDVT), or witness original right to work documents. We follow the Prevention of Illegal Working protocol as set out by the UK Border and Immigration Agency.

Where a right to work check is conducted using the online service, the information is provided in real-time, directly from Home Office systems and so there will be no requirement to see the documents listed below.



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1.1.1 Manual right to work checks

For physical document checks we follow the three-step process set out in the [Home Office Guidance: An employer's guide to right to work checks:](#)

- **Step one:**

We obtain the candidate's original documents. The candidate must provide us with either one document (or a combination of documents where applicable) from [LIST A](#) of the Home Office right to work checklist or any of the documents or combination of documents from [LIST B](#) of the checklist. We only accept original documents. Photocopies or electronic scans are not acceptable, and we must be in receipt of the physical documents.

- **Step two:**

We take reasonable steps to check that the document is genuine and that the candidate is the person named in the document.

For each document we complete the following checks:

- check any photographs are consistent with the appearance of the candidate;
- check any dates of birth listed are consistent across documents and that we are satisfied that these correspond with the appearance of the candidate;
- check that the expiry date for permission to be in the UK has not passed;
- check that the documents are valid and genuine, have not been tampered with and belong to the holder; and
- if given two documents which have different names, we ask for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree absolute, a deed poll or a statutory declaration.
- check that in relation to restrictions on permission to work in the UK the candidate is allowed to do the type of work they have applied for. For students, we will obtain a copy of their academic term times from the relevant institution.

- **Step three:**

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.

Where the candidate has provided us with a passport, we will photocopy or scan the following: any page with the document expiry date, the holder's nationality, date of birth, signature, leave expiry date, biometric details, photograph and any page containing information indicating that the holder has an entitlement to enter or remain in the UK and undertake the work in question.

For all other documents, we make a clear copy or scan of the document in full.

We will make a note of the date on which the check was conducted by either a declaration on the hardcopy or on a separate record.



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1.1.2 Digital

For digital document checks we follow the three-step process set out in the [Home Office Guidance: An employer's guide to right to work checks](#):

- **Step one:**

We will use the services of an Identification Service Provider (IDSP) who can satisfy a minimum of a Medium Level of Confidence check.

- **Step two:**

Once we have received the output form from the IDSP confirming details of the check, we will satisfy ourselves that both the photograph and biographic details of the work-seeker such as their date of birth, are consistent with the person presenting themselves to us for work finding services. We may conduct this check via video call or in person.

- **Step three:**

All copies of the output forms will be kept securely for the duration of the candidate's engagement with Tradewind / Sanza and for two years afterwards. The copy will then be securely destroyed.

1.1.3 Online right to work checks

For online right to work checks we will follow the three basic steps set out in the the [Home Office Guidance: An employer's guide to right to work checks](#):

- **Step one:**

Where the candidate provides us with a valid share code we will use the Home Office online right to work checking service and will only supply the person if the online check confirms they are entitled to do the work in question;

- **Step two:**

We satisfy ourselves that any photograph on the online right to work check profile page is of the individual presenting themselves for work; and



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- **Step three:**

We retain a clear copy of the profile page provided by the online right to work check (storing that response securely, electronically or in hardcopy) for the duration of the candidates engagement with Tradewind/Sanza and for two years afterwards. The copy will then be securely destroyed.

1.1.4 Employers checking service checks

If we are unable to conduct an online check because:

- we have not been provided with any acceptable documents listed in List A or B of the guidance and we have been unable to obtain an online check via share code;
- we have been provided with a non-digital Certificate of Application (CoA), email or acknowledgement letter confirming an application for the EU Settlement Scheme (EUSS) was made on or before 30 June 2021;
- we have been provided with evidence that the worker is a long-term resident of the UK who arrived before 1988 but have not received documents in List A or B;
- we have been provided with a non-digital CoA confirming an application for the EUSS was made on or after 01 July 2021
- we have not been provided with any acceptable documents but have been given information that indicates an application for permission to stay was made to the Home Office prior to the expiry of the workers previous permission or there is an appeal or administrative review pending;
- we have been provided with a valid application registration card.

In these circumstances we will use the Home Office's employers checking service and await receipt of a positive verification notice before supplying the candidate to a client.

- **Verification of qualification (if applicable)**

Where the client, legislation or any professional body requires the candidate to have a particular qualification or authorisation to work in the position offered by the client, we will obtain copies of original qualifications and authorisations, and these will be available to our clients upon request.

We verify qualification documents and ensure that any overseas qualifications meet the UK equivalent standards (letter of professional standing).

Letter of professional standing "must be from the organisation that regulates teachers in the country in which they qualified. The letter will confirm – a. confirm that they are recognised in the country where they qualified as Teacher b. show they are not subject to any restrictions in that country c. be dated within the 3 months prior



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to their application”

- **TRA check.**

From July 2024 TRA Employers Access has been replaced – we now check TRA records including teacher’s qualifications via “check a teacher’s record” and the check also tells you if they:

- *passed their induction*
 - *are prevented from teaching by a prohibition order*
 - *were sanctioned by the General Teaching Council for England (GTCE)*
- You can search for a teaching assistant and higher-level teaching assistant’s record using their last name and date of birth.*
- We undertake this check for all our candidates annually from the date of registration.*

- **TRA - Section 128 Barring Directions Check**

The Secretary of State for Education can prohibit or restrict an individual from taking part in the management or governance of a school by issuing a direction under section 128 of the Education and Skills Act. These individuals are barred from:

- *taking part in the management of independent schools, academies or free schools*
- *being a governor at a local-authority-maintained school*

We check candidates, if they register with us for the below roles:

- *Head teacher / Principal*
- *School Bursar*
- *Business Manager*
- *Deputy / Assistant Headteacher*
- *Governor*
- *Trustee*

It is important to note that there is no exhaustive list of roles that might be regarded as ‘management’ for the purpose of determining what constitutes management in an independent school, academies or free schools.

*It is **the school’s responsibility** to let us know whether school’s vacancy/role would constitute management for the purposes of this check.*

- **Proof of Address (utility bill) and National Insurance Number**

We verify documents for our records.

- **Minimum of 2 verified and authenticated references**

Teachers and Support staff must submit the two most recent professional reference letters or referee contact details. All referees are then contacted for verification to ensure authenticity and references are assessed to ensure candidates suitability to work in schools.



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Any verbal references will be recorded, and a copy of the record will be sent to the referee via their school email address to obtain their written confirmation that the record is correct.

- **Overseas Police Check (if applicable)**

Police clearance checks need to be issued within 6 months prior to leaving overseas country. Where a check is not possible to obtain, Tradewind Recruitment requires a Federal Clearance Check or a Letter of Good Conduct. It is our Company policy that all candidates provide 5 years' worth of criminal history.

- **Enhanced DBS**

Tradewind Recruitment and Sanza Teaching Agency applies for an Enhanced Disclosure with barred list check for child work force for all candidates, including overseas candidates, unless they have an existing Child Work Force DBS registered with the DBS Online Update Service. With any new application candidates are encouraged to sign up to the DBS Online Update Service and once joined, annual checks are run to ensure the DBS remains up to date. If a candidate has a 3-month break in Education service Tradewind Recruitment and Sanza Teaching Agency will apply for a new DBS. All Tradewind issued DBS certificates not registered to the Update Service are renewed every year.

***As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Tradewind Recruitment and Sanza Teaching Agency complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.**

Tradewind/Sanza undertakes not to unfairly discriminate against any subject of a criminal record check on the basis of a conviction or other information revealed.

Tradewind/Sanza can only ask an individual to provide details of convictions and cautions that Tradewind/Sanza are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended), and where appropriate (Police Act Regulations as amended),

Tradewind/Sanza can only ask an individual about convictions and cautions that are not protected.

Tradewind/Sanza is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Tradewind/Sanza has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Tradewind/Sanza actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of candidates, including those with criminal records.



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Tradewind/Sanza selects all candidates for interview based on their skills, qualifications and experience.

- **Children's Barred List (formerly known as L99)**

From Thursday 1st April 2021, the Department for Education removed access to List 99 barred checks from recruitment agencies. Schools will however continue to have access to run the checks and please rest assured that we will continue to carry out our other REC Education standard vetting procedures, to guarantee the highest levels of safe recruitment across all candidates and bookings. Barred list check is included in Enhanced DBS check.

- **Online search**

We carry out an online search as part of our due diligence for candidates registered from September 2022. This may help identify any incidents or issues that have happened and are publicly available online.

- **CV – full employment history**

(Including education, employment and voluntary work), including reasons for any gaps in employment).

- **Fitness to Work & Occupational Health Clearance**

Candidates are required to complete a Fitness to Work document as part of the registration process.

If a Fitness to Work Risk assessment is required, the Compliance manager will conduct it and schools will be made aware prior to placement. We may also require doctor's fit to work certificate in certain circumstances.

If a teacher has been retired on medical grounds by the Department of Education after 1 April 1997, and is currently in receipt of ill health pension or total Incapacity benefit, the teacher will not be able to teach as they have been considered medically unfit. However, if the retirement was before 1 April 1997, the teacher may be able to work if they can evidence that they have the health and physical capacity to teach. This can be achieved by obtaining confirmation, in writing, from a GP. In these instances, they can only work a maximum of 2.5 days per week. [This requirement only applies in England.](#)

- **Professional Conduct and Safer Recruitment**

Candidates are required to complete a Professional Conduct and Safer Recruitment document as part of the registration process (inc. Disqualification under the Childcare Act 2006 questionnaire). If any information is declared on Safer Recruitment form or any information appears on candidate's DBS, Operations Manager conducts risk



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assessment and schools are always informed prior any placement.

- **KCSIE** – All candidates registered with Tradewind Recruitment and Sanza Teaching Agency are provided with the KCSIE part one document (09/2024) to read and familiarise themselves with. We also offer and encourage candidates to complete Safeguarding CPD.
- **Sexual Harassment Policy** - All candidates during registration with Tradewind and Sanza are provided with our Sexual Harassment Policy to read and acknowledge understanding. We also offer and encourage candidates to complete Sexual Harassment CPD. If you require all candidates to have this training, please discuss it with your consultant.

We have a wide variety of courses available throughout the year meaning plenty of opportunities for candidates to develop their existing skill set.

All our schools will be informed by our consultants of any outstanding documents prior to placement. This allows all our clients to make an informed decision on whether to accept our candidates or not for placement.

- **Feedback**
We appreciate all clients and candidates who work with Tradewind Recruitment and Sanza Teaching Agency and offer the opportunity to provide feedback, be it positive or negative. We are always looking for opportunities to better our processes and services.
- **Complaints Procedure**
Tradewind Recruitment and Sanza Teaching Agency are committed to providing a high-level service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards.



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