

## Long-term Teachers Recruitment, Selection and Vetting Policy.

Long-term Teachers are an Independent recruitment agency who specialise in finding our candidates long term positions. We are proud to be a member of the Recruitment Employment Confederation (REC). As a member of the REC the Company adheres to their 'Code of Professional Practice'.

Long-term Teachers is committed to safeguarding and promoting the welfare of children and vulnerable adults and carry out compliance checks in line with DfE guidelines. The safety and welfare of children is always considered, and it is our policy to ensure that all relevant pre-registration checks are carried out by staff prior to placement that are trained in procedures and understand their responsibilities. These checks include the following:

- Pre-screening telephone interview.
- Face to Face Interview.
- Identification is verified with photo ID and proofs of address.
- Verification of candidate's medical fitness.
- All candidates' right to work in the UK is verified in line with the Immigration, Asylum and Nationality Act 2006.
- Original qualifications are sighted and verified with the awarding bodies if required.
- Teacher Reference Numbers (TRN) are checked and confirmed directly with the TRA.
- All Teachers are regularly checked against the TRA Teacher Services lists to ensure they are not prohibited from teaching, including the list of 'Teachers Sanctioned in Other EEA Member States'. Where relevant they are also checked against the list 'Section 128 Barring Directions' (those barred from taking part in the management of any independent school, including academies and free schools)
- All candidates have an Enhanced DBS with Barred List, checked. Up to date DBS Disclosures are applied for by Long-term Teachers where necessary. We encourage candidates to subscribe their Enhanced DBS certificate to the DBS Update Service and carry out 12 monthly status checks where they have subscribed.
- Full 5-year CV History is obtained and discussed, including roles outside of teaching and any breaks in employment.
- A minimum of two comprehensive references are obtained and verified directly with the referees. One reference will be from the current or most recent employer, if this is not related to working with children a further reference that is will be sought (where the candidate has previously carried out such work).
- Overseas Police Checks are obtained for candidates who have spent six months or more, in the last five years outside of the UK. Where an Overseas Police Check cannot be obtained then we do accept a letter of good conduct
- Vetting for Suitability of position
- Final compliance checks

A photo ID security Vetting and Safeguarding email detailing the above is sent to all schools before an assignment for your records



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