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<b>Title</b>	Safeguarding Policy
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## **Safeguarding Children and Safer Recruitment** *Policy*

NOW Education adheres to a strict policy on Safeguarding, encompassing the full recruitment process and continual monitoring of the staff we provide to schools, nurseries and other clients.

NOW Education recruits staff according to the latest DFE Keeping Children Safe In Education guidance. We are independently audited and accredited, ensuring we adhere to high standards and commitment to best practice.

We employ an in-house Compliance Team to constantly monitor and assess the suitability of the temporary workers we provide to schools and other settings. Before they can be placed into work, each candidate has their file independently checked by this specialist team. Any compliance queries can be flagged to the consultant and Lydia Bennett (Associate Director and DSO in charge of compliance). Each candidate file is annually audited to ensure that all checks remain up to date.



## Pre-Employment *Checks*

As specified in the Conduct of Employment Agencies and Employment Business Regulation 2003 (the Conduct Regulations), before introducing a candidate to a client, NOW Education will have made checks to ensure that the candidate is sufficiently qualified and suitable for a position with the hirer. NOW Education will confirm in writing with the client that the necessary checks have been completed and the result of any checks where applicable.

**For all Temporary Staff placed by NOW Education, the following checks will be completed prior to the candidate being cleared to start work:**

- Barred List check (completed via DBS check)
- Childcare Disqualification (where applicable)
- Identity check
- Address check
- Health Declaration
- Eligibility to work in the UK check
- Reference checks in line with DFE Keeping Children Safe in Education Guidance
- Teachers Regulation Agency check of Qualified Teacher Status, including prohibited list check (Teaching Staff)
- For FE Qualified teachers: Society for Education and Training confirmation of QTLS status (where applicable)
- Level 1 Safeguard training
- Qualification check (where applicable)
- Visa expiry and restrictions (where applicable)
- Enhanced DBS Disclosure applied for (or existing check verified via DBS Update Service)
- Face-to-face, or online interview, including questioning over any gaps in employment record
- Disclosure of any spent convictions, cautions and reprimands, warnings or bind-overs which have occurred, including any that would be regarded as 'spent'
- Overseas Police Check/Letter of Good Conduct (where applicable)
- Document read and signed: Guidance for safer working practice for those working with children and young people in education settings



## Enhanced DBS Disclosures

NOW Education is a DBS Registered Body. We also use the services of Due Diligence Checking Ltd (DDC), a specialist DBS Registered Body who submit applications directly to the DBS using E- Bulk 9 (a secure service online DBS applications).

We never accept a DBS certificate at face-value, it must be a new application showing NOW Education as the Employer or a certificate subscribed to the DBS Update Service which we can verify directly with the DBS.

We also require every application to provide the same level of documentation to verify their identity regardless of whether a new DBS certificate is needed or not. We will reject applications from candidates with a certificate subscribed to the Update Service if we cannot verify the candidate's validity by cross-checking DBS acceptable documentation.

For applicants subscribed to the DBS Update Service, we re-check the status of the certificate annually. For all other candidates, we require the candidate to apply for a new DBS check every 3 years at the maximum, and may require this earlier to match client expectations. All candidates are required to carry their Enhanced DBS Disclosure certificate and produce this and photo ID as required by the client.

Where a Disclosure is not Clear, a careful assessment is made by the Compliance team and relevant Consultant over whether or not the details affect the candidate's suitability for the post and whether or not to represent the candidate. Where DBS Disclosure contains information, prior to the candidate being assigned to a client/school, a copy of the Disclosure will be supplied to the appropriate contact. This will be emailed and receipt will be confirmed to ensure the client is happy to accept this candidate. In line with the DBS data handling code of conduct, we ask that the copy be deleted or disposed of securely once the contents have been viewed.

NOW Education take pride in our rigorous Safeguarding checks and staying up to date with the latest developments. Following the changes made to the DBS service in June 2013, old style portability is no longer a viable option for checking a candidate's DBS status. Portability was a practice where an employer would contact the issuer of a previous DBS certificate to check if any other information had been received and would then accept that previous certificate at face value. Since June 2013, the DBS ceased sending additional information and copies of certificates directly to employers, therefore a portability request can reveal no further information than the applicant copy of the certificate. Employers who are less stringent in their Safeguarding processes may seek portability at their own risk, but this is not a practice endorsed by the DBS.



We always recommend a new Disclosure, or where appropriate, seek to validate the candidate's existing certificate if they are subscribed to the DBS Update Service (available on checks from June 2013). Where an applicant has subscribed to the DBS Updated Service, there is no need for employers to insist that an applicant applies for a new Disclosure as we are able to validate the accuracy of the certificate directly with the DBS through their online service.

For applicants who are subscribed to the DBS Update Service, all other pre-employment checks are carried out as normal, NOW Education will then carry out an online status check of the applicant's DBS certificate and proceed as below:

DBS Status Check Results	Meaning	Explanation
<b>This DBS Certificate did not reveal any information and remains current as no further information has been identified since its issue.</b>	This DBS Certificate when issued was blank i.e. it did not reveal any information about the person; and no new information has been found since its issue and can therefore be accepted as still current and valid.	NOW Education candidates may present a certificate showing a different employer/registered body, but the Booking Confirmation will confirm the DBS Status has been checked as "clear".
<b>This DBS Certificate remains current as no further information has been identified since its issue.</b>	The DBS Certificate revealed information about the person; and no new information has been found since its issue and can therefore be accepted as still current and valid.	NOW Education candidates may present a certificate showing a different employer/registered body, but the Booking Confirmation will confirm the DBS Status has been checked as containing information and a copy will be made available to the client as required under DfE guidance.
<b>This DBS Certificate is no longer current. Please apply for a new DBS check to get the most up- to-date information.</b>	New information has come to light since the DBS Certificate was issued and you will need to apply for a new DBS check to see this new information.	In this case, candidates WILL NOT be cleared to start work through NOW Education until a new DBS application has been put into process.

For further information regarding the Update Service. please refer to [www.gov.uk/db](http://www.gov.uk/db)  
NOW Education has a full DBS Policy Document available upon request.



## Booking Confirmations

For all temporary placements, booking confirmations and vetting forms confirming all of the checks that have taken place for a candidate and their relevant details are sent prior to booking commencing or as soon as practicable. Safeguarding information is directly merged from our database. Some settings may have additional requirements and we are happy to provide any further information upon request.

Upon arrival at the client's premises, the candidate will be carrying photo ID and their DBS Disclosure Certificate to aid identity checking.

All Candidates must complete a level 1 in safeguarding course provided by Now Education. This is renewed annually. Alternatively, the candidate must provide us with a safeguarding certificate dated within the last 10 months.

All candidates are sent the document: "Guidance for safer working practice for those working with children and young people in education settings". They must read and then sign to say that they understand it.

## Maintaining a Safer Culture

NOW Education consultants undertake in-house Safer Recruitment training. This has a strong emphasis on compliance with relevant safeguarding legislation and best practice.

NOW Education subscribes to Edu Care's online safeguarding training, all candidates are encouraged to complete Safeguarding and Prevent training prior to commencing work.

Child Protection Policies, Behaviour Management Policies, Health and Safety and general expectation of school staff are discussed with candidates during interview process.





## Continued *Stability*

Before any candidate can be entered into a temporary assignment booking on our database, all of the relevant pre-employment requirements must have been met. The file will then be double checked and authorised by NOW Education Compliance Team.

Every candidate working for NOW Education has a full file audit carried out annually by our Compliance Team. At this point we check Client Feedback and Safeguarding checks are current and repeat these where appropriate (Barred List Check, checks of QTS / QTLS status, DBS status, prohibition check).

We also ensure that if a candidate does not work for NOW Education for a period of 3 months, we check that they have continued to work with children during this time (reference or confirmation of dates required) and therefore their DBS Certificate can remain valid. For anyone with a 3 month break in employment with children, a new DBS application must be made before they can be placed for further work (or the DBS status checked for anyone subscribed to the Update Service) and update on their safeguarding level 1 training.

## Misconduct

Any allegation or concern should in the first instance be reported to the NOW Education Consultant assigned to the client/school.

All information will be dealt with sensitively and appropriate action taken, including referrals to relevant bodies where necessary. In the event that NOW Education need to consider whether the misconduct should be referred to the local authority the consultant will liaise with their office DSO at NOW Education, they will provide full cooperation to schools or Local Authority Designated Officers as appropriate for any investigation concerning a candidate registered with us.\*

NOW Education is committed to upholding high standards and dedicated to Safeguarding. We pride ourselves on our thorough pre-employment checks, ongoing audits/re-checks, and seeking regular feedback from clients to ensure the staff we provide are of the highest possible standard. Feedback is discussed with the candidate to aid their professional development where appropriate. We would urge clients to share any concerns they may have with us so we can address the issues as necessary.

**\*NOW Education DSO's listed below**



# NOW Education Designated Safeguard *Officers*

## **Birmingham**

Marc Ashford – Director and DSO

Lydia Bennett – Associate Director and Deputy DSO

## **Cardiff**

Kirsty McLaughlin – Director and DSO Luke Morrish – Director and Deputy DSO

## **Nottingham**

Rob Mather – Director and DSO

## **North West**

Claire Armitage Truman – Director and DSO



## Recruitment and Selection *Policy*

NOW Education Ltd is an employment agency and employment business with a focus on providing staffing for schools and child care settings. We recruit for temporary assignments; Teaching Staff, Learning Support Staff and Support Services Staff. In addition we recruit a range of permanent positions where the candidate is directly engaged by the end client.

All candidates for temporary assignments must pass a strict set of clearance and vetting criteria before they can be placed for work through NOW Education. All of the roles we recruit for involve significant access to children and therefore an Enhanced DBS Certificate is required for every candidate. Permanent positions may have different requirements as agreed with the client.

NOW Education is committed to equal opportunities, both as an employer of its own staff and as an agency which recruits and places education staff. We take a pro-active approach to this employment practice. We are opposed to any form of prejudice and make every effort to ensure that it plays no part in our practice.





## Pre-Employment Checks for *Temporary Candidates*

- Barred List check (completed via DBS check)
- Childcare Disqualification (where applicable)
- Identity check
- Address check
- Health Declaration
- Eligibility to work in the UK check
- Reference checks in line with DFE Keeping Children Safe in Education Guidance
- Teachers Regulation Agency check of Qualified Teacher Status, including prohibited listcheck (Teaching Staff)
- For FE Qualified teachers: Society for Education and Training confirmation of QTLS status (where applicable)
- Qualification checks (where applicable)
- Visa expiry and restrictions (where applicable)
- Enhanced DBS Disclosure applied for (or existing check verified via DBS Update Service)
- Face-to-face, or online interview, including questioning over any gaps in employment
- Level 1 Safeguard training
- Disclosure of any spent convictions, cautions and reprimands, warnings or bind-overs which have occurred, including any that would be regarded as 'spent'
- Overseas Police Check/Letter if Good Conduct (where applicable)
- All documentary evidence provided as part of the registration process must be original. Photocopies are not accepted. We may contact previous employers or educational establishments to verify qualifications and other relevant information
- For candidates wishing to be assigned to Qualified Teacher-work, NOW Education only deem candidates to hold QTS QTLS when this is confirmed by a DFE/TRA/SET check. Any discrepancy would need to be handled by the candidate contacting the relevant authority
- Document read and signed: Guidance for safer working practice for those working with children and young people in education settings



## References

For candidates applying for temporary work NOW Education will contact candidate's previous employers to confirm employment dates, verify experience and qualifications and to take up professional references in line with the NOW Education Referencing guidance. Anyone unable to provide relevant references will not be selected for recruitment by NOW Education.

One reference must be the most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open testimonials will be verified. Where a verbal reference is taken, this must be confirmed in writing within 15 days, or the candidate's registration will be suspended until this reference can be confirmed. For permanent placements, the client may choose to seek reference directly and offer subject to references.

## Registration *Interviews*

All temporary candidates must attend a face to face or online interviews with a NOW Education consultant. The interview will provide opportunity to assess which kind of placements will best suit the candidate, and to discuss past experience and future opportunities. At this point, original documentation must be provided to verify the candidate's identity.

The interview process is where we assess candidates' experience through discussion and must be satisfied that they are a suitable candidate for placement with our clients. Verbal communication skills will also be assessed at this point. For permanent posts, interviews will usually be held by the client at their premises.

## Disclosure and Barring *Service*

Please see [page 3](#) for relevant information.



## Overseas *Candidates*

For any candidate who has been resident abroad for 6 months or more in the last 5 years, NOW Education require an overseas police check or letter of good conduct (if applicable) from every country the candidate has resided in. If this document is not available at the point of registration, subject to all other checks being completed, and providing we have evidence that the candidate is endeavouring to obtain the relevant overseas police check, we will clear the candidate for work pending the overseas check. Any relevant information that comes to light after a candidate starting work will be dealt with appropriately and shared with the end employers as necessary.

Candidates wishing to register using qualifications gained overseas may be required to gain evidence from NARIC to confirm the equivalency of their qualifications. NARIC is the official body giving assessments on behalf of the UK Government, providing the only official source of information on international qualifications to organisations recruiting from overseas and to individuals wishing to work or study in the UK.

Overseas candidates wishing to register as qualified teachers, should contact the DFE to enquire whether they can be recognised as holding QTS. Qualified Teachers within the EU are usually awarded UK QTS, as are teachers from USA, Canada, Australia and New Zealand.

### **Client** *Disclaimer*

There are occasions when a client wishes to appoint a temporary candidate prior to completion of registration with Now Education. In such circumstances, we will agree to appoint a candidate for a period of up to 30 days on the basis of a Disclaimer document being agreed to which confirms the checks that have been done and any that are outstanding. In these circumstances that candidate must be cleared through the full process, and all required documents and checks must be completed within 30 days for the candidate to continue to work. During the disclaimer period, the candidate can only be placed for work with the client who has approved the disclaimer.



## **Continued** *Suitability*

NOW Education's responsibility for Safeguarding children is an ongoing duty and we pride ourselves on continually monitoring the temporary staff we supply to schools. This includes re-checking the Children's Barred List, re-checking the prohibited list and QTS/ QTLS status, checking the DBS status where an applicant is subscribed to the Update Service. We will also ensure that candidates annually renew their level 1 in safeguard training. We also monitor candidates throughout the year to ensure 3 month gaps in employment with NOW Education are investigated: The DBS certificate is deemed invalid if the candidate has a 3 month break from working with children and should this occur, we will require the candidate to apply for a new DBS certificate should they wish to continue working for Now Education, unless they have a valid certificate subscribed to the Update Service that can be re-checked. We pride ourselves on obtaining regular feedback from clients and discussing this with candidates where appropriate to aid their professional development. The opportunity for feedback is given to a client on every booking confirmation they are sent.

Our data base records expiry dates against a candidate's record to ensure candidates do not continue to be placed without appropriate checks in place. DBS certificates expire after a maximum of 3 years, any visa/permission to work in UK restrictions expire on the specified date and all files expire annually unless they have been recently audited, forcing a manual check of continued suitability to take place before the candidate can be placed for further work.

## **Health** *Declaration*

The Education (Health Standards) (England) Regulations 2003 require us to check that staff who will be working directly with children have the health capacity to do so. All candidates are required to answer a health declaration question and give further information where relevant. Where deemed necessary, candidates may be asked to provide a letter from their GP confirming they are fit to work.



## **Termination/De-Registration/Misconduct**

NOW Education reserves the right to select candidates that we feel are able to provide a positive service and who we feel will best represent NOW Education when working for our clients. We may choose not to register a candidate for reasons including but not limited to, being unable to provide satisfactory and relevant references or we may choose to cease working with a candidate who receives unsatisfactory feedback from clients.

NOW Education is committed to its duty or referral to the DBS where appropriate. Any reported allegation or concern will be investigated and reported to relevant bodies as necessary.

## **Complaints**

NOW Education has a formal complaints policy available upon request.