

Castles.

Recruitment Policies and Procedures

- A full registration process will be undertaken for each new candidate before being placed on assignment with a client, which shall include the candidate's confirmation of the type of work that s/he would be willing to undertake.
- Castles Education will undertake a **face to face** registration interview with every candidate prior to them being placed on assignment with a client.
- Skype or similar conferencing media is **never** used as a substitute for a face to face interview
- All original documents provided by the candidate must be checked for legitimacy during the registration interview.
- The registration interview will assess the candidate's experience to establish congruency with the candidate's application form/CV. The interview will be evidenced by the completion of an interview document, signed and dated by the consultant conducting the interview.
- Castles Education will obtain a completed application form or CV from the candidate which covers the last 10 years' employment history, or back to compulsory education whichever, is more recent. Any gaps of 3 months or more in the employment history will be explained in full by the candidate and verified by the recruitment business.
- A "Rehabilitation of Offenders" declaration will be signed and dated by the candidate. This declaration will include 'yes' or 'no' answers to the following question: 'Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?' If the candidate answers 'yes' to any part of this question the Castles Education will obtain written details pertaining to this.
- Castles Education will obtain photographic evidence of the candidate's identification. All original documents provided as evidence of identification must be copied (in full or all relevant pages), and the copy validated, signed, and dated by the recruitment business.
- Castles Education will obtain two original documents from the DBS accepted documents list. This will be in addition to the proof of identity. All original documents provided as evidence of proof of address must clearly show the candidate's name and address. These will be copied (in full or all relevant pages), and the copy validated, signed, and dated by Castles Education.
- Castles Education will have sight of original documentation of a candidate's right to work in the UK. All documents provided will be copied on all relevant pages, and validated, signed, and dated by Castles Education
- Castles Education will obtain a minimum of one document from the list shown. The document provided will be validated, signed and dated by Castles Education.
The following documents are acceptable proofs: • National insurance card • P45 or P60 • Letter from HMRC or Benefits Agency stating the candidate's NI number • Payslip from the candidate's previous employer, stating the NI number.
- Castles Education will have sight of the candidate's original qualifications that are legally required for the job. In the case of a teacher Castles Education may check their qualifications via the National College for Teaching and Leadership ("NCTL") check. Where this check is used Castles Education must ensure that this check is kept up to date. All original documents

provided as evidence of qualification will be copied, signed and dated by the recruitment business.

- For teachers who have qualified since 1999 the recruitment business will gain evidence that the induction period has been completed satisfactorily. Castles Education will ensure that all teachers who have not yet completed their induction period are within the rules of working on supply.
- For all qualified teachers Castles Education will conduct an online check with The National College for Teaching and Leadership ("the NCTL") to ensure that the candidate has a valid qualification (QTS), that there are no active restrictions against them, and their induction status. This check will be recorded with the outcome of the qualification, the restriction information, their induction status and the date that this check was undertaken.
- Castles Education will obtain an Enhanced DBS for all candidates. This check will be recorded with the date that it was undertaken. Castles Education will explain the DBS update service to candidates, and the consequence of candidates not registering within the necessary timeframe. Castles Education will obtain consent from all candidates to carry out a status check with the DBS update service, and will carry out an online check every 12 weeks. Castles Education will record the date and the status of all online checks. Castles Education will act appropriately on any information received relevant to a candidate's DBS status, which comes to the recruitment business's attention. If information is received after the candidate has started an assignment, Castles Education will provide the client with an immediate update regarding any change to the candidate's suitability as a result.
- Where a candidate has worked/lived overseas during the last 5 years for a period of six months or more, Castles Education will obtain an overseas police check, which will be verified for originality and a copy signed and dated by Castles Education. Where an overseas police check cannot be provided an appropriate good conduct letter must be obtained.
- Castles Education will obtain a minimum of 2 written professional references, from the most recent assignment, to cover the previous 2 years. Castles Education will obtain at least one written and one verbal reference before the candidate starts on assignment. The second written reference will be obtained no later than 15 days after the start of the candidate's assignment. Where an unsatisfactory reference is received, Castles Education will take the appropriate action to ensure that no candidate with child protection, safeguarding, or disciplinary issues or concerns is placed on assignment.
- Castles Education will obtain a signed declaration from the candidate regarding their physical and health capacity to work, as required by the Education (Health Standards) (England) 2003 Regulations. Castles Education will have in place a process or procedure to ensure that all candidates complete a medical declaration confirming their fitness to work, and that any issues raised are adequately investigated.
- Overseas candidates will provide an original UK NARIC check to Castles Education to establish their qualifications are equivalent to the UK. Castles Education will verify this document and copy, sign, and date it. Where Castles Education intends to place a candidate as a qualified teacher, they will check and record the candidate's status in reference to the four year rule, and ensure that it is adhered to.

Policy review

The management team will keep Castles Education's Recruitment Policies and Procedures Policy under annual review and / or if there have been any recent legislative changes

This policy was reviewed and amended on 26 February 2019