

## Safer Recruitment Policy Version 2020

Inspire EHC is committed to safeguarding and promoting the welfare of Children and Vulnerable Adults and all our agency staff to share this commitment. The purpose of this policy is to ensure all staff are aware of our commitments to safer recruitment as an employment business.

Inspire EHC operates in the Education, Public, Health and Social Care sectors therefore we interact indirectly with child or vulnerable adults via the placement of our temporary and permanent candidates delivering services into these settings.

Inspire EHC is committed to our duty to of referral to the DBS when a worker is removed from working with children and/or vulnerable adults because they have harmed or intended to harm a child or vulnerable adult.

Inspire EHC applicants are vetted in accordance with the Rehabilitation of Offenders Act 1974 and therefore all will be required to declare spent and unspent convictions, cautions and bind–overs that are not protected under the filtering guidance. All applicants must have a Disclosure & Barring Service Enhanced Certificate.

Inspire EHC is committed to safeguarding of children and vulnerable adults. We operate a thorough vetting process for all the candidates we work with. Below is a checklist that Inspire EHC Ltd undergoes with all temporary staff prior to them being made available to work:

- Face to face interview
- Photographic proof of identification
- Proof of Eligibility to work in the UK
- Enhanced DBS Check with Children’s and/or Adult Barred List Checks (Formerly list 99)
- Referencing - minimum of two years covering any gaps in employment
- Teacher Reference Number (if applicable) and monthly check on NCTL teacher prohibited list.
- Proof of Qualification and Professional Registration checks
- Disqualification under the Childcare Act 2006
- 2 additional proofs of address, one dated within the last 3 months.
- Proof of national Insurance number.
- Up to date CV containing 10 years employment history with any employment gaps verified.
- Completed health and medical questionnaire

Overseas Trained Teachers (in addition to the above documents)

- Overseas police checks
- UK Naric Certificate (This must show the degree is comparable to a UK teaching degree)
- Have a valid VISA to work in the UK or hold an EU passport

We ask all our supply staff to take their original DBS and photo ID on the first day of each assignment. If you require any other documents to be provided by the staff member, please let us know at the point of booking.

### DBS Information:

Inspire EHC carries out periodic DBS Updates check for all our placed Agency Staff and is committed to carrying out these checks on a 6 monthly basis.

### Vetting Document:

In completion of the satisfactory above checks, an Inspire EHC Vetting form will be completed and sent to the Hirer once confirmation of placement has been received.

### Part 1 of the Keeping Children Safe in Education

All our Agency Workers have been given a copy of Part 1 of the Keeping Children Safe in Education.

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### **Candidate Expectations:**

Inspire EHC expects all our Agency Workers to fulfil their duty of keeping children and vulnerable adults safe and to protect them from sexual, physical, and emotional harm.

- Provide a safe environment for the Children and Vulnerable Adults
- Be clear on identifying Children and Vulnerable Adults who have been or are likely to suffer harm and take appropriate action with the aim of making sure they are kept safe both at home and in the Education or Health Care setting
- All our Agency Workers have been given a copy or a link to Part 1 of the Keeping Children Safe in Education.