



Document	References
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Under Regulation 22 of the Conduct of Employment Agencies and Employment Business Regulation 2003, Highgrade are required to obtain two references. IF we are unable to do so, we would need to take all “reasonably practical steps” to comply with this requirement and otherwise inform the hirer (client) about the details of the steps that have been taken to try and comply with these requirements. Highgrade will request three references, two of which will need to be:

- Your most recent or current employer.
- Relevant to the role the candidate has registered for.

Although there is no statutory obligation to provide a reference, if a candidate’s previous or current employment is with a maintained or academy school, the governing body must on request, advise whether or not the candidate in the preceding two years has been the subject of capability procedures, and if so written details of the concerns will need to be provided.

Agency: Where references have been obtained from an agency, it will include: the days worked; confirmation that the work seeker is suitable to work with children and whether there are any disciplinary procedures against that work seeker.

Education; although there is no statutory obligation to provide a reference, where a candidate applies for new employment at a maintained or academy school, the governing body of the current school must, on request, advise in writing whether or not that member of staff has, in the preceding two years, been the subject of capability procedures and, if so, provide written details of the concerns which gave rise to this, the duration of the preceding’s and their outcome (See Schools staffing (England) Regulations SI 2009/2680, Regs 8A, 12.)

Highgrade will require official email address for each referee. Where the email address is a generic email, i.e. gmail.com, Highgrade will seek evidence of a company website and number to verify.

Highgrade will seek references preferably in writing to ensure evidence of legitimate business addresses and letter headed paper to verify referees (Data Protection Regulations will be adhered to). Permission will be requested from the referee to share their reference with clients. This is stated on the Reference Request form. Verbal, open references and testimonials will be initially accepted with requests for back up written references forwarded within asap. To ensure they are both genuine and content is current.

If a candidate provides a pre-written reference, Highgrade will independently verify the content through an official email address. If this cannot be obtained Highgrade will be unable to use the pre-existing reference.

All references will be available to the hirer when requested, as per conduct regulations. References requested and provided with other recruitment agencies should include the dates worked and information regarding any safeguarding/disciplinary concerns. Permission will be requested to share the references. This will be obtained upon sign up with Highgrade and prior to the supply commencing.

In compliance with Keeping Children Safe In Education (England) and Safeguarding Children And Safer Recruitment In Education (Wales), Highgrade will endeavour to obtain a minimum of two appropriate references and permissions from workers and referees to share with clients. Under regulation 22 we may not supply or introduce a work-seeker (this includes temporary and

permanent candidates) to work with vulnerable adults or children without taking all “reasonably practical steps” to obtain required references.

Copies of sign up paperwork, reference request and permissions are available upon request.

N.B. During the induction and training period all staff are made fully aware of the legal requirements and legislation that Highgrade adhere to. The office procedures have been put into place to ensure that checks are carried out to the letter of the law AND all staff are required to sign their induction policy sheets to confirm that they fully understand the legal requirements and procedures that Highgrade have set out.

Office Procedure

- Upon sign up and registration two referees are required.
- The last employer that can referee the candidate working with children will be requested.
- Newly qualified candidates: we may accept references from the training bodies, teachers from their courses and educational placements.
- Where the reference is being obtained from an agency, we require the dates and details worked and ask if the candidate is suitable to work with children and if there are disciplinary actions. A question box for ‘Agency Only’ is included on the ‘*Employment Reference Form*’ (copy below).
- Permission to contact references is obtained upon sign up, we prefer to use their business email as our form of contact to allow an evidence trail. If the email is a generic email, we will make contact and request evidence of the official employment details.
- If telephone numbers or addresses only are provided, we will make direct contact and follow up with an email where possible allowing us to follow and evidence the set procedures.
- We use the ‘*Highgrade Front Sheet*’ and ‘*File’s Pending Sheet*’ to list the outstanding documents/information for the candidates files since the sign up meeting, it provides a dated evidence trail and is reviewed weekly. Internal audits also use these document to ensure continued compliance.
- Both referees are sent the ‘*Employment Reference Form*’ via email or in person and the sent email is printed as evidence to show the date, details of referee, employer and the attached Reference Request Form.
- Upon receipt of the references a printed copy is kept in the candidates file. The sent and received dates are noted on the ‘*Highgrade Front Sheet*’.
- The ‘*Employment Reference Form*’ asks for permission for the references to be shared if requested.
- If an original letter is produced upon sign up, and it is on official letter headed paper, dated within acceptable time scales from a previous recent, relevant employer then we may accept it as a valid reference.
- Timescales regarding references will depend on the candidate’s circumstances and will be decided on case by case.
- If referees cannot be given upon sign up, we will allow a short period of two weeks for the candidate to gather the required information and supply it to us so the office procedure may continue.
- If no information has been given, we will then contact the candidate again to request outstanding information/documents and a further time period will be agreed.

- We will not place a candidate in school without references unless we have discussed this with the school, following any verbal agreement, written evidence will be requested.
- If employment referees are unable to be provided and we are in contact with the client and we have reason to continue working with the candidate: then we will seek to evidence the candidate with character references.
- During the waiting periods, if a candidate is required by a client, we will inform the client of the documents that we are waiting for. If the client provides verbal confirmation that they accept the candidate, we may agree to place the candidate in the school on a temporary basis. We will endeavour to obtain outstanding information/documents.
- If outstanding documents are unable to be provided or the client becomes uncontactable the registration will be cancelled and the file archived in line with regulations and laws.
- If a previously archived candidate contacts in the future to re-register we will start a new registration from scratch.
- If information is received that the candidate has had disciplinary issues, we will investigate further and discuss with the candidate and the referee. If the outcome of the investigation gives rise to concern to then the registration may be terminated.
- If information is received that the candidate has been involved in safeguarding issues the registration will be terminated.

This is Highgrade’s reference request form, it is issued on official letterheads.

HIGHGRADE RECRUITMENT LTD

REFERENCE REQUEST

The below named person has applied for the post of Supply Teacher within Secondary Education and has given your name as a referee. I would be grateful if you could provide an assessment of their suitability for the post by completing the below information.

Please do not hesitate to contact a member of the Highgrade Team on 01495 369889 if you have any queries regarding this reference.

STRICTLY PRIVATE AND CONFIDENTIAL

Please complete the sections below as fully and accurately as possible.

The information you provide will be treated in the strictest of confidence.

Name:	Job Title:
Date Started Employment:	Date Left Employment:

What is your assessment of the following? (Please tick)

Area for Assessment	Excellent	Good	Satisfactory	Poor
Time Keeping & Attendance				

Ability & Knowledge of job				
Work Without Supervision				
Use of Initiative				
Honesty & Integrity				
Co-operation with Manager				
Rapport with pupils (if applicable)				
Rapport with Staff				

Would you employ this person again? YES / NO (please circle) if no, please state why below.

Are you aware of any safeguarding issues related to this candidate? YES / NO (please circle) if yes please provide more information below.

Are you aware of any disciplinary issues related to this candidate? YES / NO (please circle) if yes, please provide more information below.

Please use this space below to comment upon any other factors that may be useful for employment purposes:

DECLARATION

May we share this information with relevant employers Yes No
 I confirm the information given above is an accurate record and to the best of my knowledge is a true reflection of the above named persons employment.

Signed: _____ Date: _____

Print Name: _____ Position: _____

AGENCY USE ONLY

Please state how long the Agency Worker carried out assignments on your behalf.

Start Date	
End Date	
Is the Work Seeker suitable to work with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you aware of any disciplinary issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this person in any 'Qualifying Periods'?	School Start date
Further comments	