



HIGHGRADE RECRUITMENT

DOCUMENT	Recruitment, Vetting and Selection Policy
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VERSION	1

The selection process is taken very seriously at Highgrade Recruitment Ltd. The vetting and child safeguarding process fully adheres to the current Regulations as stated by the Local Authority. 'The Children Act 2004', Section 75 'The Education Act 2002' and 'Working Together to Safeguard Children 2010'.

Our recruitment policies and procedures ensure that our team of employees have the necessary skills to completely fulfil their roles and responsibilities. Below is listed the procedures that candidates follow, this ensures that Highgrade Recruitment Ltd set out fully the necessary measures to enable employment of professionals and promoters of children's welfare and wellbeing.

The following procedures provide Highgrade to include the essential requirements for employing candidates for the roles required, as set out in 'Conduct of Employment Agencies', 'Employment Agencies Act 1973' and 'Employment Business Regulation 2013.

- An initial telephone interview is carried out with all possible candidates, this ensures that Highgrade can assess the suitability of the candidate before any registration appointment is made. It gives the opportunity for the candidate to confirm if they have all the documentation that will be required for the possible registration and allows a suitable date to be set.
- The registration is an extensive face to face interview, during this time all required forms are completed, this includes the evidence and documents that the candidates need to have with them for compliance.
- The documents must be original and up to date and wet signatures required on registration documents (any documents that may have been scanned over to the Highgrade office prior to the face to face interview may also be acceptable). The registration process requires the following documents:
 - Registration Form
 - 48hr Opt Out Form
 - DBS Declaration

- Employees Terms Of Business
 - HMRC Starter Checklist
- We require an up to date CV with any employment gaps explained.
- We require evidence of relevant qualifications.
- We ask for a minimum of TWO referees;
 - one must be from the last employer and must be relevant to the position applied for.
 - References from a personal email may not be accepted.
- We require TWO proof of address documents:
 - utility bills (dated within 3 months of registration)
 - bank statements/letters are accepted, dates within 3 months
- We require evidence of the candidates Nation Insurance Number:
 - P60 or P45
 - a payslip
 - Inland Revenue letter
 - DWP letters will be accepted
 - Official documents
- ID checks will be carried out to access the eligibility to work in the UK. We require at least TWO forms of ID that meet the requirements of the Disclosure and Barring Service (DBS) / Home Office check list:
 - UK Birth certificate
 - Current passport to show UK citizenship
 - National identity card
 - Home Office Registration Certificate/Document
 - Permanent/Current Resident Card
 - Adoption certificate
 - A certificate of registration or naturalisation as a British citizen, together with official documents for NI number and their name issued by Government agency or previous employer
 - Current Immigration Status Document
- All candidates must have a current valid DBS certificate, the original document must be seen. If a new certificate is required Highgrade will process it (current costs will apply). Some circumstances may arise where a new DBS will be required; when the candidate holds a current “work with adults”/ “work with children”. We are required to hold “child

workforce only”. DBS provide an eligibility tool for checks to be made before proceeding with DBS Certificate.

- Any foreign national candidates will be subject to our Overseas Qualification Policy and foreign worker checks. This ensures the relevant skills and rights to work in the UK.
- If the candidate has resided in a foreign country for more than 6 months in the past 5 years, a foreign police check will have to be obtained, see Overseas Police Check Policy.
- The candidate must be registered with Education Workforce Council (EWC). We will independently verify this using the online database every 6 months.
- We will carry out a ‘List 99’ check every 6 months.
- If unsatisfactory evidence is received, we will terminate the registration.
- If we have any safeguarding concerns, we will follow the referral process, see Referral Policy.