

# Compliance Procedure



Since 2007 we've helped primary and secondary schools in Essex, London and Suffolk to hire education professional at all levels for permanent, contract and daily supply roles. To support our clients and candidates we conduct vetting procedures and checks which are carried out when registering candidates. Evidence of all checks are filed and recorded on our database.

Athona Education Limited have been externally audited by the Recruitment and Employment Confederation (REC) since 2007 which is the gold standard in the industry.

Before we send any of our staff to your school, you will receive a compliance email giving the person's details and the vetting checks that we have carried out. These can be kept to fulfil OFSTED requirements, ensuring safer recruitment and child protection are in line with "Keeping Children Safe in Education" guidance.

## Our vetting procedures

**Interview** - conducted by recruitment consultant prior to placement.

**Identification check** - against a passport, national ID card, or photo driving licence and where necessary sight of marriage/civil partnership/divorce certificates.

**Proof of address** - utility bill/bank statement/government letter. For more information click [here](#).

**Proof of Qualification** - sight of originals or verification with the issuing institution.

**Referencing** - two references, one from a candidate's most recent teaching post. Any open references and testimonials are verified with the referee.

**Proof of NI** - National Insurance card, P45/P60 or government letter.

### Right to work:

- UK and Irish passports require manual/digital ID checker.
- Biometric resident permit holders share code (outside of EU).
- EU citizen's share codes are checked for right to work in the UK.

**CV check** - cV's must be complete, and any gaps must be accounted for.

**Photo ID** - driving licence, passport or EU ID card.

**Enhanced DBS** - must have children's barred list check.

DBS checks are conducted annually. Candidates on the DBS update service have their DBS checked annually or more frequently if the client requires and after a three-month period if the candidate has not worked, to confirm continued suitability. If a candidate has an unclear DBS this is always discussed with the client prior to interview or supply placement. The DBS is sent over to the client securely and we offer a statement regarding the conviction/caution if more details are needed. Candidates sign to confirm that they understand their responsibility to inform Athona Education Limited if any changes are made to their certificate.

**International check** - all candidate that have lived or worked abroad in the last 5 years for 6 months or more, must have an international police check.

**DfE check** - annual check for QTS.

**SET check** - annual check for QTLS.

**Medical questionnaire** - completed on registration for candidates.

**Disqualifications** - in line with "Keeping Children Safe in Education" All candidates confirm that they have not had any childcare disqualifications, and must report them if they receive a disqualification after registration.

**Signed contract** - completed by all candidates.

**Online name search** - as part of due diligence.

**Rehabilitation of Offenders Act statement** - completed by all candidates.

**Safeguard training** - all candidates are asked at registration to provide an up to date (within the last twelve months) safeguarding certificate, if not they must complete our online level 2 CPD accredited safeguarding training. This will be renewed annually.

**Right to work** - all right to work checks are in line with current government guidance.

All candidates are asked to bring their DBS certificate and current photo ID to every placement.

All candidates are offered the NSSC Cyber Security Training for School Staff upon registration if they have not completed it. This will also be offered on an annual basis.

**Our standard vetting checks include:**

- Candidate interview
- Identification check
- Date of birth check
- Proof of address
- Qualifications
- Referencing
- NI number
- Right to work in UK
- CV
- Photo ID
- Enhanced DBS check
- International police check (if applicable)
- Teaching regulation agency – for candidates with QTS
- Medical fitness to teach
- Keeping children safe in Education: childcare disqualification requirement checks
- Signed contract
- Rehabilitation of the Offenders Act Statement

Renowned for exceptional compliance standards and consistent reliability within our dedicated locations we're a niche recruitment company that always delivers.