

## Recruitment and Selection Policy: Winchmore Tutors Ltd

Winchmore Tutors is a specialist education recruitment agency specialising the supply of one to one tutors operating across London and the South East of England from its main office in Islington London.

The Company is committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - firstly, to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, marital status, race or any other condition not relevant to the performance of the job and secondly, to ensure that our clients are offered the best candidates available in terms of skills, experience and approach.

Company policy therefore aims;

to provide full confidence to both clients and candidates of our best intentions to ensure that we register and submit quality candidates to support the needs of all children:

to confirm our commitment to safeguarding and promoting the welfare of all children

to confirm our expectation for all staff and registering candidates to share this commitment

**This document provides an overview of the checks carried out during the registration process.**

Each candidate registering with Winchmore Tutors is subject on first contact to a verbal vetting process using the Company standard Vetting Form to ascertain whether the individual meets the Company minimum requirements for registration and interview.

During or after interview, the candidate is subject to a series of stringent quality checks:

- Identity and Proof of Address
- Qualification
- GTCE registration for Teachers holding QTS, Overseas-Trained Teachers (OTTs), and Instructors
- Criminal record
- References
- Previous employment history, with gaps in employment history verified
- Permission to work in this country
- Medical Fitness to work
- Level of fluency in English

If at any time a candidate is offered to a school before all the checks are completed, the client will be informed and a standard letter issued seeking agreement to the interview or placement on these terms.

### Identity

Every candidate has a face to face interview / induction with a Winchmore Tutors trained consultant where identity is checked. The consultant checks documentation according to the list of acceptable documents approved by the Criminal Records Bureau. A minimum of three documents from the list is required if the candidate can produce a document from Group 1 (usually Passport or Driving Licence). Five documents are required if the candidate can produce documentation from Group 2 only.

All candidates are advised to take photo ID with them to assignments to allow clients to verify their identity as required by the DCSF regulations.

## Recruitment and Selection Policy: Winchmore Tutors Ltd

### Qualification checks

**1. British trained teachers** are checked against the General Teaching Council for England's (GTCE) website and have their original certificates witnessed and copied wherever possible. Newly Qualified Teachers are also checked in relation to the volume of supply work they are able to undertake if their induction year has not been completed.

**2. EU trained teachers** seeking registration with the agency are required to register with the GTC first to obtain their QTS recognition.

**3. Overseas trained teachers (OTTs)** must hold a teaching qualification equivalent to that of a British PGCE or B.Ed., checked through UK NARIC (The National Recognition Information Centre). OTTs are checked to ensure that they do not breach the 'four year rule' whereby they are able to teach for 4 years as a qualified teacher in the UK, after which time they must obtain their QTS. All OTTs are required to be registered with the GTCE.

### Criminal Record

Winchmore Tutors Ltd uses the Umbrella Body Atlantic Data Ltd for new CRB's who comply with the CRB Code of Practice. Every candidate is issued with the Company CRB Policy Statement at interview if required.

Winchmore Tutors Ltd accepts Disclosures dated within the last 12 months issued by an agency or a Local Authority under the portability process approved by the DCSF and the REC Education Sector.

Winchmore Tutors shares information noted on individuals' Disclosures with clients as required by the DCSF. All candidates are advised to take their police check document with them to all assignments to allow clients to record the details as required by the DCSF.

#### (1) British candidates

Anyone applying to work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the supporting regulations. This means every applicant must give written details of all criminal convictions, including those that would normally be regarded as "spent".

Candidates are given three opportunities to declare any convictions (1) at the verbal vetting (2) on the application form (3) at interview. If something comes up later that has not been declared, the candidate will be required to explain and a decision taken at senior level as to whether to use that candidate.

Candidates may be offered to a client before the Disclosure is returned (with all other checks completed) and booked at the client's discretion. Clients will be informed once the Disclosure is received.

Disclosures are updated every three years where the candidate is continuously working, or after any break of work within the education sector of three months or more.

#### (2) Overseas or EU candidates

All candidates will provide a relevant police check for their local overseas branch before leaving for the UK.

Where a local police check is not available, or cannot be validated, the consultant must rely heavily on a thorough face to face interview and references: at least one more character reference, obtained from a person in authority, must be sought to gain reassurance that the candidate has no convictions that would preclude working with children or vulnerable adults to the best of the referee's knowledge.

All overseas candidates will be asked to complete a CRB Disclosure application form at interview / induction as well as provide a police check from the home country. If the candidate needs a police check from Australia, New Zealand, Canada or South Africa, this can be arranged through overseas branches.

#### (3) Working abroad

If a candidate who has worked abroad for a period wishes to register, s/he must provide a police check or certificate of good conduct from that country to ensure the period spent working out of the UK is covered: stamps in the passport are evidence of their absence from the UK and should be copied for this purpose. A CRB Disclosure must be completed as well as any overseas police check / references that may be necessary to complete the Recruitment and Selection Policy Recruitment and Selection Policy v 8 BMT 2009

## Recruitment and Selection Policy: Winchmore Tutors Ltd

criminal record history of the candidate. The police checks / references must cover all the countries worked in before arrival in the UK wherever possible.

### References

A minimum of two satisfactory and current references is required for registration; one reference must be written and from a child care / vulnerable adult care environment, covering a minimum of six weeks work at one establishment that can be confirmed by a credible referee. The most recent reference must always be sourced and any gaps evidenced.

References for all working candidates are updated frequently through verbal and written assessment feedback forms sent to clients.

### Previous Employment History

Consultants are trained to recognise a candidate's skills, experience and competency as well as identify gaps in their employment history on the CV or application form. They ask probing questions to satisfy themselves of the reasons for the gaps and seek evidence for the period of unemployment (maternity leave, illness, travel etc.).

### Permission to work in this country

All non-EU candidates from overseas have their passports witnessed and copied for entry clearance at their induction / interview.

The database prevents any candidate whose visa has expired from being placed in a booking.

### Fluency of English

Communication is key especially on a one-to-one bases and Winchmore Tutors requires all candidates to demonstrate a level of fluency sufficient to be able to support pupils to GCSE level. This is assessed at the verbal vetting stage and rejections may happen here if the applicant's English is too poor to understand on the telephone. The candidate may be rejected after interview on the same grounds, as ability to cope in the classroom and support pupils is paramount. It is the consultant's responsibility to make the judgement based on the candidate's interview responses.

### Rejections

Winchmore Tutors reserves the right to decline applicants at the telephone vetting stage or after the interview if the candidate does not meet Company requirements or is not able to be placed for whatever reason, or the references obtained are not suitable.