

Recruitment and Selection Policy

Company Name:	SKAT Limited ('SKAT Limited')
Date:	Reviewed 09/05/2018

SKAT Limited is an Early Years Recruitment company operating in Cambridgeshire, Essex and Hertfordshire. It provides teachers, nursery nurses and many different categories of support workers for client nurseries and preschools.

SKAT Limited 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, gender reassignment, marital and civil partnership 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.

As a corporate member of the Recruitment and Employment Confederation (REC), SKAT Limited adheres to their 'Code of Professional Practice'.

This document provides a summary of the checks carried out during the recruitment, registration and interview process.

Each candidate registering with SKAT Limited, regardless of origin or country of citizenship, is subject on first contact to a verbal vetting process using SKAT Limited standard vetting form to ascertain whether the individual meets SKAT Limited minimum requirements for registration and interview. The face-to-face interview ascertains if the candidate has the required skills and competencies to undertake the work for which they are making application. During or after interview, the candidate is subject to a series of stringent quality checks:

- Identity and Proof of Address
- Qualification, if applicable

- Criminal record check through the Disclosure and Barring Service (DBS)
- Overseas criminal check, if applicable
- DBS Barred Lists
- Disqualification by Association
- References
- Previous employment history, with gaps in employment history explored
- Permission to work in the United Kingdom
- Medical fitness to work
- Interviewing Methodology

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

Identity

Every candidate has a face to face interview / induction with a trained consultant where identity is checked. The consultant checks identity documentation following the DBS Route 1 listing of acceptable documents from Group 1 (Primary Identity Documents), Group 2a (Trusted Government Documents) and Group 2b (Financial and Social History Documents); the required number and combination of documents (3) must be produced without exception. This check includes proof of current address. Additional documentation may be requested if the candidate is unable to produce a photo ID. All candidates are advised to take photo ID with them to assignments to allow clients to verify their identity.

Due to the unprecedented times of the COVID-19 outbreak, identification documents may also be viewed via video link. If it is not possible to verify documents via video link, scanned images can be viewed in advance of the DBS check being submitted. This is in replacement of original documents and the requirement for a face-to-face meeting.

The applicant will still need to present the original versions of these documents when they first attend in person.

Qualifications

- (1) **UK Early Years Practitioners at Level 2/3 or above (e.g. Nursery Nurses)** are required to present as a mandatory requirement the relevant industry qualification to confirm that their early education / childcare qualification meets the full and relevant criteria to be counted in the statutory Level 3 ratios in the early years setting. Where possible, these qualifications are verified directly with the awarding institution. SKAT Limited implements the Department of Education's Guidance to ensure that the candidates hold the right qualifications to work at an Early Years setting.

- (2) **EU and overseas Trained Early Years Practitioners** seeking registration with the agency are required to apply for NARIC statement of Early years comparability in order to work out at which level the qualification counts towards.
- (3) **EU trained teachers** seeking registration with the agency are required to apply to the NCTL for the award of QTS; SKAT Limited will proceed with the registration of these candidates as qualified teachers on receipt of confirmation of QTS.
- (4) **Overseas trained teachers (OTTs)** All overseas-trained teachers must hold a teaching qualification equivalent to that of a British PGCE or B.Ed., checked through NARIC (The National Academic Records Information Centre). OTTs from Australia, New Zealand, Canada and USA may be eligible for the award of QTS; they are encouraged to confirm this on arrival in the UK;

Criminal Record

SKAT Limited requires all candidates to have either a current enhanced Disclosure and Barring service (DBS) certificate which has been issued directly through SKAT Limited, or an enhanced DBS certificate issued by a third party which can be verified as current through the DBS Update Service. SKAT Limited checks DBS certificates annually. SKAT Limited complies with the DBS Code of Practice. All supply staff who are placed into an early years environment by SKAT Limited are required to have a current Enhanced DBS certificate applicable to the Children's Workforce.

SKAT Limited uses UCheck Services to obtain DBS certificates for candidates. The process confirms electronically to SKAT Limited if the individual's new disclosure certificate is clear or not clear. If a disclosure certificate obtained by SKAT Limited is not clear, that is, it contains information, the original certificate must be sighted, and the standard company risk assessment completed to determine suitability for registration.

SKAT Limited will undertake a check using the Update Service for DBS certificates obtained by the candidate through another employer. If the Update Service check indicates a change to the disclosure certificate presented by a candidate, a new disclosure certificate is required.

SKAT Limited shares information noted on individuals' disclosure certificates with clients as required by the DfE.

Due to the unprecedented times of the COVID-19 outbreak, temporary changes to the ID checking guidelines have been made. These changes apply to Basic, Standard and Enhanced BS checks.

It is taking the Home Office longer than usual to process passport applications due to COVID-19. In response to this, DBS will temporarily allow expired UK passports that are within 6 months of the expiry date to be used for DBS identity checking purposes.

(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 provide details of all convictions,

cautions, and warnings which are not subject to current filtering rules. Written Risk Assessments are conducted by SKAT Limited when a DBS certificate contains any information, to determine that candidate's suitability for registration. Candidates are given three opportunities to declare any information which may be contained on a DBS certificate:

- (1) at the verbal vetting stage;
- (2) on the application form; and
- (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 accept that candidate for placement.

Candidates may be offered to a client once a DBS application has been lodged (and confirmed by the DBS on-line tracking service) but before the disclosure certificate is returned. These candidates are only booked at the client's discretion, and when written confirmation has been received from the client indicating acceptance of the candidate. Clients will be informed once the Disclosure certificate is received.

If a candidate who has recently worked abroad for a period of time 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. A DBS certificate is also completed, as well as any overseas police check / references that may be necessary, to ensure we have complete criminal record history of the candidate. The police checks / references must cover all the countries worked in during the candidate's time abroad. A new DBS certificate, or the relevant check through the DBS Update Service (if the candidate is registered) is required if the candidate has a break in service of three months or more in education, or if there are concerns about the candidate's suitability to work with children.

(2) EU and Non-EU (foreign) candidates

All EU and foreign candidates must provide a relevant current and original police check from their main country of residence. Further, if a candidate has worked in other countries during their recent employment history, additional police clearances will be required. 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 must be sought from a person in a position of authority and known to the candidate whilst working abroad, to gain reassurance that the candidate had no convictions that would preclude working with children or vulnerable adults. This additional reference must contain a written statement which confirms that, to the referee's knowledge, the candidate was not involved in any illegal or unlawful activity whilst in the referee's employ.

All overseas candidates will be asked to complete a DBS certificate application form at interview /induction.

Barred Lists' Checks

Checks on all known names used are carried out at registration (prior to the candidate commencing work) and annually thereafter on all available and working candidates. Overseas arrivals are checked at induction in the United Kingdom.

Disqualification by Association

In accordance with the Childcare Act 2006 and the Childcare (Disqualification) regulations 2009, all candidates must declare in writing that they have read the relevant DfE guidance regarding disqualification, that they are not disqualified on any grounds as set out in the DfE guidance, that to the best of their knowledge they do not live with anyone who is disqualified on any of the grounds set out in the guidance, and that they understand their specific responsibilities to safeguard children.

References

SKAT Limited will take all reasonably practicable steps to obtain and offer to provide copies to the Hirer of two references: one reference must be from the candidate's most recent employer/academic referee and one from another work or academic referee from the past three years. In addition, where applicable, references should also be sought from any childcare employers within the last three years; Referees are asked to provide information which relates to concerns about the candidate working with children, if the candidate has been dismissed from a childcare position, and if the referee is aware of any issues in relation to safeguarding and child protection.

Previous Employment History

Consultants are trained to recognise a candidate's skills, experience and competency, as well as to 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.). Gaps in employment history, and the reason for the gaps, are noted on the candidate profile.

SKAT Limited contacts candidates regularly, and work availability diaries are kept updated. Short gaps in employment history are always explored, and additional references sourced, as circumstances may have changed and issues may have arisen which can unexpectedly affect the candidate's suitability for work.

Permission to work in the United Kingdom

All candidates must prove that they have the right to work in the United Kingdom, in line with the document requirements outlined in the Home Office directive: *An employer's guide to right to work checks (July 2016)*. Several members of staff are trained in immigration issues and act as a resource for consultants, to ensure that any foreign candidate does not work illegally. All foreign candidates have their passports and relevant entry clearance vignettes or biometric residence permits witnessed and copied at their induction /

interview. The database prevents any candidate whose visa has expired, or about to expire, from being placed in a booking.

Medical Fitness

In line with the Education (Health Standards) (England) Regulations 2003, it is a mandatory requirement of SKAT Limited for candidates to declare themselves fit to work in an education setting, and to advise SKAT Limited if they have any health issues or disability relevant to the day-to-day activities associated with teaching or child care. Any issues raised by candidates are discussed at interview, and if necessary, candidates may be asked to provide a "Fitness to Work" certificate from a General Practitioner.

Interviewing Methodology

Any Government restrictions and advice on social distancing, as current at the time of recruitment, will need to be carefully adhered to. In the interest of safety of candidates and our staff, all face to face interviews have been postponed at this time. Alternative arrangements utilising a range of the latest technologies and methodologies have been, and will continue to be, put in place to support the delivery of our recruitment procedure during these unprecedented times. The main technology being deployed for interviews is **Zoom**. Tele-conferencing could be used for shortlisting meetings.

Rejections

SKAT Limited reserves the right to decline applicants at the telephone vetting stage or after the interview if the candidate does not meet company requirements.

Complaints

SKAT Limited has a formal complaints policy. All concerns raised by clients about a candidate are discussed fully with both the client and candidate, and appropriate action taken. This information is recorded on both the candidate and client profiles. If necessary, candidates may be excluded from a particular setting if the client requests this; our electronic booking system will prevent the candidate from being placed into that school again. Candidates are given constructive advice from trained personnel to help overcome issues which have been raised by clients and are referred to appropriate professional development courses. Candidates who receive four or more settings exclusions, for whatever reason, will be formally advised that SKAT Limited will no longer be seeking placements for them. Candidates involved in complaints of a child protection nature are immediately prevented from undertaking further placements and remain suspended until the issue has been satisfactorily resolved.

Duty of Referral to the Disclosure and Barring Service

SKAT Limited is committed to undertaking fully our duty of referral to the DBS when a worker is dismissed or removed from working with children and / or vulnerable adults because they have harmed or intended

to harm a child or vulnerable adult, as outline in the DBS Referral Guidance. SKAT Limited works closely with the police, if necessary, to ensure that complaints of a child protection nature are handled fairly and appropriately.

Any further queries about our vetting processes may be forwarded to:

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