

1. Background

- 1.1. The safe recruitment of trainee teachers is the first step to safeguarding and promoting the welfare of children in our schools. Mid Essex ITT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, mentors and trainee teachers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
- 1.2. Mid Essex ITT recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. The provider is committed to ensuring that the recruitment and selection of all trainees is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The provider will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

2. National Guidance:

- 2.1 Mid Essex ITT has due regard to the **Keeping Children Safe in Education** statutory guidance when recruiting trainees.
- 2.2 Mid Essex ITT follows the statutory guidance surrounding recruitment in the **ITT: criteria and supporting advice**.
- 2.3 Mid Essex ITT has a commitment to keep up to date with national policies and guidance regarding safer recruitment.

3. Marketing

- 3.1. All advertisements to state the need for a DBS certificate/Barred list check
- 3.2. The Mid Essex ITT website refers to our safer recruiting procedures in two places: under “About Us” and under “Apply”
- 3.3. The Mid Essex ITT marketing materials, such as the brochure, refers to our commitment to safer recruitment and policy.
- 3.4. Letters inviting candidates to interview include a statement referring to our commitment to safer recruitment and expectations regarding DBS checks.

4. Recruitment

- 4.1. Mid Essex ITT implements robust recruitment procedures and checks for appointing trainee teachers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- 4.2. Mid Essex ITT ensures all trainees have a satisfactory Enhanced Disclosure and Barring Service (DBS) criminal records check.
- 4.3. Mid Essex ITT also carries out a check of the children's barred list and prohibition from teaching list.
- 4.4. Applicants who have lived or worked overseas may be asked to apply for a certificate of good conduct in addition to their DBS check.

5. Selection Procedures

- 5.1. ‘Apply’ application forms are scrutinised for gaps in employment/studying.
- 5.2. Information should be cross-referenced to check for inconsistencies.
- 5.3. Career history forms are sent to candidates, asking them to account for any gaps

6. Interviews

- 6.1. The Mid Essex ITT Safer Recruitment Policy to be sent out to all candidates prior to interview.

6.2. Interview Panel members must have attended Safer Recruitment training within the last two years.

7. References

- 7.1. All candidates must have been verified by at least two referees.
- 7.2. Referees should provide professional email addresses and contact details.
- 7.3. Both references must be of a professional/academic nature, not personal.
- 7.4. In the event of a reference not meeting 7.2, a further referee is to be contacted.
- 7.5. All references are to include a safeguarding statement, confirming that the referee *“knows of no reason why the applicant should not work with children or vulnerable adults.”*
- 7.6. In the event of a reference not meeting 7.5, the referee is to be contacted again and asked if they can provide this.
- 7.7. Information provided by referees must match the information provided by the applicant.

8. Verifying Identification Documentation

- 8.1. Candidates must verify their identity by providing photographic ID.
- 8.2. All documents must be in the applicant’s current name. Applicants are asked to declare all previous name changes and provide documentary proof to support the name change.
- 8.3. At least one document must confirm the applicant’s date of birth.
- 8.4. At least one document must confirm the applicant’s current address.
- 8.5. Candidates are checked for their evidence of right to work in the UK
- 8.6. Mid Essex ITT will only accept viewing the **valid, current** and **original** certificates for academic qualifications. Photocopies will not be accepted.

9. Pre-Employment Checks for Fee-Paying Trainees

- 9.1. Candidates sign a declaration about any criminal record and given the opportunity to share any relevant information. Staff are aware that it is discriminatory to use this information for shortlisting, so this information is collected after the assessment day and interview.
- 9.2. Mid Essex ITT ensures that all entrants have been subject to an enhanced DBS check with list checks, including a check of the children’s barred list.
- 9.3. Mid Essex ITT views the “Teacher Access” database online to check that candidates have not been prohibited from teaching.
- 9.4. Candidates must confirm that they have not been disqualified from working in childcare settings.
- 9.5. Candidates complete an Occupational Health questionnaire provided by Health Assured.
- 9.6. DBS checks are not initiated any earlier than the start of June to ensure that there is no more than three months between the DBS clearance date and the commencement of the programme.
- 9.7. Fee-paying trainees show their DBS certificate before the start of the course in September.
- 9.8. Trainees are not allowed to start in school until all checks have not been completed.

10. Pre-Employment Checks for Salaried Trainees

- 10.1. As per the ITT: criteria and supporting advice, Mid Essex ITT ensures that employing schools are aware that, In the case of salaried routes, the responsibility lies with the employer to ensure that DBS checks have been carried out.
- 10.2. The employing school should inform Mid Essex ITT that a satisfactory check has been obtained.

11. Data Collection

- 11.1. Mid Essex ITT will keep and maintain a Single Central Record of recruitment and vetting checks.
- 11.2. The Single Central Record can only be accessed by the Mid Essex ITT Leadership Team.
- 11.3. A record of safer recruitment checks completed for the Mid Essex ITT Leadership Team are kept on a separate Staff Single Central Record.