

SUPPLY AGENCY - SAFER RECRUITMENT AND SELECTION CHECKLIST

This checklist can be completed and signed by a representative of any Supply Agency used by the School, so that you can be confident that the Agency's systems and procedures for the recruitment and selection of supply staff are in line with the established safer recruitment and selection best practice that is employed within your School.

Name of Agency: Lancashire Teaching Agency

Name of person completing the form: David Carter

Role of person completing the form: Regional Manager

If the answer to any of the questions below is 'No', please provide further details in the box at the end of this checklist.

1.	Have representatives of the Agency that are involved in the recruitment and selection of agency workers undertaken appropriate Safer Recruitment & Selection training that covers all sections of Keeping Children Safe in Education (KCSIE), within the last 5 years?	Yes	No
2.	Is the content of the training referred to in 1. above cascaded to all staff within the Agency that are involved in the recruitment and selection of agency workers?	Yes	No
3.	Is every recruitment and selection process conducted in accordance with KCSIE?	Yes	No
4.	Does recruitment documentation (including, where used, advert, person specification and job description) make reference to the individual's responsibility for safeguarding and protecting the welfare of children and young people?	Yes	No
5.	Are candidates made aware of the duties of all roles (either through a job description or similar document)?	Yes	No
6.	Where used, does the person specification include 'Commitment to safeguarding' as an Essential Criteria?	Yes	No
7.	Do all publicity materials used to attract candidates (e.g. adverts, internet content etc.) include reference to the fact that the individual will be required to undergo an enhanced DBS check?	Yes	No
8.	Are application forms used (not an online system), which require all candidates to submit standard information about their personal details, employment history, referee details and disclosure of current/previous convictions?	Yes	No
9.	Does the form make it clear that candidates need to provide full details of their employment history, accounting for any gaps in that employment history?	Yes	No
10.	If there are gaps in employment history, is the reason for this queried with the candidate and a written note	Yes	No

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	made of the response/is the form returned to the candidate for full completion?		
11.	Are candidates required to provide the reason for leaving previous positions?	<u>Yes</u>	No
12.	Are candidates required to provide details of and original certificates of any relevant qualifications, in advance of being accepted with the agency, from which copies are then made and retained by the agency?	<u>Yes</u>	No
13.	If accepted, are CVs only used to supplement the information contained within the application form (and not accepted instead of an application form)?	<u>Yes</u>	No
14.	Does the application form contain a signed declaration to confirm that the information presented is true and warns the candidate about the consequences of providing false information?	<u>Yes</u>	No
15.	When the completed application form is received, are concerns or issues noted that need to be raised with the candidate/ previous employer prior to/during interview such as frequent changes in employment, anomalies/ inconsistencies, moves from permanent to temporary employment etc?	<u>Yes</u>	No
16.	Are professional references sought from the Head of the establishment (even where an alternative name has been provided) and checked prior to the interview process?	<u>Yes</u>	No
17.	Are personal/character references only sought where it is not possible to obtain employer references?	Yes	<u>No</u>
18.	If a candidate expresses a wish for you not to contact a referee, do you still contact that referee if you feel it is relevant e.g. if they were the last employer or the last employer with which the candidate worked with children?	<u>Yes</u>	No
19.	Are checks made to ensure that the candidate has named the most recent employer as a referee and the employer with whom the applicant most recently worked with children and/or young people?	<u>Yes</u>	No
20.	Are queries/concerns on references raised with the referee and/or applicant prior to/during interview?	<u>Yes</u>	No
21.	On references, are past employers asked to provide details of any past substantiated allegations?	<u>Yes</u>	No
22.	On references, are past employers asked to confirm that in their view the candidate is suitable to work with children and there are no safeguarding concerns.	<u>Yes</u>	No
23.	Is there a policy in place that prevents the acceptance of standard references that are marked 'to whom it may concern' (i.e. those references provided directly by the candidate that are not specifically addressed to and sought by the Agency)?	<u>Yes</u>	No

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24.	Is only a conditional offer of employment made prior to the relevant checks being undertaken (including DBS checks, references, identity, teacher prohibition, eligibility to work in the UK etc.)?	<u>Yes</u>	No
25.	When the candidate's identity documentation is checked, does this always include the appropriate photographic identification and the full birth certificate?	<u>Yes</u> (please see additional comments)	No
26.	In relation to the above question, are clear copies taken from original documents by agency staff and retained on the personal file?	Yes	<u>No</u>
27.	In relation to the candidate's Right to Work in the UK, are full details provided to candidates in relation to the range of documentation that might confirm such a right?	<u>Yes</u>	No
28.	In relation to the above question, are original copies seen by a member of agency staff (rather than copies) and a copy taken, in line with Home Office requirements?	Yes	<u>No</u>
29.	In relation to the above two questions, are clear copies of such evidence retained by the agency in line with Home Office requirements?	<u>Yes</u>	No
30.	Are DBS checks always carried out prior to placement, unless there is a specific written request from the School that there will be no unsupervised access to children and young people until the DBS clearance is received?	<u>Yes</u>	No
31.	In the circumstances outlined at 30 above, is the School notified in writing of the fact that the DBS check has not been carried out prior to placement?	<u>Yes</u>	No
32.	In the circumstances outlined at 30 and 31 above, is a List 99/barred list check undertaken prior to placement?	Yes	<u>No</u>
33.	If any information is received as a result of a DBS check or reference, is that information shared immediately with the school so that they can make a decision regarding that person's suitability to be employed in their school?	<u>Yes</u>	No
34.	Are safeguarding concerns for employees/past employees shared with future employers in references that are provided by the Agency?	<u>Yes</u>	No
35.	Are face-to-face interviews carried out on all candidates and always by somebody that has undertaken appropriate Safer Recruitment training within the last 5 years?	<u>Yes</u>	No
36.	At interview, are questions posed that assess a candidate's suitability to work with children and young people?	<u>Yes</u>	No

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37.	At interview, are gaps in employment/vagueness on the application form/frequent changes in employment explored?	<u>Yes</u>	No
38.	At interview, are hypothetical questions about the candidate's past experience avoided?	<u>Yes</u>	No
39.	If a candidate has lived or worked outside the UK are further checks always made in relation to that time so that relevant events that occurred outside the UK can be considered?	<u>Yes</u> (please see additional comments)	No
40.	In relation to the above question, are such checks undertaken regardless of how long ago the candidate lived or worked outside the UK?	Yes	<u>No</u>
41.	In relation to the above two questions, if any issues/events are declared as a result of these checks, are these shared with the school prior to placement in order that the school can determine the candidate's suitability for placement in the school?	<u>Yes</u>	No
42.	In relation to DBS, do Agency staff involved in the recruitment of Agency workers have a clear understanding of the definitions of Regulated Activity and how these are applied when determining the level of DBS check to be undertaken?	<u>Yes</u>	No
43.	Are the appropriate checks undertaken in relation to the Childcare (Disqualification) Regulations 2009 for any member of staff that is likely to be assigned to work as a member of staff in a relevant setting?	<u>Yes</u> (please see additional comments)	No
44.	Are all agency staff that might undertake such checks clear on what is meant by a 'relevant setting'?	<u>Yes</u> (please see additional comments)	No
45.	Are all candidates provided with links to the statutory guidance so that it is clear what constitutes a relevant offence and they are clear about the declaration they are making?	<u>Yes</u> (please see additional comments)	No
46.	Where it is clear that a candidate will not work in a relevant setting, and therefore the check does not apply, are they given the option of not making a declaration regarding the Childcare (Disqualification) Regulations 2009	<u>Yes</u>	No
47.	With regard to medical clearance, is information provided by candidates forwarded directly to an Occupational Health provider so that they can confirm the candidate's medical fitness for employment?	<u>Yes</u>	No
48.	Are clear records kept and retained throughout/following the recruitment process?	<u>Yes</u>	No
49.	Is a confirmation of booking and of the candidate's identity passed to the School for each assignment?	<u>Yes</u>	No
50.	Does the Agency provide child protection and/or safeguarding training to all newly appointed supply staff?	<u>Yes</u>	No

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51.	Does the agency ensure that all supply staff have read and understood Part 1 of the latest version of Keeping Children Safe in Education, prior to placement?	<u>Yes</u>	No
52.	Does the Agency contact the School after the first day of assignment to follow up the appointment and ascertain whether there are any concerns about the individual?	<u>Yes</u>	No
53.	If the Agency worker has a break of more than 3 months, are they required to undergo a new DBS check and re-register with the Agency?	<u>Yes</u>	No

Please provide further details in relation to any question to which you answered 'No', including the question number that your comment refers to.

8. No – we use online application forms to ensure we are compliant with data protection legislation otherwise all paper forms would need to be scanned and destroyed or in a lockable drawer. Online forms give us greater security as they are password protected and only visible to those with access.

17. As per APSCO (The Association of Professional Staffing Companies) compliance + standards personal references are obtained when there is a gap of three months or more in the employment history. REED do not accept family members, partner or close relative references. Personal referees must have known the individual for 5 or more years. All personal references would also be verified by the means of support in the time frame (i.e. how they supported themselves during this time). We would only accept the personal reference to cover gaps in employment history and would never be used as a replacement for employment history.

25/26/28. Not during COVID due to home office guidelines where original documents can be seen electronically and then photographs provided by the candidate. Every candidate is interviewed virtually via Teams or Zoom and electronic copies of their documentation are taken. All documents are uploaded in to PASS. All records for all candidates that have been interviewed and cleared since lockdown are on the REED database. When Government advice with regard to online checks changes (currently anticipated to be 21/6/21), every candidate's original documentation will be seen and copied.

32. From the 1st April 2021, TP Online service for barred list checks (List 99 checks) will be moved to the Department for Education [DfE]. This means that no agencies will be able to provide the children's barred list check result as a separate check to the enhanced DBS check. However, in some circumstances, Lancashire County Council will run a List 99 check on behalf of the LTA, ensuring that no LTA supply worker is placed in a school without a List 99 or enhanced DBS check having been undertaken.

39/40. Overseas police checks are obtained for the last 5 years. Where these are not possible then a certificate of good conduct or a reference from the overseas employer will be obtained. We will advise schools that we have not gone further back than 5 years in line with Reed policy. A process is in place to advise schools when this arises with any candidates having lived/worked overseas more than 5 years ago so that schools can consider the suitability of the candidate for placement within school.

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43/44/45. As part of our commitment to safeguarding children, we are required to check whether any candidates who are seeking work that involves relevant childcare settings are 'disqualified' from carrying out that type of work. We are using the guidance document provided by LCC as a link in Xchecker (Reed screening database) that candidates must confirm they have read and understood the guidance and that they are not disqualified on any of the grounds set out in the Guidance.

I confirm that the answers provided above are correct to the best of my knowledge.



Signed:

Date: 17/5/21

Once completed, the checklist can be retained with the 'umbrella' letter that the Agency has provided to confirm that their staff are appropriately DBS checked. Both documents can then be stored with the School's Single Central Record.