

## 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 (LTA).....

Name of person completing the form: .....David Carter.....

Role of person completing the form: ...Executive 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?	<u>Yes</u>	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?	<u>Yes</u>	No
3.	Is every recruitment and selection process conducted in accordance with KCSIE?	<u>Yes</u>	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?	<u>Yes</u>	No
5.	Are candidates made aware of the duties of all roles (either through a job description or similar document)?	<u>Yes</u>	No
6.	Where used, does the person specification include 'Commitment to safeguarding' as an Essential Criteria?	<u>Yes</u>	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?	<u>Yes</u>	No
8.	Where the role involves engaging in regulated activity with children, does the Agency make clear somewhere in the information provided to applicants (eg on the application system) that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.	<u>Yes</u>	No

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9.	Are application forms used (or an online system which may be supplemented by a CV, which requests the information in the same format), rather than the Agency accepting a CV, which require all candidates to submit standard information about their personal details, qualifications, full employment history since leaving school, referee details and a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the roles applied for?	<u>Yes</u>	No
10.	Does the form/application system make it clear that candidates need to provide full details of their employment history, accounting for any gaps in that employment history?	<u>Yes</u>	No
11.	If there are gaps in employment history, is the reason for this queried with the candidate and a written note made of the response/is the form returned to the candidate for full completion?	<u>Yes</u>	No
12.	Are candidates required to provide the reason for leaving previous positions and is that reason then verified with the referee of their current/most recent post and/or the post where the candidate most recently worked with children/young people?	<u>Yes</u>	No
13.	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
14.	If accepted, are CVs only used to supplement the information contained within the application form/online system (and not accepted instead of an application form)?	<u>Yes</u>	No
15.	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
16	Where there is an electronic signature, is the candidate asked to physically sign a hard copy of their application form at point of interview (in line with KCSIE)?	Yes	<u>No</u> (Please see additional comment below)
	<b><i>We do not currently ask candidates to physically sign a hard copy of their application. Candidates are interviewed virtually via Teams. Reed have produced a Declaration that candidates are asked to sign on our online application forms, declaring the information they have provided includes any declaration relating to criminal convictions and their suitability to work with children, and is correct and true to the best of their knowledge. It</i></b>		

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	<b><i>is the case that not every candidate is seen in person, therefore copies of the relevant documentation is via Teams or Zoom. A wet signature cannot be provided in the case of a virtual meeting</i></b>		
17.	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?	<b><u>Yes</u></b>	No
18.	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, with any school references being verified by the Headteacher as accurate in respect of any disciplinary investigations?	<b><u>Yes</u></b>	No
19.	Are personal/character references only sought where it is not possible to obtain employer references or where the Agency wishes to seek additional references as a result of the employee having a gap in employment history?	<b><u>Yes</u></b>	No
20.	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?	<b><u>Yes</u></b>	No
21.	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?	<b><u>Yes</u></b>	No
22.	Is the information provided on the application compared with that provided in references and any queries/concerns/discrepancies raised with the referee and/or applicant prior to/during interview?	<b><u>Yes</u></b>	No
23.	On references, are past employers asked to provide details of any past substantiated allegations?	<b><u>Yes</u></b>	No
24.	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.	<b><u>Yes</u></b>	No
25.	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)?	<b><u>Yes</u></b>	No
26.	Are online checks carried out on candidates, prior to them being accepted by the Agency, to help identify any incidents or issues that have happened, and are publicly available online, which the school might wish to be aware of?	<b><u>Yes</u></b>	No

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27.	In relation to the above question, if information is discovered as a result of an online check, is that information shared with the school in order that they can determine whether that individual is suitable for placement in their school?	<u>Yes</u>	No
28.	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
29.	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 comment below)	No
<b>29,30,32. A digital verification check is performed on all candidates who have a British/Irish passport using an IDSP (Identify Service Provider) as per Home Office guidance. If they do not have a valid in date passport, the candidate needs to come into branch for us to certify alternative original documents, following Home Office/DBS guidance. For overseas candidates, we conduct a Home Office online right to work check using their Home Office Share Code which is provided by the candidate.</b>			
30.	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> (Please see additional comment under q.29)
31.	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
32.	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> (Please see additional comment under q.29)
33.	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
34.	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
35.	In the circumstances outlined 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

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36.	In the circumstances outlined in the above two questions, does the Agency ensure, where the applicant might be working in regulated activity, that a barred list check has been undertaken prior to placing the individual in a school?	<u>Yes</u>	No
37.	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
38.	In the circumstances outlined in the above question, is a copy of the DBS certificate provided to the school in line with KCSIE?	<u>Yes</u>	No
	<b><i>The information is shared verbally with the school. The candidate is then asked to provide the DBS Certificate to the School on their first day if the school proceeds with the hire.</i></b>		
39.	Is it made clear to all Agency workers that they need to show their original DBS certificate upon arrival at their placement school	<u>Yes</u>	No
40.	Are candidates required to complete a self-declaration of their criminal record or other information that would make them unsuitable to work with children which includes: <ul style="list-style-type: none"> <li>• whether they have a criminal record,</li> <li>• whether they are included on the barred list,</li> <li>• whether they are prohibited from teaching,</li> <li>• whether they are known to the police (including ongoing investigations and offences which have not yet reached court) or children's social care,</li> <li>• whether they have been disqualified from providing childcare and</li> </ul> whether they have committed offences in another country.	<u>Yes</u>	No
41.	<ul style="list-style-type: none"> <li>• Is it made clear to the candidate whether the post being applied for is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means that when applying for certain jobs certain spent convictions and cautions are 'protected,' so they do not need to be disclosed to employers?</li> </ul>	<u>Yes</u>	No
42.	Are safeguarding concerns for employees/past employees shared with future employers in references that are provided by the Agency?	<u>Yes</u>	No
43.	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> (Please see additional comment below)	No

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	<b><i>Most interviews are conducted virtually via Team's rather than in person. In person interviews is an option</i></b>		
44.	At interview, are questions posed that assess a candidate's suitability to work with children and young people?	<u>Yes</u>	No
45.	At interview, are gaps in employment/vagueness on the application form/frequent changes in employment explored?	<u>Yes</u>	No
46.	At interview, are hypothetical questions about the candidate's past experience avoided?	<u>Yes</u>	No
47.	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 comment below)	No
	<b><i>47,48. Overseas police checks are obtained when more than 6 months, at a fixed abode, in the last 5 years have been overseas. Where these are not possible then a certificate of good conduct or a reference from the overseas employer will be obtained, in line with APSCo compliance plus standards</i></b>		
48.	In relation to the above question, are such checks undertaken regardless of how long ago the candidate lived or worked outside the UK or how long they spent there?	Yes	<u>No</u> (Please see additional comment above)
49.	In relation to the above two questions, if the Agency restricts their checks to going back a certain number of years, or in relation to a minimum amount of time spent overseas, is the school advised of these restrictions, in order that the school can consider the suitability of the candidate for placement within school?	<u>Yes</u>	No
50.	In relation to the checks undertaken regarding time living or working outside the UK, 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
51.	In the event that no information is available in relation to the candidate's time spent living or working outside the UK, does the Agency seek alternative methods of checking suitability or undertake a risk assessment that supports informed decision making on whether to proceed with registering the individual with the Agency?	<u>Yes</u> (Please see additional comment below)	No
	<b><i>In the absence of an OPC or certificate of good conduct Reed will consider all other vetting information reviewed, including the result of any</i></b>		

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	<b><i>on-line checks conducted, before deciding whether a candidate is suitable to register or not</i></b>		
52.	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?	<b><u>Yes</u></b>	No
53.	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?"	<b><u>Yes</u></b> (Please see additional comment below)	No
	<b><i>53,54,55. 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 CX3 (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></b>		
54.	Are all Agency staff that might undertake such checks clear on what is meant by a "relevant setting?"	<b><u>Yes</u></b> (Please see additional comment q.53)	No
55.	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?	<b><u>Yes</u></b> (Please see additional comment q.53)	No
56.	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	<b><u>Yes</u></b>	No
57.	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?	<b><u>Yes</u></b>	No
58.	Are clear records kept and retained throughout/following the recruitment process?	<b><u>Yes</u></b>	No
59.	Is a confirmation of booking and of the candidate's identity passed to the School for each assignment?	<b><u>Yes</u></b>	No
60.	Does the Agency provide child protection and/or safeguarding training to all newly appointed supply staff?	<b><u>Yes</u></b>	No
61.	Does the Agency ensure that all supply staff have read and understood Part 1 of the latest version of	<b><u>Yes</u></b>	No

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	Keeping Children Safe in Education, prior to placement?		
62.	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
63.	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> (Please see additional comment below)	No
	<b><i>A new DBS must be carried out if the relevant DBS is not on the Update Service</i></b>		No
64.	If the Agency worker is signed up to the update service and has a break of more than 3 months, does the Agency undertake a DBS re-check to confirm that no new information has been added to the check since its issue, in line with KCSIE?	<u>Yes</u>	
65.	In relation to the two questions above, where an Agency worker has a break of more than 3 months, does the Agency seek references in relation to the time not spent working for the Agency?	<u>Yes</u>	No
66.	Does the Agency support Keeping Children Safe in Education by providing references for employees that have worked for the Agency in a timely manner, when requested by a prospective new employer?	<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.		

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

Signed: .....David Carter.....

Date: .....08/01/2025.....

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.