

## Recruitment Selection and Vetting Policy

Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching's safeguarding procedure for supply workers is thorough and stringent. We are open and honest with our clients and supply workers, always working within the safer recruitment requirements of Keeping Children Safe in Education.

This policy sets out the requirements of Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching's recruitment process, which identifies candidates who are unsuitable to work by carrying out all the necessary pre-employment checks. A candidate must produce all required documentation before they are offered any temporary or permanent work. Any information disclosed with the candidate's consent is presented to school, for the client to make the final decision on suitability to work with them. Our compliance procedure is stringent; no candidate will be considered should they pose a potential risk to working with children and vulnerable adults.

In order to work through Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching, all supply workers must undergo the follow criteria:

- **Candidate Video Interview**  
*A 30-minute consultation is conducted via face-to-face video call, to gain an understanding of the candidate's experience and skills, behaviour management strategies, knowledge of the UK national curriculum and suitability to work in schools.*
- **Verification of right to work in the United Kingdom and Proof of Identity**  
*We check that candidates are allowed to work in the UK. We check the candidate's right to work online if they've given us their Home Office share code or use an identity service provider that offers Document Validation Technology (IDVT), or witness original right to work documents. We follow the Prevention of Illegal Working protocol as set out by the UK Border and Immigration Agency.*
- **Verification of qualification (if applicable)**  
*We verify qualification documents and ensure that any overseas qualifications meet the UK equivalent standards.*
- **TRA registration (if applicable)**  
*We confirm all relevant candidates are registered with the Teaching Regulation Agency and have met UK criteria for being a qualified teacher (if applicable). This check is carried out annually from date of registration.*

- **TRA check**

*We access the above-named through Teaching Regulation Agency database. This check is carried out annually from date of registration.*

*From 1 January 2021, the TRA no longer maintains a list of those teachers who have been sanctioned in EEA member states. This report therefore no longer collates the list of persons who have been identified to the TRA as having a EEA member state restriction/sanction imposed on them prior to 1 January 2021.*

*From July 2024 TRA Employers Access has been replaced – we now check TRA records including teacher’s qualifications and the check also tells you if they:*

- *passed their induction*
- *are prevented from teaching by a prohibition order*
- *were sanctioned by the General Teaching Council for England (GTCE)*

*You can search for a teacher’s record using their last name and date of birth. We undertake this check for all our candidates.*

- **Proof of Address (utility bill) and National Insurance Number**

*We verify documents for our records.*

- **Minimum of 2 verified and authenticated references**

*Teachers and Support staff must submit the two most recent professional reference letters or referee contact details. All referees are then contacted for verification to ensure authenticity and references are assessed to ensure candidates suitability to work in schools.*

- **Overseas Police Check (if applicable)**

*Police clearance checks need to be issued within 6 months prior to leaving overseas country. Where a check is not possible to obtain, Tradewind Recruitment requires a Federal Clearance Check or a Letter of Good Conduct. It is our Company policy that all candidates provide 5 years’ worth of criminal history.*

- **Enhanced DBS**

*Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching applies for an Enhanced Disclosure for all candidates, including overseas candidates, unless they have an existing Child Work Force DBS registered with the DBS Online Update Service. With any new application candidates are encouraged to sign up to the DBS Online Update Service and once joined, annual checks are run to ensure the DBS remains up to date. If a candidate has a 3-month break in Education service Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching will apply for a new DBS. All Tradewind issued DBS certificates not registered to the Update Service are renewed every year.*

**\*As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching complies fully with the code of practice and undertakes to treat all applicants for positions fairly.**

- **Children's Barred List (formerly known as L99)**  
*From Thursday 1st April 2021, the Department for Education removed access to List 99 barred checks from recruitment agencies. Schools will however continue to have access to run the checks and please rest assured that we will continue to carry out our other REC Audited Education Gold standard vetting procedures, to guarantee the highest levels of safe recruitment across all candidates and bookings.*
- **Online search**  
*We carry out an online search as part of our due diligence for candidates registered from September 2022. This may help identify any incidents or issues that have happened and are publicly available online.*
- **CV – full employment history**  
*(Including education, employment and voluntary work), including reasons for any gaps in employment*
- **Fitness to Work & Occupational Health Clearance**  
*Candidates are required to complete a Fitness to Work document as part of the registration process.*
- **Professional Conduct and Safer Recruitment**  
*Candidates are required to complete a Professional Conduct and Safer Recruitment document as part of the registration process (inc. Disqualification under the Childcare Act 2006 questionnaire). If any information is declared on Safer Recruitment form or any information appears on candidate's DBS, Operations Manager conducts risk assessment and schools are always informed prior any placement.*
- **KCSIE – All candidates registered with Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching are provided with the KCSIE document (09/2024) to read and familiarise themselves with. We also offer and encourage candidates to complete Safeguarding CPD.**

We have a wide variety of courses available throughout the year meaning plenty of opportunities for candidates to develop their existing skill set.



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All our schools will be informed by our consultants of any outstanding documents prior to placement. This allows all our clients to make an informed decision on whether to accept our candidates or not for placement.

- **Feedback**

*We appreciate all clients and candidates who work with Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching and offer the opportunity to provide feedback, be it positive or negative. We are always looking for opportunities to better our processes and services.*

- **Complaints Procedure**

*Tradewind Recruitment, Sanza Teaching Agency & Accelerate Teaching are committed to providing a high-level service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards.*