

# Dunbar Education – Safer Recruitment Policy

Date of Policy: 28/06/2024

Policy Review Date: 04/09/2025

Next Review Date: 03/09/2026

## Introduction

This policy applies to anyone engaged by Dunbar Education, including our directors, staff, contractors, and any work placement/volunteers.

## Safer Recruitment Policy Statement

It is Dunbar Education's recruitment policy to treat all job applicants and employees fairly and equally, regardless of sex, pregnancy or maternity, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability, or any other grounds (whether prohibited by legislation or otherwise).

Dunbar Education carries out stringent compliance checks to ensure that all our candidates are fully compliant in line with Keeping Children Safe in Education Guidelines. Before any of our candidates engage in an assignment, the following checks are carried out.

## Recruitment and Selection Process

### Candidate Interview/Registration

All candidates undertake a thorough interview conducted by a competent Dunbar team member, covering expectations whilst working for us, competencies, and safeguarding. If there is any concern related to the suitability of the candidate, then this is escalated to the Compliance Manager.

### Verified 5 Year Career History

Any gaps in the candidate's employment are identified and must be explained by the candidate. This is then documented in the interview notes.

### Enhanced DBS Certificate

For a candidate to work through Dunbar Education, we must see the original Enhanced DBS Certificate. All candidates must also be registered on the 'Update Service'. If the candidate has not registered on the update service, then a new DBS must be processed.

### Overseas Police Checks

Where a candidate has worked/lived overseas during the last 5 years for a period of 6 months or more, we will obtain an overseas police check. Where a local police check is not available, or cannot be validated, a satisfactory certificate of good conduct relating to time spent living outside of the UK will be obtained. This may be in the form of an additional reference from a person in a position of authority to gain reassurance that the candidate had no convictions that would preclude them from working with children.

Version 1 - Monday, 10 July 2023

## Identity checks

Our recruitment process requires the candidate to provide original identity documents such as passport, birth certificate, or driving licence. We will always ensure we are up to date with the government's identity checking guidelines.

## Prohibition and sanction checks:

- We also undertake prohibition and sanctions checks for all candidates.
- We also check against teachers who have failed induction or probation.
- Checks for teachers, support staff, and others prohibited from the profession.
- Section 128 barring directions (list containing the names of individuals who have been barred from taking part in the management of any independent schools [including academies and free schools] under the terms of a direction made by the secretary of state)
- GTCE sanction checks.

## Referencing

The candidate will be asked to provide the contact details of a minimum of two professional referees (using the referees' professional email addresses only). These references must cover the last 2 years and one of these references must be from their current or most recent employer. Our policy is that we only accept references from members of the senior management team (SMT), or references that have been verified by a member of the SMT.

## Proof of address check:

We are required to confirm the candidate's home address via one or more of the following documents:

- A utility bill (electricity, gas, or water), bank or building society or credit card statement. These must be less than three months old at time of registration (mobile phone bills are not acceptable)
- A current council tax statement, mortgage statement, financial statement i.e. pensions or endowment, P45 or P60 statement. These must have been issued within the last 12 months.

## Change of name check:

We check against marriage certificates/civil partnerships, divorce papers or deed poll certificates.

## Qualifications checks:

The candidate's original qualification documents are seen or are checked against the issuing institution or NCTL; or, for overseas candidates, with the relevant institution or governing body. We check the candidate's teaching status with the NCTL. This check is for all UK teachers and overseas-trained teachers who have been awarded QTS in the UK.

## Right to work check:

We check against the candidate's passport and visa or share code (if applicable) so that we can confirm the candidate's right to work in the UK.

### Medical fitness to work:

This is a required medical declaration completed by all candidates.

Should you require any further information on Dunbar Education's Recruitment Policy, please contact us 0330 335 9914 or [admin@dunbareducation.com](mailto:admin@dunbareducation.com)