

Vetting and Assurance Policy

Purpose

This policy outlines Protocol Education's commitment to safeguarding and ensuring the highest standards of recruitment for all educators placed in schools and educational organisations. It aligns with all relevant legislation, statutory guidance, and professional codes of conduct, and exists to support client institutions in maintaining safe learning environments for children and young people.

Compliance and Commitment

Protocol Education complies fully with:

- The Department for Education (DfE) guidance: *Keeping Children Safe in Education* (KCSIE), September 2025.
- The Welsh Government's *Keeping Learners Safe* guidance.
- All statutory requirements concerning regulated activity with children.
- The Recruitment and Employment Confederation (REC) Code of Practice for the education recruitment sector.
- REC Audited Education standards.

We are committed to the continuous review and improvement of our recruitment, vetting, and educator management processes.

Initial Vetting Procedures

All agency educators undergo a robust vetting process prior to placement. This process includes, but is not limited to:

1. Pre-Screening

- Telephone pre-vetting assessment.
- Face-to-face interview assessing experience and classroom competence.

2. Criminal Record and Safeguarding Checks

- Enhanced DBS check (subscribed to the Update Service or re-applied every 12 months).
- Disclosure certificate information shared with clients, in line with DBS and KCSIE requirements.



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- Children's Barred List (formerly List 99) check.
- Childcare Disqualification check for those working with under-8s.
- Signed Rehabilitation of Offenders Act Statement.
- Overseas police clearance for any educator who has lived abroad for 3 months or more within the past 5 years.
- Letter of Professional Standing for those who taught or qualified abroad in the past 5 years.

3. Identity and Right to Work Checks

- Proof of identity including photographic ID and proof of address.
- Confirmation of right to work in the UK.
- Ongoing monitoring of work eligibility status.

4. Qualification and Professional Status Checks

- Verification of qualifications relevant to the role.
- Registration with the Education Workforce Council (Wales) where applicable.
- QTS, Prohibition, and Induction status checks via the Teacher Regulation Agency (TRA).
- Section 128 direction check (where applicable).

5. References and Employment History

- At least two references covering most recent and educational/childcare roles.
- Full 10-year career history check, with references covering the last 2 years.

6. Health and Suitability

- Fitness to teach/health declaration completed.

7. Safeguarding Assurance

- Confirmation that the educator has read and understood Part 1 of *Keeping Children Safe in Education*.
- Provision of safeguarding and child protection information during onboarding.
- Online checks conducted in accordance with safeguarding guidance.



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Ongoing Vetting and Re-Checks

To ensure continued compliance and safety, Protocol Education conducts the following re-checks on a regular basis:

- Annual Enhanced DBS Update Service checks (or new DBS checks every 12 months where applicable).
 - New DBS or Update Service check if there is a gap of three or more months in working within education.
 - Ongoing monitoring of legal right to work in the UK for non-UK nationals.
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Client Access to Vetting Records

Upon confirmation of a booking, Protocol Education provides client schools and educational institutions with a secure link to our **Online Vetting Records Service**. This service allows clients to:

- Access completed vetting information for each educator booked.
- Maintain compliance with Ofsted's requirement to keep a **Single Central Record** of all checks performed.



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