

# Getting Vetted: Made Simple

## Your step-by-step guide to joining the classroom.

This guide walks you through everything we'll need from you to get you classroom-ready.

Follow it to speed up the vetting process, so we can start finding you work.

### What we'll need from you:

- **An Up-to-Date CV**

An up-to-date CV that includes your education, work experience, and any voluntary roles. This is part of our commitment to Keeping Children Safe in Education (KCSIE).

- **10-Year Work History**

A full 10-year work history—including any employment, education, voluntary work and gaps—so we can build a clear picture and know where to collect references from.

- **References**

References from all employers within the last two years, plus any relevant childcare settings from the last 10 years. We're required to collect 24 months of work-based references, and these must come from a manager using a professional email address.

**Note:** The sooner you can share details with us on who to approach for each reference, the faster you will be cleared and ready to work.

- **DBS & Background Checks**

To work with children, you'll need an Enhanced DBS for the child workforce that's registered on the Update Service. If you don't have one yet, we can help you apply. If you already do, we'll just need a clear copy of your original certificate.

As part of our safeguarding process, you'll also be asked to let us know about any cautions or convictions before applying. If you've lived or taught abroad, we may need to carry out some extra checks, such as an overseas police certificate or a letter of professional standing.

In line with Keeping Children Safe in Education (2024), we'll also carry out a basic online search as part of our due diligence checks.

These steps help us keep children safe and ensure you're fully ready to get started in the classroom with confidence.

- **Essential Training**

As part of joining Protocol Education, you'll complete our Educator Onboarding training. This includes key topics like Safeguarding, Keeping Children Safe in Education (Part One), Prevent, and Acting Professionally to Safeguard Children—giving you the confidence and knowledge to start strong.

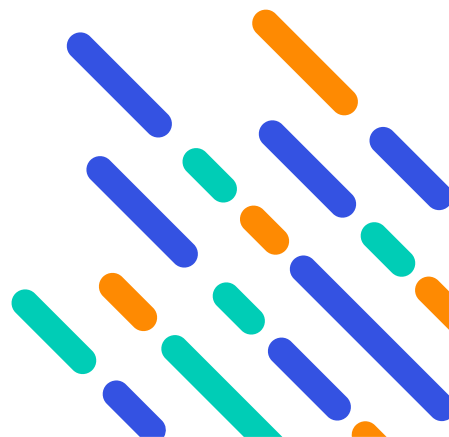
- **Health Declaration**

To meet the Education Regulations 2003, we'll also ask you to complete a short health declaration. This helps us confirm you're physically and mentally well enough to teach, and ensures we're supporting your wellbeing from day one.

We'll also arrange a face-to-face interview with your consultant (where possible). It's a chance for us to get to know you, chat through your experience, check your documents, and make sure the role is a good fit.

We'll ask a few scenario-based safeguarding questions to get a feel for your current knowledge. This helps us make sure you're ready to work in our settings—or to see where we can offer extra training or support.

We do everything we can to make sure our placements are the right match for both you and the schools we work with. That means that sometimes, we may not be able to move forward right away, so we really appreciate your time and patience.



To get you registered and ready to work, there are a few documents we'll need to see. These help us confirm your right to work in the UK, verify your identity, and complete your DBS application.

**Here's a quick checklist:**

**Right to work:**

- Passport or birth certificate (with proof of National Insurance)
- Or a share code (if applicable)

**Photo ID:**

- Passport, driving licence, or Biometric Residence Permit (BRP)

**Proof of address:**

- Bank statement
- Utility bill
- Council tax or mortgage statement (annual versions accepted if within the last 12 months)

**Name change?**

If your documents are in different names, we'll need to see your marriage certificate or deed poll/change of name document.

**If you've lived or worked abroad:**

- Been overseas for 3+ months in the last 5 years? We'll need a police check from that country.
- Taught abroad in the last 5 years? Please, provide a Letter of Professional Standing to confirm there are no sanctions or restrictions on your teaching status.

