



Recruitment, Selection, and Vetting Policy

1. Introduction

WILD COLOURS RECRUITMENT LTD functions as an employment business, providing temporary workers for the education sector. Our selection process involves stringent vetting to ensure compliance with the highest standards, adhering to legislative requirements and the Department for Education's "Keeping Children Safe in Education" guidance.

2. Recruitment and Selection

Amid temporary changes due to the Covid-19 pandemic, certain alterations to right-to-work checks and DBS checks have been implemented. Once these temporary measures cease, we'll revert to our standard verification system detailed below.

2.1 Telephone Interviews

All candidates undergo phone interviews to assess their suitability for roles based on work history, qualifications, and adherence to protocols.

2.2 Right to Work Checks

We conduct right-to-work checks to comply with immigration laws. This involves online verification, photograph confirmation, and secure retention of verification data.

2.3 ID Checks and Proof of Address

In addition to right-to-work documents, we require identity and address confirmation through specified documents.

2.4 References

We collect at least two references covering the past two years of employment from non-family members, verified by direct contact with the referees.

3. Vetting

3.1 Rehabilitation of Offenders Act Declaration

Candidates disclose all convictions as required by regulated sectors. We consult relevant authorities to assess their suitability for roles in the education sector.

3.2 Rehabilitation of Offenders Policy



We comply with DBS practices and treat applicants fairly without unfair discrimination based on disclosed convictions.

3.3 Disclosure and Barring Service and Update Service Checks

All candidates must undergo enhanced DBS checks, and we periodically verify their status via the Update Service.

3.4 Overseas Police Checks

Candidates residing abroad for over six months in the past five years must provide an overseas police check.

3.5 Letter of Professional Standing for Overseas Workers

For teaching roles, we request a letter from the relevant regulatory authority. Alternatives are sought if this isn't obtainable.

3.6 Qualifications and Early Career Teachers (ECTs)/Newly Qualified Teachers (NQTs)

We verify necessary qualifications and ensure compliance with regulations for teaching roles.

3.7 Teacher Regulation Authority / Education Workforce Council (Wales)

We verify teaching qualifications and check for any prohibitions or restrictions.

3.8 Referrals

We have legal obligations under the Safeguarding Vulnerable Groups Act 2006 to report individuals posing a risk to children or vulnerable adults.

3.9 Fitness to Teach

Candidates with health or disability issues relevant to their role must provide confirmation of their fitness to teach.

3.10 Disqualification

We perform checks to ensure candidates are not disqualified from teaching roles.

4. Other Checks



4.1 Continued Suitability

Periodic checks are conducted to ensure ongoing compliance with safeguarding requirements.

Appendix: Temporary Changes in Place During Covid-19

Temporary adjustments to right-to-work and DBS checks have been made during the pandemic, allowing remote checks and alternative procedures. These measures are subject to updates according to governmental announcements.

Amendments have been made to the policy to reflect changes in the face-to-face interview process and working with schools in supplying early career teachers completing their induction period.

5) Safeguarding Policy and Procedure

Aims and Objectives.

Wild Colours aims to ensure each candidate is vetted to the highest of standards to meet all your recruitment needs. It is our duty to ensure the safeguarding of young children and vulnerable adults when placing candidates within several sectors to include but not limited to Education, Healthcare and Manufacturing.

We follow strict guidelines set out by *REC* and seek information when making recruitment choices from the following services.

- Dfe: The Department of Education Keeping Children Safe in Education
- Disclosure and Barring Service (DBS)
- Overseas Criminal Records Services
- Childs barred list information.
- The Home Office (Visas and Immigration)

Recruitment Process

- Candidates are initially interviewed prior to being introduced to any external company by an experienced and qualified recruitment agent. This is important to determine whether the candidate is suitable and qualified for the role.



- A child's barred list check is completed for all potential candidates prior to interview and pre-employment checks begin.
- The suitable candidate is introduced to the school/ college and provided with the candidate's name and d.o.b. A second interview then takes place with the potential hirer.
- For candidates interviewing within a school setting all vetting checks will be sent out prior to interview.
- For candidates interviewing within a college / further education setting all vetting checks will be sent out prior to start date (unless requested otherwise).

Vetting Profile sent over to Client.

A Vetting Checklist is put together for each candidate. Wild Colours aims to turn this around within 2 working days from the day they are informed the checks need completing.

The day before the appointment or as soon as the vetting is complete the hirer will receive the checklist. It is important that if anything is not satisfactory Wild Colours is made aware before the employment commences so we are able to address and resolve any potential issues before the candidate starts work.

Wild Colours should be provided with copies of any documents the hirer would like us to provide to the applicant e.g. staff handbook or policies (e.g., child protection, health and safety, conduct rules, confidentiality requirements etc).

Candidate Documents Required

Candidates must provide Wild Colours with copies of the following documentation in order to meet the requirements for starting work with any company; they must also present the originals to the correct contact at the school or college on their first day of work.

- A full and up to date CV which must also confirm the reason for any gaps in employment.
- A completed registration form which includes a health declaration, criminal records declaration, declaration they have the RTW in the UK, declaration they do not live with anybody who is disqualified from working with children under the age of 8 years old.



- An Enhanced DBS Certificate which must either be issued within the past year or registered to the update service.
- Wild Colours accepts DBS certificates issued by a third party if registered to the update service. If the certificate is either not registered or not issued within the past year the school / college will be notified in the vetting report. If a new DBS is required, it is then important Wild Colours is informed and they will process an enhanced DBS for the candidate.
- If a candidate has lived abroad for a period of more than 6 months in the past 5 years, then an overseas police check will be requested, and this will also be included in the Vetting Report.
- References from the candidates two most recent employers one of which must be their most recent employer in education (if applicable).
- If a candidate sends Wild Colours a prewritten/ agreed reference from a former employer this must be verified
- When requesting references any gaps in employment will be accounted for and the reason for any gaps will be included in the vetting report.
- Copies of all relevant qualifications must be sent to Wild Colours.
- All qualified teachers must send Wild Colours their QTS number. This will then be checked with the teaching regulation agency to check when they qualified, whether they are required to complete induction and whether there are any sanctions present.
- Prohibition lists will be checked for all candidates in education to include section 128 and section 142.



- If applicable change of name deeds will be requested
- Proof of RTW in the UK must be presented.
- Proof of National Insurance Number must be presented.
- Proof of address must be presented.
- Candidates are required to read 'Keeping Children Safe in Education'.

Updating Candidate Information

- If a candidate is still working in the same role after 6 months the following will be re-checked.

1 – Dbs Update Service Check

2 – Childs barred list check.

3 - Dfe -Prohibition list checks

4 – RTW Documentation with an expiry date (either after 6 months or before depending on when the document is due to expire).

Wild Colours believes it is important to re check the above after a certain amount of time to ensure the information provided to the hirer at the start of the placement has not changed.

If Wild Colours finds new information, for example a sanction against a teachers name then the college / school in question will be notified straight away.