

**Integritas Education Recruitment is committed to safeguarding and promoting the welfare of children and young people, we expect all our candidates to share this same commitment.**

At Integritas, we attach great importance to the quality of our registration procedure and are guided by the DfE Safeguarding Children and Safer Recruitment in Education guidance, Children's Workforce Development Council Safer Recruitment and other relevant legislation, guidance and best practice.

To ensure we maintain our high standards we have a dedicated team of compliance specialists throughout our business. Our specialists are knowledgeable in the practical, legal and commercial aspects of safeguarding.

All candidates are initially screened on the telephone, and, if successful, are invited to attend a competency based interview, conducted by a fully trained Integritas Education professional. The interview process lasts for approximately one hour or less and covers, in detail the candidate's work history, core competencies, flexibility and our expectations.

The interview may take in person, or on zoom, Microsoft teams or on WhatsApp video

For our client's peace of mind, we email our 'Safeguarding and Safer Recruitment Form confirming all the checks we have carried out which confirm the candidate is suitable to work with the client.

The confirmation of checks fully satisfies the DfE regulations.

Should a candidate's Enhanced DBS Disclosure have information contained within it, we inform our clients of the matter to assist them in making a risk assessment decision.

Integritas directs candidates to the Government's guidelines on [Keeping Children Safe in Education](#) and encourages candidates to read through our '[Code of Conduct](#)' on our website.

Candidates sign on their registration form that they have fully understood this and will comply with the legislation.

We may on occasion offer additional courses to our candidates to ensure they fully understand their requirements in a school e.g. behavioural management, equality and diversity to name a few.

### **Screening Process**

The initial stage of the Recruitment procedure at Integritas is the pre-screening telephone interview. At this stage we discuss the candidate's qualifications, educational work experience to date, subject and specialisms, right to work in the UK and relevant work history.

If successful the candidate is then invited to register.

### **The Interview**

The interview is held within our Sheffield Office or on zoom or on WhatsApp or Microsoft Teams where possible

### **Compliance Process – post interview**

Following an interview the branch compliance specialist comprehensively makes all the background checks before deeming the candidate fully suitable to work with the client.

For each candidate, the following checks are made:

- Enhanced Disclosure clearance.
- Current CV – checked for any gaps
- Right to Work, identity, and NI documentation
- Qualification certificates
- Photograph for confirmation of checks
- QTS / QTLS etc. status confirmation (where appropriate)
- 2 forms of official documentation from different sources, confirming the candidate's address
- Original DfE confirmation or status letter (where appropriate)
- Overseas police check if the candidate has been in the UK for less than 3 months
- References covering the last two years (including current employer if there is one)
- Check against ISA Barred List (previously L99)

### Post Incident Procedure

Should we receive any information which is a concern to us, we will address the situation immediately.

We will fully cooperate with the client in question and be as involved as the client wish us to be. Where permissible (depending on the nature of the complaint and other statutory agency involvement) we will take a report from the candidate involved in the incident, where practical this will be a face to face meeting involving an independent note taker.

We will record all information on our internal Issue Logger and make a note of the time frame agreed with the client in question. Where appropriate and required an Integritas representative will attend the meeting on the client's premises to fully resolve the issue.

Initially, such events would be handled via the Manager escalating to a more senior member of the team if necessary. In the most serious of cases, these issues will be handled by our in-house HR and legal team.

Upon conclusion of the incident it would be agreed by all parties whether to continue to deploy the candidate or whether to remove from the register. We would report to the DBS where it is deemed appropriate.

If appropriate, the candidate would be offered further training from an Integritas professional or advised to undertake additional refresher training sessions.

### Child Protection Policy

Integritas's policies and procedures adhere to the Government's Policy '[Keeping Children Safe in Education](#)'.

Integritas aims to positively promote the wellbeing of children.

Definition: *There are 4 categories of abuse recognised by the 1989 Children Act: Physical abuse, sexual abuse, emotional abuse and neglect.*

Section 47 of the Children Act 1989 states that a local authority has a duty to investigate when there is "reasonable cause to suspect that a child who lives, or is found, in their area as suffering, or is likely to suffer, significant harm". It must make such enquiries as it considers necessary in order to decide whether any action is needed to safeguard or promote the child's welfare.

Section 47(9) says that "Where a local authority are conducting enquiries under this section, it shall be the duty of any person.....to assist them with these enquiries.....if called upon by the local authority to do so".

In view of their daily contact with children, teachers working through Integritas are well placed to observe abuse or neglect. It is their responsibility to report suspected or alleged abuse.

- ❑ **If a teacher is working within a school** it is his/her duty to take note not only of major incidents, but also of signals which give cause for suspicion or concern. When this occurs, the teacher must report any concerns to the school's designated member of staff with particular responsibility for child protection work and liaison with youth services. It is also the teacher's responsibility to adhere to the specific guidelines set out in each school's Child Protection Policy. (This is usually the procedure outlined above.)
- ❑ **If a teacher is working outside of the school environment** (for example home tuition) it is his/her duty to report any concerns to the Social Services Department. Teachers have a responsibility of explaining on first contact that they cannot keep information confidential. If abuse is suspected the concern should be recorded, discussed with the Integritas Director and reported to Social Services. If a teacher has reason to believe that a young person is being abused, then the safety and welfare of that child has to be the paramount consideration in deciding what action needs to be taken. If there is an allegation of abuse made against a teacher it should be immediately reported to the Integritas Director. Action will be taken in accordance with Integritas' disciplinary procedures and the local child care procedures. **Under no circumstances should a teacher ever intervene on his/her own.**

Integritas requires all of the staff on our register to be fully aware of the procedures for child protection. Should you be unsure of any aspect of the above please ask your consultant to explain them to you in more detail.

### Data Protection Act

The processing of personal data is governed by the Data Protection Act 2018.

### Physical Intervention Policy

Physical touch is an essential part of human relationships. In schools, adults may use touch to prompt, give reassurance or to provide support in PE. However, in recent years, the subject of physical touch has become a focus of immense concern in mainstream schools. As a result, all schools are required to develop a behaviour policy for staff to abide by.

Integritas requires all educators to follow the appropriate school policy. As a general guide, physical touch should not be used as a form of behaviour management and in general the use of physical intervention to control, discipline or restrain pupils by supply teachers should be avoided unless they have been specifically trained to do so with specific pupils. Touching of any form should be avoided as a form of behaviour management and can never be considered a substitute for good classroom management techniques and modern teaching methodologies.

Integritas supply teachers are responsible for familiarising themselves with school behaviour policies and the local LEA policies, particularly regarding physical intervention and any specific training re: the behaviour policy that schools may offer. In addition, supply teachers are encouraged to be aware of the specific ethos within the school as well as cultural variation amongst the pupils regarding the use of touch.

If contact is used in the classroom situation supply teachers need to adhere to the following principles. The contact must:

- ❑ Be in accordance with the school's behaviour policy;
- ❑ Be non-abusive, with no intention to cause pain or injury;
- ❑ Be in the best interests of the child and others;
- ❑ Have a clear educational purpose (e.g. to access the curriculum or to improve social relationships);
- ❑ Take account of gender issues.

### Criminal Records Disclosure

As Integritas meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who register will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Overseas teachers will be required to provide a current Criminal Record Clearance from their home country.

A criminal conviction will not necessarily be a bar to obtaining a position.

Applying for a position exempted under the Rehabilitation of Offenders Act requires the disclosure of all criminal record information, including details and dates of 'spent' convictions, cautions, reprimands and final warnings. As you are registering for a position, which will involve working with young people under the age of 18, you will also be required to provide details of all other relevant non-conviction information, such as police enquiries and pending prosecutions.