

## **Recruitment & Vetting Policy**

Master Class Education (MCE) understand that a professional, ethical, and conscious approach to recruitment is necessary to meet the various requirements of our clients, as well as recruiting for our internal team. Workers are integral to the success of MCE and securing the right talent is essential to the organisational growth and development.

MCE is an education recruitment agency and takes safeguarding very seriously. When recruiting internally our staff are expected to match our safeguarding commitments and values. When recruiting on behalf of a client for an agency role, all candidates will be put through our robust vetting process, more details can be found further on in this policy.

All approaches to recruitment will be consistent, fair and will promote equal opportunities. Our agency will recruit the best talent for the required role and ensure that every candidate or applicant is treated with respect and given the same treatment.

## **Advertising**

MCE use various job boards to advertise current vacancies. Only approved methods of job advertisement are acceptable. In order to select a new form of advertisement, it must be approved by a manager with relevant permissions.

Only person(s) with authorisation can post job advertisements. All those involved in the recruitment process must have the specific requirements of the role and know any mandatory experience, skills, or qualifications needed. If we are recruiting on behalf of a client, the consultant must fully understand the needs of the client, the role, and characteristics necessary.

All adverts issued must be clear and concise and easily understood by the reader. The full name of our agency must be within the advertisement and state whether we are advertising as an agency on behalf of a client or for our internal roles.

An advert may only be issued on behalf of a client if the hirer has provided specific information about the role, and when the hirer has given authority to find work seekers for that particular position.

In advertisements where a rate of pay has been given, the advert must also include the nature of the work, the location at which the work-seeker will be required to work and details of the minimum experience, training, or qualifications that the work-seeker would require in order to receive that rate of pay.

All adverts must be non-discriminatory, neither direct nor indirect. Any language that is or is perceived to be discriminatory to any protected characteristics (age, gender, race, disability, religion, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment) will be immediately removed and disciplinary action may be considered.

In some circumstances the directors may waive the need to advertise.



MCE use online advertising portals for advertisement. They are designed to acquire relevant information from applicants, including contact details and employment history and relevant skills, experiences and qualification. This data is used to determine suitability for work.

Applicants will receive communications to let them know they are unsuccessful, but feedback cannot be provided to unsuccessful candidates that have not reached the interview stage. Once the closing date has expired applicants will no longer be able to apply.

### **Shortlisting**

The person(s) responsible for recruitment, ideally two or more, will assess applicants against the job description. The criteria will be consistently applied and agreed before the shortlisting process begins.

If recruiting on behalf of a client, the recruitment consultant should initially match the applicant's experience, skills and qualifications against the specific requirements provided by the client. Once they are satisfied that they meet the requirements, the consultant should forward the details of the applicant over to the client, to decide if they want to take any or all the applications forward.

All person(s) involved in the shortlisting process must practice objectivity, be fair and consistent. A work seeker should be matched only against their ability to do the specific job. At no point should an applicant be judged for anything other than their attributes to complete the role. A person should never be judged by a protected (and perceived) characteristic.

If a person(s) responsible for shortlisting has a close relationship with an applicant, they must inform a manager or another responsible person(s) of that relationship.

### **Interviews and Trial Days**

Applicants that have been shortlisted will be invited to interview. The interview panel will consist of the direct manager of the hiring team, a member of the HR department or the director of MCE.

The interview should be structured. Guidelines on how applicants will be assessed should be pre-approved and questions pre-agreed. Questions must be relevant to the available role, and in no way unnecessarily exhaustive, invasive, or discriminatory. Questions that are probing or in response to an answer are acceptable.

During the interview the applicant will be asked about their previous employment to identify any anomalies from their application. Safeguarding and criminal records will be discussed.

Every effort should be made to accommodate applicants with disabilities, and all reasonable adjustments made.

When recruiting on behalf of a client for a temporary role the candidate will be asked a structured set of questions that all MCE temporary applicants are asked. They will also be asked follow-on questions that are more relevant to the role they are being put forward for. MCE meets all candidates in person to conduct applicable vetting checks.

Once the MCE consultant is satisfied that an applicant meets all the requirements of their client(s) role and the client has agreed, they may be invited to the school to interview or for a trial day. The candidate and school will agree a time and date.

MCE does not pay candidates for any interviews they attend. The candidate will be informed of the day rate for the trial day before the trial day is agreed. Clients will also be informed of any charges being invoiced to them before the trial day is agreed. Once all parties accept the day rate, the date and time can be arranged.

MCE is under no obligation to match the trial day rate if the candidate is successful or attends other trial days. A day rate for placement will be agreed with the client and candidate upon successful interview/trial day.

All applicants, including temporary, permanent, full and part-time, and internal work-seekers are protected from prejudice and will all be given equal opportunities.

All data pertaining to interviews will be kept confidential and for 12 months following the interview.

## **Offers of Employment**

### **Internal**

No offer should be made without the authority of the director.

Offers of employment are conditional upon satisfactory completion of all pre-employment checks. For internal work-seekers:

- Proof of Right to Work
- Identity check
- Employment history
- References
- Qualification evidence

For internal work-seekers, offers are made in-line with MCE reward package and as described in the job description, depending on experience, skills, and qualifications. Salary should equal or exceed the appropriate statutory minimum wage.

All offers must be in-line with the Equality Act 2010. Pay should not be affected by any protected characteristics. Salary and reward offered should be the equivalent of staff where their job and skills are the same or similar, work rated as equivalent, or work that is not similar but is of equal value.

Offer letters will be sent via email to the email address provided upon application and will include:

- Place of work address
- Type of contract
- Salary
- Hours of work

### **Agency**

For agency workers, the full list of pre-employment checks is further on in this policy.

The client will determine the rate of pay that will be offered to a candidate; however, salary will equal or exceed the appropriate statutory minimum wage.

All offers must be in-line with Equality Act 2010. Pay should not be affected by any protected characteristics. All payment must comply with statutory legislation. After a 12-week qualifying period, an agency worker is entitled to the same or no less favourable pay as a comparable permanent employee. MCE will ensure that they receive the relevant information from our clients.

Usually, the consultant will call the candidate to inform them of their offer. Once they have agreed their rate of pay, the consultant will send a booking confirmation to the candidate, which will include:

- Client name and address
- Direct report
- Position secured
- Start date
- Expected end date
- Days required
- Rate of pay
- Payment method

### **Vetting**

#### **Pre-employment Checks**

- Photo ID
- Right to work proof
- National Insurance number combined with long birth certificate (where no passport is available)
  - Two proofs of address, dated within the last 3 months, unless council tax or P60 (can be dated within 1 year)
- Employment history
- Minimum of two references, covering the last two years work history.
- Enhanced DBS certificate registered on the update service. An original copy of the DBS certificate must be seen before placement starts.
- If a DBS certificate is not registered on the update service, MCE will apply for a new DBS certificate, through their government approved DBS umbrella body. An original copy of the DBS certificate must be seen before placement starts and we encourage candidates to register this on the update service, otherwise an updated DBS certificate will be required annually.
- DBS certificates and update checks are available to clients.
- MCE will always inform clients of any cautions or convictions on the DBS certificate and a statement is required from the candidate to give background to the caution or conviction, which is also provided to clients
- Update service check is repeated every 12 months or sooner if necessary. If the candidate has fallen off the update service, a new DBS certificate is required within the same timeframe.
- Barred list check repeated every 12 months or sooner, if necessary.
- TRA online check
- Relevant qualifications
- Medical declaration, if a condition is listed, we require a risk assessment from the worker, the school will be informed of any medical conditions that may affect their work, we will seek other types of roles that may be suitable for the candidate.

- In some circumstances we will ask a GP to provide a letter clarifying the candidate's fitness to teach.
- We have a system in place to notify schools of incomplete checks (listed clearly which checks have been satisfactorily completed, and which are still in process)
- Candidate RTW and DBS certificate is viewed in person.
- UK ENIC where applicable
- Overseas police checks are required for candidates that have lived or worked abroad for more than six months within the last 5 years, this must be from the country they were in to cover that period.
- MCE meet with all candidates face-to-face to sight relevant documents and assess suitability

After three months candidates who have a gap in working for the agency must carry-out key checks, including, DBS, reference, TRA, current contact details.

After six months candidates who have a gap in working for the agency must carry-out a full re-registration .

MCE will not send a candidate into work if they have not completed their pre-employment checks. If a work seeker's checks are unsatisfactory, MCE will not offer them work. Any person deemed unsatisfactory should be reported to a senior manager who will make the final decision.

## References

Positions offered are subject to satisfactory references.

## Internal Applicants

Two references are applied for. They do not need to cover a particular date period; however, MCE prefer to get a reference from the most recent employer.

MCE will crosscheck the references against the applicant's employment history; any inconsistencies may be queried.

Referees should be from a professional place of work; they should hold a senior position, and the reference will only be accepted from their professional email address. Character references cannot be supplied by a close friend or relative.

In the case that an applicant registers and provides a copy of a reference, this is not accepted. We will contact the referee for verification.

## Temporary Applicants

MCE require applicants to provide a minimum of two references that cover the last two years of employment. In some cases, more than two references may be required to cover the two-year period. MCE will allow a placement to commence if we have a minimum of two references; however, we will continue to chase the reference to cover a two-year period.

A reference must confirm dates and safeguarding information. If the reference is not coming from an educational setting, where we can collect safeguarding data, the referee should confirm whether they know of any reason that the applicant should not be working in a setting with children.

When the applicant has not been working for 30 days or more within the last two years, they must provide a statement to cover the gap in employment, and an older reference will be applied for. If a candidate can only provide details of one referee (i.e. they have only had one employer or they left a job so long ago it would no longer be relevant), MCE will apply for a character reference. MCE will crosscheck the references against the applicant's employment history; any inconsistencies must be queried.

Referees should be from a professional place of work; they should hold a senior position, and the reference will only be accepted from their professional email address.

Character references cannot be supplied by a close friend or relative.

In the case that an applicant registers and provides a copy of a reference, this is not accepted. We will contact the referee for verification.

MCE will always offer to send clients copies of references received.

### **Teacher Regulations Authority**

MCE carries out checks to establish whether both teachers and support staff are subject to any prohibitions, restrictions, interim orders or sanctions that may prevent them from working in education or with children. This includes, where applicable, checks with the Teaching Regulation Agency (TRA), checks include:

- Prohibition from Teaching Checks: Verifying if an individual is banned from teaching due to serious misconduct or has an interim prohibition order.
- Qualified Teacher Status (QTS): Confirming if a teacher is fully qualified.
- Qualified Teacher Learning and Skills (QTLS) status: Checking status for teachers in further education.
- Early Years Teacher Status (EYTS): Verifying qualifications for early years professionals.
- Induction Checks: Confirming if a teacher has passed their mandatory induction period.
- Teacher Reference Number (TRN): Validating the unique number for teachers.
- GTCE Sanctions: Identifying restrictions placed by the former General Teaching Council for England.

These checks are completed before any workers are placed in a role or in assignment.

Where a role or profession requires registration with a statutory or regulatory body, MCE will obtain assurance that the work-seeker is appropriately registered, by running a check through the .gov service - <https://www.gov.uk/guidance/check-a-teachers-record> [\[gov.uk\]](https://www.gov.uk) that the registration is current, and that there are no restrictions or conditions that would prevent them from undertaking the work. Evidence of registration is recorded and retained in the individual's file.

MCE are aware of the circumstances in which a referral must be made to a regulatory body, including (but not limited to) situations involving safeguarding concerns, professional misconduct, prohibitions, restrictions, or information that would have led MCE not to engage or place the worker. Referrals to the Teaching Regulation Agency and/or the Disclosure and Barring Service are made promptly where the referral criteria are met.

MCE will conduct an appropriate investigation into any allegations made before making the TRA referral, if the concerns are found to be true and substantiated, MCE will make the relevant referral

There are circumstances where it is appropriate and expected to make an immediate referral to the Teaching Regulation Agency without first conducting an internal investigation. This applies where delay would compromise safeguarding, interfere with criminal proceedings, or where the threshold for serious misconduct has clearly been met.

If any member of MCE staff becomes aware, at any stage, that a temporary worker may be subject to a prohibition, restriction, sanction, or appears not to be on a required professional register, they must take immediate action.

The member of staff must:

- Inform a senior member of staff without delay.
- Notify the Head of Safeguarding (or designated safeguarding lead);
- Ensure the worker is not supplied or is removed from assignment where the prohibition or restriction makes them unsuitable for the role.
- Record the concern, actions taken, and any information received on the worker's file.

No internal member of staff may override or disregard a prohibition or restriction.

Where checks identify that a teacher or work-seeker is not listed, is restricted, or is prohibited, MCE will take immediate and appropriate action. This may include withdrawing the offer of work, removing the worker from an assignment, informing the client, and making a referral to the relevant authority. No worker will be supplied to a client where prohibitions or restrictions make them unsuitable for the role.

All actions taken in relation to prohibitions, restrictions, referrals and outcomes are documented, reviewed by a senior manager, and retained in line with data protection and safeguarding requirements.

### **Qualifications**

MCE obtains copies of all relevant qualifications required for the role prior to placement in a school. Qualification documents are reviewed, recorded and verified as part of the pre-employment checking process, and no work-seeker is supplied to a school until the required qualification evidence has been received and assessed as satisfactory.

Where qualifications have been obtained overseas, MCE will obtain evidence of equivalency to UK standards and confirms that the qualification is suitable for the role being undertaken, more details can be found in our overseas trained candidates' policy.

Overseas qualification verification is completed using UK ENIC (formerly NARIC) where applicable. MCE retains evidence of the equivalence assessment on the worker's file and uses this information to determine suitability for placement in UK schools.

No work-seeker is supplied where qualifications cannot be verified or where equivalency to the required UK standard cannot be satisfactorily confirmed.

All qualification evidence, equivalency checks and engagement details are recorded, monitored and retained in line with safeguarding, data protection and regulatory requirements.

### **Teachers**

Where MCE recruits or supplies teachers, the individual must hold appropriate teaching qualifications relevant to the role being undertaken. This includes, where required, Qualified Teacher Status (QTS) or another recognised teaching qualification permitted for the setting in which they will be placed.

MCE confirms the teacher's qualification status and suitability prior to placement.

### **Teaching Assistants and Support Staff**

Where MCE recruits teaching assistants, cover supervisors, learning support assistants, and other school-based support staff, we ensure that individuals have suitable qualifications, training or experience appropriate to their role, the setting, and the level of responsibility. Whilst such roles do not require a specific qualification, we will assess the candidate's suitability based on past experience and any relevant qualifications they hold, the client will always be made aware of the qualifications and experience held before agreeing to engage the worker.

### **Training for internal staff**

Master Class Education (MCE) ensures that all internal staff involved in recruitment and compliance receive appropriate training relating to role-specific qualification requirements for teachers, teaching assistants and other school-based support staff.

### **Internal Audits on Temporary Workers**

Vetting checks are so fundamental to our organisation, it is paramount that every worker MCE supply is fully vetted and cleared for work. MCE complete internal audits on a selection of files on a six-monthly basis. Any file(s) that are not complete undergo an investigation; any person responsible would be reprimanded.

The candidate would be given a specific timeframe to hand in any incomplete documentation until they are removed from their role. In some instances, a worker would need to be removed immediately.

### **Unsuitable Workers**

MCE have confidence that their vetting and pre-employment checks are robust enough to prevent any unsuitable workers being placed into schools. However, if we receive any information which indicates that a worker is unsuitable for their position, we will follow the below procedures.

### **Permanent Candidates**

If, within three months from the commencement of the placement, MCE receive information that the worker is or may be unsuitable for that position, we will immediately inform the hirer. We will always notify the hirer on the same day that we receive such information unless it is not practical or possible. We will contact the hirer every day until we are able to pass on this information.

### **Temporary Workers**

If MCE receive information that gives reasonable grounds to believe that the worker is unsuitable, we will inform the hirer immediately and end their assignment with immediate effect.

If MCE receive information that the worker may be unsuitable but there is insufficient evidence to support this, we will conduct an appropriate and reasonable investigation and inform the hirer of the

information received and the investigation being held. If, as a result of our investigation, we have reasonable grounds to believe the worker to be unsuitable, we will without delay inform the hirer and end the assignment.

Examples of circumstances that might indicate that a worker is unsuitable (this list is not extensive or full):

- Criminal convictions that should have been disclosed
- Qualifications that are found to be false
- A medical condition that means the worker may either be at risk by performing the work or they may be placing others at risk
- References disclose a reason why they are unsuitable
- Information that would mean MCE would not have put the worker forward in the first place

MCE will always verify the information received that a worker is allegedly unsuitable to work and conduct an investigation where there is insufficient evidence. A person's suitability should never be questioned on information that is proven to be hearsay or gossip. Information disclosed to clients must always be accurate and no more than necessary.

## **Feedback and Continuous Improvement**

### **Feedback to Unsuccessful Candidates**

We are committed to providing a fair, transparent, and respectful recruitment experience for all applicants. As part of this commitment, we offer constructive feedback to unsuccessful candidates wherever appropriate.

- **Timeliness:** Candidates who are not progressing will be informed as soon as a decision has been made.
- **Constructive Content:** Feedback focuses on job-related criteria, observed strengths, and areas for development. It avoids personal judgments and remains factual, specific, and actionable.
- **Accessibility:** Candidates may request further clarification, and we will provide reasonable additional context to support their future applications.
- **Respect and Confidentiality:** All feedback is delivered professionally and confidentially, ensuring no disclosure of client-sensitive information or comparative comments about other applicants.

The aim is to support candidates' ongoing development while maintaining a positive experience with our agency, regardless of outcome.

### **Securing Feedback from Clients on Candidates in Assignment**

To ensure the quality and effectiveness of our recruitment services, we actively seek structured feedback from clients regarding candidates placed on assignment.

- **Initial Check-In:** Shortly after a candidate begins an assignment, we contact the client to confirm that expectations are being met and to identify any early support needs.
- **Ongoing Performance Feedback:** Throughout the assignment, we request periodic updates on the candidate's performance, reliability, conduct, and overall fit within the client's organisation.
- **Standardised Feedback Tools:** Where appropriate, we use structured feedback forms or agreed-upon evaluation criteria to ensure consistency and comparability across assignments.
- **Issue Escalation:** Any concerns raised by clients are addressed promptly, with clear communication to the candidate and appropriate action plans where required.

- End-of-Assignment Review: At the conclusion of each assignment, we request a final performance review from the client to inform future placements and support continuous improvement.
- Data Use: Feedback is recorded securely and used to enhance our vetting processes, candidate support, and service delivery. All information is handled in accordance with data protection legislation.

This approach ensures we maintain high standards, support candidate success, and continuously refine our recruitment and vetting practices based on real-world client insight.

### **Other Useful Information**

Our government-approved DBS umbrella body is UCheck. First Floor, Chiltern House, Sigford Rd, Marsh Barton, Exeter EX2 8NL.

MCE are charged to process DBS checks, and the work-seeker is asked to cover the cost for this.

From time to time, DBS and other checks are severely delayed, affecting the candidate's ability to work and earn a living. MCE must be flexible if process delays continue to compromise trading. However, safeguarding will never be compromised, and clients will always be involved in the delayed vetting processes.

If a worker has been retired on medical grounds by the Department of Education after 1 April 1997, then this worker will not be able to teach, even part-time, as they have been deemed medically unfit. However, if the worker was retired before 1 April 1997, then they may be able to work if they can show that they have the health and physical capacity to teach. This can be evidenced by obtaining a GP's letter confirming that they are fit to teach. Even if confirmed as fit to teach, they will only be able to work for 2.5 days per week.

A qualified teacher cannot be employed as a teacher in a relevant school in England unless they have satisfactorily completed an induction period in accordance with the Regulations and this guidance. While ECTs are encouraged to start their induction as soon as possible after gaining qualified teacher status (QTS), there is no set time limit for starting or completing an induction period. An ECT's QTS cannot be lost or affected by the length of time it takes them to complete induction.

There is no legal requirement to satisfactorily complete an induction period if an ECT intends to work solely in the independent sector, an academy, a free school, a BSO, an independent nursery school or an FE institution. However, it may be possible for an ECT to serve a statutory induction period in such settings as set out in this guidance.

A teacher who is employed as a short-term supply teacher (working periods of less than one term) can only do so during the first five years following the award of QTS. When a teacher is employed as a short-term supply teacher on a part-time basis but who is concurrently serving induction, the five-year limit does not apply.

Teachers from outside the United Kingdom who are awarded QTS, having made an application to do so after 1 February 2023, are required to complete induction if they have less than two years' full-time experience when they are awarded QTS.

When conducting Teaching Regulation Agency (TRA) checks on workers, we ensure they have no prohibitions or restrictions. In the case that a worker does have restrictions, MCE will make a referral

to the TRA and DBS to inform them that this person has registered for work-finding services.



