

Safer Recruitment in Education Policy

Moxi Recruitment Limited (“Moxi”)

Safer recruitment in education is at the heart of our service, we have strict vetting procedures which are in line with the DfE guidelines.

Moxi have strict pre-employment and vetting procedures which meet and exceed the KCSiE 2022 guidelines. We are dedicated to ensuring all documentation is readily available and ready for inspection. We ensure all our hiring personnel and compliance team internally Moxi receive safer recruitment training.

We meet all of our candidates face to face and carry out the following checks:

- **Identity and Proof of Address** – This is in line with the DBS ID checking guidelines, which will include an up to date original copy of photo ID either a passport, new style driving licence or National Identity card. Proof of address we ask for a minimum of 2 proofs of address. These will usually be a utility bill and a bank statement dating from the last 3 months.
- **Right to work in the UK** – We sight all original British or European passports. If a candidate is from outside of the UK or EU we sight all original documents or certified copies that verify their right to work in the UK. This could include spousal dependency visa, working holiday visa, student visa or indefinite leave to remain.
- **Teacher Qualification Check** – We check the Teacher Regulation Agency to ensure that all candidates hold QTS /QTLS and sight all original or certified copies. For Overseas Trained Teachers we check that they hold qualifications which are deemed to be equivalent to a British teaching degree or PGCE, we also sight all original certificates.
- **Enhanced DBS Disclosure** – We will ensure every teacher and other staff have a valid Enhanced DBS check, if they have an existing valid DBS issued by another registered body we will check this is registered on the DBS Update Service. If the DBS is not on the update service, we will do a new DBS check.
- **DBS update Service** – We ensure all of our staff are on the DBS update service, this allows the school to run an up to date DBS check at any point.
- **Barred List Checks** – This is completed when we apply for a new enhanced DBS check or a DBS update service check. We will do 3 monthly update service checks to ensure there is no information since the original DBS certificate was printed.
- **Overseas Police Check** – This is for candidates having lived or worked abroad. If this is applicable, we will request an overseas police check.
- **Prohibition order check** – We ensure our teachers and others do not have a disciplinary sanction which prohibits them from working in the teaching profession, this includes a Section 128 check, EEA online checks, teachers who have failed induction or probation. Childcare Disqualification Act 2006 – All our staff sign a disqualification form at the beginning of the application process. If there are any concerns at the application stage, we will not continue with this person’s application.
- **References** – We obtain a minimum of 2 years’ professional and employment references with a minimum of 2 references. These could include a recent employer, teaching practice

placement, student reference, tutoring/one to one reference or personal character reference from a professional e mail address.

- **Health declaration** – We verify with all candidates at registration/application stage if they consider themselves fit to work in the role they are considered for.
- **CV** – This is checked to ensure there are no gaps. Any gaps of 3 months or more will be clarified with the candidate and verified if appropriate.
- **Safeguarding Training** – We provide all of our staff with CPD online child protection training, this is a 3-hour course which they receive a certificate after completion. We ask for this to be complete before they start in any assignment.
- **Code of Conduct** – we supply all our candidates with our own code of conduct which we expect them to adhere to at all times.

Any questions about our pre-employment checks please feel free to get in touch with Anne Oxtan, Talent Acquisition Partner on 0300 303 4414.