

Recruitment and Selection policy:

Purpose:

Classroom Teachers Ltd. is committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - firstly, to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, gender reassignment, marital and civil partnership status, race or any other condition not relevant to the performance of the job; and secondly, to ensure that our clients are offered the best candidates available in terms of skills, experience and approach.

Aims of this policy:

- to provide full confidence to both clients and candidates of our best intentions to ensure that we register and submit quality candidates to support the needs of all children
- to confirm our commitment to safeguarding and promoting the welfare of all children
- to confirm our expectation for all staff and registering candidates to share this commitment.

Every candidate interested in registering with Classroom Teachers Ltd. is subject to a verbal vetting process using the Company standard vetting form to ascertain whether the candidate meets Classroom Teachers Ltd's minimum requirements for registration.

All staff we employ who works through our agency has undergone and has satisfied all the necessary recruitment and vetting checks and in particular:

- Proof of identity (including proof of address)
- Right to work in the UK
- Medical Clearance
- Children's Barred List
- Enhanced DBS disclosure (under the agency name)
- Overseas police check (where applicable)
- 2 x references obtained, including one from the most recent employment which involved working with children/young people (where relevant)
- Qualifications (Where a requirement of the job)
- NCTL Employer Access, Prohibition of teachers and others from the profession
- Verification of completion of a statutory induction (teachers only)
- Disqualification by Association, if applicable
- Verification of completion of a statutory induction (teachers only)
- Previous employment history, with gaps in employment history explored
- Level of fluency in English

If at any time a candidate is offered to a client before all the checks are completed, the client will be informed and a written disclaimer will be issued seeking agreement to the interview or placement on these terms.

Rejections

Classroom Teachers Ltd. reserves the right to decline applicants at the telephone vetting stage or during or after the registration interview if the candidate does not meet Classroom Teachers Ltd's minimum requirements or is not able to be placed for whatever reason, or if the references obtained are not suitable.

Complaints

Classroom Teachers Ltd. has a separate formal complaints policy.