

Compliance Statement

At An Apple A Day Supply we take safeguarding extremely seriously and follow a strict safeguarding policy in line with *NSPCC Safer Recruitment in Education, Keeping Children Safe in Education 2023* and *Working Together to Keep Safeguard Children 2018*. As part of our commitment to safeguarding, we will carry out the following checks for all our employees and those returning to us:

- Applicant is sent a full job spec and application form upon enquiry
- A full application form listing current and previous employment and a statement in support of application is received. This is checked by two members of trained staff, and they decide if the candidate has made it to the next stage by meeting the criteria regarding suitability and employment history.
- A full 45-minute online competency-based interview is held with two members of trained staff. This includes questions on their experience, views on inclusion, checks their Safeguarding knowledge and understanding, and a short Prevent exercise. It is decided after interview as to whether they have been successful.

We do not hire every candidate we meet.

- DBS Enhanced check - this is either completed by us and re-completed yearly or if their DBS is on the update service, we see the original certificate and take a copy, access it online to bring it up to date and print off a copy. We recommend all candidates take up the option of the update service -**Checked every 12 weeks.**
- Relevant qualifications are checked (scans of originals sent over and then checked against original documents in person)
- Secure Access check - using the teachers Teacher Reference Number and Date of Birth, we use the online Secure Access check DfES. This allows us to check their qualifications as well as checking that they have no sanctions.
- Identification check - We gain two proofs of identification and two of address. We only accept documents that are listed on the DBS website. Please see here for a full list:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

These are updated when changes occur, e.g. change of address.

- A photograph is provided by the candidate for their badge and may be shared with schools when required.
- We seek at least 2 references for each teacher for at least 2 years of employment. If there is anything that we are unsure about we ask for further clarification and may ask for another referee if thought necessary to gain a clearer picture of that teacher.
- Proof of Safeguarding training and Prevent training **annually or following an update.**
- Proof of FGM training
- Signed confirmation that the applicant has watched: **NCSC Cyber security training for school staff**
- We conduct an online search of the candidate in line with KCSIE.
- Disqualification under the Childcare Act as per the 2018 update. Self-signed declaration - **Checked Yearly.**
- **Overseas Police Check-** Where applicable covering last 10 years in line with the government guidance.

Breaks in Employment

After a gap of 12 weeks up to 12 months, we complete the following checks:

- Reference for time away when possible or written explanation
- QTS check
- DBS Enhanced check-either via update or as a new DBS
- Check ID and address are still valid
- Check Safeguarding and Prevent training are still valid
- Disqualification under the Childcare Act as per the 2018 update

***Following a break in employment of 12 months or more, the candidate will complete a full registration, including a full interview with two members of our team and all associated checks as listed previously.**

Our Team

We hold a single central record for all our candidates on our CRM system, which includes their name, phone number, address etc. It also records when checks have been completed. Our system notifies us when a candidate is required to update their training or when we need to update our information/checks.

All office staff at An Apple A Day Supply receive training in Safer Recruitment within their induction, during a yearly update and are updated when changes in legislation and guidance occur.

In addition to the above, we are audited by an external company [APSCo Compliance +](#) , who thoroughly check our recruitment and vetting procedures and staff training.

Last updated July 2024

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