



The Supply Room is committed to the safeguarding and welfare of children. We ensure strict vetting procedures are in place without exception. We thoroughly vet all our candidates to ensure suitability. Checks are completed prior to the first placement and are repeated during service if required. The following checks apply to all staff and, unless otherwise agreed, are conducted prior to placement.

- ✓ **Face to face interview**
- ✓ **Identification and DOB** – Checking guidelines in line with the identification checking guidelines on the [government website](#)
- ✓ **Proof of address** – Checked against trusted government documents as listed on the [government website](#)
- ✓ **Qualifications verification** – Sight of originals or verification with the issuing institution
- ✓ **References** – Reference checks must be carried out from the most recent employer and any establishments where the candidate has worked with children or vulnerable adults within the last three years. We do not accept open references unless the signatory is able to confirm the content. Unless otherwise agreed, a minimum of two references must be obtained.
- ✓ **Right to work** – Passports (valid only) are checked for the right to work in the UK. Visas must be verified if the candidate owns a non-EU passport.
- ✓ **CV check** – CVs must be complete and any gaps must be accounted for
- ✓ **Criminal records check** (UK and overseas if applicable) – all candidates must complete an Enhanced Disclosure and all candidates from overseas, or anyone who has worked overseas, must have a current police clearance from the relevant country
- ✓ **Disqualification by Association** – all relevant staff in relevant settings will be asked to complete a childcare disqualification declaration affirming that they are not disqualified
- ✓ **Barred List check** – As part of the recruitment process and then annually or with a gap in service. Barred checks are completed with the DBS check. We will obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- ✓ **DfE number/ NCTL Check** (or overseas equivalent if applicable) – for qualified teachers
- ✓ **Medical fitness to teach** – All candidates are required to complete a self-medical assessment form at interview.

The Safeguarding Vulnerable Groups Act 2006, outlines specific duties and responsibilities for an employer in relation to barred persons, and to the sharing of information about individuals to the Independent Safeguarding Authority. The Supply Room is committed to ensuring that its obligations here are met.

With each contractual booking placed you will receive confirmation of vetting which meets the requirements for your school's central record (SCR). If you require any additional information on the booking confirmation, please send a request to david.dossantos@thesupplyroom.co.uk or alternatively call us on 0203 674 6417.

