

*The safeguarding of children is of utmost importance to us and it is crucial that we work together to ensure that unsuitable candidates are not given access to children. The day before a candidate begins their Assignment you will be sent a compliance report detailing all the checks completed on the Candidate.*

*This letter outlines the checks Ignata Education carry out on all candidates we supply, where relevant.*

#### **Right to work in the UK**

For all **EU Candidates**, Ignata Education must see a current EU Passport. If the candidate does not have a Passport, we can accept a valid National Identity Card or else a recent document from HMRC confirming their National Insurance Number *plus* a long birth certificate.

For all **Non-EU Candidates**, Ignata Education must see a valid Passport *plus* a current Biometric Residence Permit.

This is in line with Section 8. Annex A of the Home Office 'An employer's Guide to Right to Work Checks'

#### **Qualifications**

For all Teachers requiring **QTS**, Ignata Education will verify QTS, Induction & Sanctions on the DFE website. You will be notified if Induction has not yet been completed and if there are any Sanctions in place.

For all Teachers requiring **QTLS**, Ignata Education will verify QTLS on the QTLS register. Sanctions are checked on the DFE website. You will be notified if there are any Sanctions in place.

#### **DBS Certificate**

An **Enhanced DBS Certificate with the Children's Barred List** check is required for all candidates who we supply to an organisation where the candidate will work with/be in contact regularly with children e.g. schools.

If the candidate's DBS is registered on the **Update Service** then we will check the Update Service before the Candidate starts their Assignment to verify it is registered and make sure there have been no changes since it was issued. If there is any information on the certificate, or if any new information has been added to the certificate since it was issued we will inform you.

If the candidate does not have the required DBS certificate *or* if it is not registered on the Update Service the candidate will be required to complete a new DBS application. We will inform you if a new DBS application is in place where we are waiting on the result. If there is any information on this certificate we will inform you.

#### **Overseas Police Check**

An **Overseas Police Check** is required for candidates who have lived abroad in the last 5 years, for more than 6 months at the time of accepting a new placement.



### Declarations

All candidates are required to complete our standard **Health Declaration** and it must be completed before they start a new Assignment. The purpose of the declaration is to ascertain if they have any illness or disability that may affect their ability to carry out their intended role.

All candidates who require an Enhanced DBS Certificate must complete our **Declaration (Spent & Unspent)**. Here they are required to disclose all spent and unspent convictions, subject to filtering rules. This is an exception the Rehabilitation of Offenders Act 1974. It must be completed before they start a new Assignment.

All candidates who will work in an environment where there will be Children under the age of 8 years old are required to complete our **Declaration (Disqualification)**. Here they are required to declare if they are disqualified (or if they live with anyone who is disqualified) on any of the grounds set out in the DfE Disqualification under the Childcare Act 2006 - statutory guidance for schools. It must be completed before they start a new Assignment.

You will be informed when information is declared.

### References

We require **Professional References** to cover every placement a candidate has had in the last 2 years. Any gaps of more than 3 months must be explained. A minimum of 2 Professional References are required but if a candidate has been in the same placement for the last 2 years we will also seek a Character Reference. Whilst we make every effort to get these Professional References, there are some cases where we may not get a response from a referee and in this case we will seek a further reference, often a Character Reference.

*We hope that this letter assures you of our commitment to thorough vetting and its importance to us. We look forward to a positive working relationship.*

*Yours sincerely,*

*Ignata Education*

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