

Dear Sir/Madame

Not every agency meets the requirements for safeguarding children, especially if they don't have the DfE quality kite mark.

At our last audit for the DfE quality kite mark (the equivalent of your OFSTED) we were **highly commended by Angie Nichols who stated that we go above and beyond current industry requirements and standards**. We achieved 100% in our audit.

I can confirm that the following checks will be undertaken for every Aspire People candidate that steps in to your school:

Face2Face Interview

References

- 1 reference from the most recent employer or educational establishment
- 1 other employment or education reference
- Aspire People do not accept personal references
- 5 Years employment/education history is required

Enhanced CRB Disclosure Every candidate, regardless of whether they are a receptionist or teacher will have a fully enhanced CRB. We only accept portability of CRBs that are within a year old rather than 3 years old.

Overseas police check for any applicant who has spent more than 3 months outside the UK in the last 5 years.

List 99 POCAL Check Aspire People are accredited to carry out CRB and List 99 checks directly, rather than through a third party organisation

Identity

- Proof of right to work in the UK (passport or birth certificate)
- Photographic ID (passport or driving licence)
- 2 proof of address within the last 3 months (e.g. utility bill, bank statement)
- Proof of national insurance number (NI card, tax form or wage slip)



Permission to work in the UK - If a candidate is from outside of the UK they must provide Home Office Confirmation and the correct visa. All Aspire People Employees are trained in line with current immigration laws.

Confirmation of qualifications - Aspire People contact the University that awarded the teaching qualification to verify its originality.

GTC membership for all newly/fully qualified teachers and teaching instructors.

UK NARIC - Overseas candidates must hold verification from UK Naric of all their qualifications. To be eligible to teach as a qualified teacher they must have the associate DCSF number.

Health Check:

- Aspire People are an equal opportunities employer and take the time to discuss any medical details to ensure we know about conditions or disabilities that may affect the type of placement we offer the candidate.
- The applicant is required to complete and sign a detailed medical declaration.
- If an applicant is returning to teaching after a period of illness we require confirmation from the GTC and their doctor to confirm they are fit to return to work.

Identity Cards - Every teacher will have an Aspire People identity badge to wear around school

Safeguarding Children Document - Aspire People provide a safeguarding children document before the teacher arrives to school. This will also have their passport photo on so that you can match it against the photographic ID that they bring to school.

If you do have any questions about our rigorous vetting procedures please don't hesitate to contact myself on 0121 314 3606

Kindest Regards

Michaela Powell

Director & Owner of Aspire People Ltd.