

Dear Sir/Madam

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 quality mark (the equivalent of your OFSTED) we were highly commended by **Angie Nichols** who stated that we received **full marks and went above and beyond current industry requirements** and standards.

Everyone who works for Aspire People holds a strong moral belief that "if we don't want the candidate teaching our children, then we don't want them teaching yours".

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

1. **Face2Face Interview**
2. **References**
 - with no gaps. 1 reference must be from the most recent employer or educational establishment
3. **Enhanced CRB Disclosure** whilst we do portability of CRBs if **your school** requires an ASPIRE PEOPLE CRB for every candidate we will enforce this for your school. We encourage every applicant to get an Aspire People CRB too.
4. **Overseas police check** for any applicant who has spent more than 3 months outside the UK in the last 5 years.
5. **ISA Barred List Check** Aspire People are accredited to carry out checks directly, rather than through a third party organisation
6. **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 etc)
 - Proof of national insurance number (NI card, tax form or wage slip)
7. **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.
8. **Confirmation of qualifications** - Aspire People contact the University that awarded the teaching qualification to verify its originality.
9. **GTC membership** for all newly/fully qualified teachers and teaching instructors.
10. **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.
11. **Completion of Child Protection & Safeguarding Children Training and Questionnaire**
12. **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.
13. **Identity Cards** - Every teacher will have an Aspire People identity badge to wear around school
14. **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 have any questions about our rigorous vetting procedures please don't hesitate to contact me on 0121 314 3606

Kindest Regards

Michaela Powell
Director & Owner of Aspire People