

Welcome to Stafford House International team (part of CATS Global Schools). We're pleased to have you join us!

Now you have accepted your offer of employment, complete your pre-employment checks.

What are pre-employment checks and why do we do them?

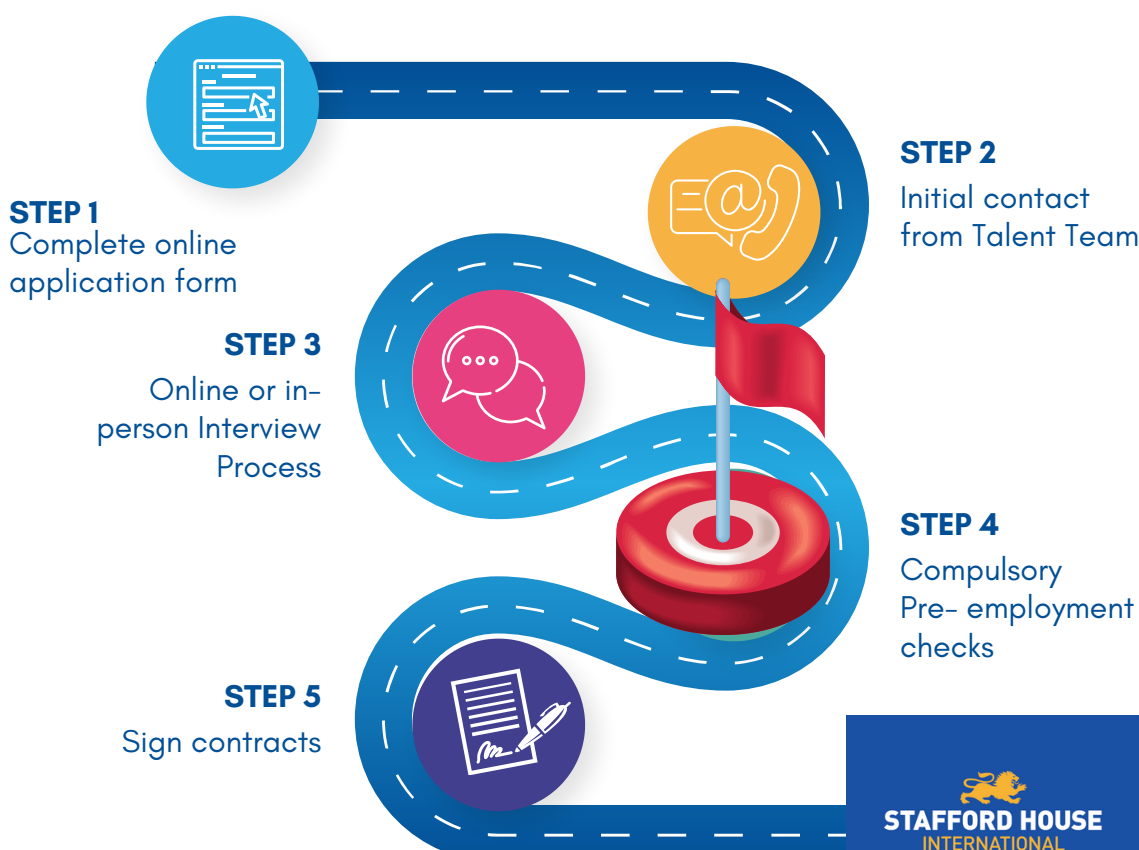
You must complete all pre-employment checks before you are able to start working with us.

This is in line with employment law, Keeping Children Safe in Education (KCSIE, 2023) and our own recruitment policy. Keeping children safe in education is statutory guidance that schools and colleges in England must have regard to when carrying out their duties to safeguard and promote the welfare of children. The safety of young people is our priority and it's everyone's responsibility.

We have a friendly Talent Team to support you through these checks. Providing you respond to emails quickly, these checks can be completed quickly.

What happens next?

Stafford House International Road to Success - Recruitment Process



Your pre-employment checklist.... here's what you need to do now

1. DBS Certificate



Apply via our online portal paying close attention that your details are filled in correctly. If not, we need your emailed permission to amend the details in the portal. You will find the link to your DBS application form in your Offer Letter email.

.....you must also send your ID to Talent Team (if not already done so)

Send a copy of 3 documents from the list provided below

These documents must verify the information you have provided on your DBS application form.

We use these documents to verify your DBS application. Rather like when you apply for a passport. We can't start your DBS application without these documents.

DBS update service If you're subscribed to the update service already, please see below
***Once you have received your DBS certificate, we will contact you to advise how to register onto the DBS Update Service. (link provided at the end of this document)*

2. References



See the information provided below to see who can provide you with a suitable reference.

Provide us with 2 referees contact details from work/educational email addresses. We **MUST** have the reference for your last place of work or study, whichever is most recent. You may have already provided these on your application form. Our Talent Team may contact you for alternative references if these are not suitable.

3. Medical & Criminal Declaration Form - send us these



These forms are word documents, which are attached to your "Next steps" email. Please return these to us as soon as possible.


4. Employment/Education History



We may ask you to fill in any gaps in your work/education history. We must account for any gaps over 1 month. A gap may be that you were travelling, looking for work, caring for family etc. Providing the gap is accounted for this is acceptable.

These are other potential checks we may need, depending on your role or circumstances


5. Qualifications - send us these: (if applicable)

-  **Are you a teacher or does your job require specific qualifications? (Lifeguard/football coach etc)** Please send us a copy of your certificates now, by email. We will need to see the original certificates before you start.

6. Overseas Police Check (if applicable)

-  **If you are arriving directly from overseas or your last place of work/study was overseas, you will require an Overseas Police Check from that country, before starting work.**
A link to help advise you about Overseas Police Checks can be found at the end of this document.

7. Student Visa Term Dates (if applicable)

-  **Are you in the UK on a Student Visa?** You must provide us with official confirmation of university term dates, if your visa restricts working hours in term time

Lastly.....

We must see all original documents before you start work. We call this "sighting" the documents and it is a legal requirement. There is a list of how we can do this a little further on in this document.

We're here to help!

Read on for more FAQs on how to complete each se these Pre-employment Checks

DBS Certificate

All you need to know

What is a DBS

An Enhanced DBS is a mandatory aspect of our Recruitment Policy and helps us to decide if you are a suitable person to work with our students. It stands for Disclose (it was once known as a CRB) and it provides us with a record of any criminal convictions and cautions. Everyone that works for our organisation will have an Enhanced DBS certificate, even if they will never work directly with young people.

How to apply for your Enhanced DBS Certificate

You will have been sent a link in your initial "Offer Letter" email. This link will not expire, although you must apply for the DBS certificate as soon as you receive the link.

Is there a charge to gain the DBS Certificate?

Providing you apply for your DBS via the link we provide you, there is no charge to you.

How long does it take to apply via the DBS application link?

Before you log on to the link, locate 3 documents from the list (below). You will use these documents to validate your application (eg. passport, proof of address, driving license - please see the list for an accurate list of options). Have them in front of you. The DBS application form takes no more than 10-15 minutes to complete.

What should I do once I have completed my online application?

Please don't delay in taking a clear picture of the documents used to apply for the DBS and email it to your Talent Coordinator. Without these, we cannot process your DBS.

How long does it take before I receive my DBS certificate?

A DBS certificate can take 24 hours to 8 weeks to arrive. We have no control over how long this takes as the DBS are an independent body. We cannot stress enough how important it is to get your DBS started as soon as you receive the link. **Your DBS Certificate will be posted to the address that you add as your current address on your application.**

Can I work without a DBS certificate?

No. You cannot work without a current, valid DBS Certificate.

What if I make a mistake on my application form?

Please take some time to accurately complete your application. Information must be added AS IT APPEARS ON THE ID DOCUMENT. Once we receive your application, we use the copy of your documents which you have emailed, to verify your application form. If you make a mistake we must receive written permission from you, to amend this. This slows the process down, so please take your time.

When to contact the Talent Team for more information:

1. If you live overseas and do not have a UK address
2. You live abroad and will arrive directly to centre, unable to collect your DBS certificate from home
3. You do not have or are struggling to find 3 documents from the list provided
4. Anything else!

DBS LIST OF ACCEPTABLE IDENTIFICATION

This list is stipulated by the DBS, not by Stafford House. It cannot be changed, altered or avoided

You will find a link providing guidance from gov.co.uk at the end of this document

If you cannot provide ID in accordance with this list a DBS check cannot be obtained

Original documents must be seen

You need to provide us with **Three Documents:**

- One document from Group 1
- Two further documents from Group 1, 2a or 2b One of these must verify your current address

If you are having difficulties obtaining these documents please talk to your line manager who will be able to advise you further

Group 1: Primary Trusted Identity Credentials

- Any current and valid Passport
- Biometric Residence Permit (UK) or Share Code (non-UK) nationals **MUST** provide a share Code in addition to non-UK passport as part of right to work checks
- Current Driving License – photo card Full or Provisional (UK, Isle of Man/Channel Islands)
- Birth Certificate (UK, Isle of Man & Channel Islands including those issued by UK authorities overseas for example: embassies, High Commissions and HM Forces) – *issued within 12 months of birth*
- Adoption certificate (UK & Channel Islands)

Group 2a: Trusted Government Issued Documents

- Current Driving license (Photocard) – All countries outside of the UK - Full or Provisional
- Current Driving License (Paper version if issued before 1998) UK, Isle of Man, Channel Islands & EEA (Full or Provisional)
- Birth Certificate (UK, Isle of Man & Channel Islands) – (issued after time of birth)
- Marriage/Civil Partnership Certificate (UK & Channel Islands)
- Immigration document, visa or work permit – issued by country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
- HM Forces ID Card (UK)
- Fire Arms Licence (UK, Channel Islands, Isle of Man)

Group 2b: Financial and Social History Documents

Less than 3 months old

- Bank/Building Society Statement (UK, Channel Islands)
- Bank/Building Society Statement (Countries outside UK, for applicants living & working outside of UK) - *branch must be in the country where applicant lives and works.*
- Bank/Building Society Account Opening Confirmation Letter – (UK)
- Credit Card Statement (UK)
- Utility Bill e.g. Gas, Electricity, Rates (UK) – Not Mobile Telephone
- Benefit statement – e.g. Child Allowance, Pension (UK)
- A document from Central Local Government/ Government Agency/Local council document giving entitlement (UK & Channel Islands) e.g. DWP, the Employment Service, HMRC

Less than 12 months old

- Mortgage Statement (UK)
- Financial statement, for example pension or endowment (UK)
- P45/P60 Statement (UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands)

Not date restricted

- Irish Passport Card (cannot be used with an Irish passport) – must be valid
- EEA National ID Card – must be valid
- Cards carrying the PASS accreditation logo (UK & Channel Islands) – must be valid
- Letter from Head Teacher or College Principal (16-19 year olds in full time education in the UK, only used in exceptional circumstances – must be valid
- Letter of sponsorship from future employment provider (Non UK only – valid only for applicants residing outside of the UK at time of application - must be valid

Subscribers to the DBS Update Service

I already have an Enhanced DBS Certificate - what should I do?

Please liaise with your dedicated Talent Coordinator.

You must have the original certificate that corresponds with your DBS Update subscription.

Our Talent Team will be in touch to arrange to view your certificate via Teams. This will take no more than 5 minutes.

You must bring your certificate for us to see in person, before you start work.

We will request written permission to run the online check. (This permission can be given by email)

References

What is an acceptable reference?

Please give the details of two referees who can provide information about your suitability for this post. Your referees should not be related to you in any way.

References must fit the criteria below:

1. You must provide a reference from your current/most recent employer, depending on your circumstance.
 - If you are self-employed, please give contact details for a current client
 - If you are still in full-time education and do not work, please add your place of education as a referee
 - If you are in full-time education and work part-time, please provide referees for both
 - If you have not worked before, we can accept a character reference (this person must not be related to you)
2. If you have been working with young people (under 18) please add this establishment as a third reference, in line with KCSIE
3. Work/Education referee contact email addresses must be from a professional source. We cannot accept personal email addresses, such as gmail.com/hotmail.com etc.

If you obtain subsequent work between completing this application form and starting work with Stafford House, please let us know so that we can collect your most recent reference.

Right to Work (RTW) Documents

What is a Right to Work?

You must send these to your Talent Coordinator. These usually form part of the 3 documents used to apply for your DBS certificate.

Please see here if you have questions relating to the Right to Work in the UK:

UK Citizens:

You can use a UK passport (Out-of-date passports can be used as RTW but cannot be used to apply for a DBS certificate)

OR

A UK Birth Certificate which must be accompanied with proof of National Insurance.
Irish Passports can also be accepted as Right to Work in the UK.

Non-UK Citizens:

You must provide a share code. There is a link to help you with this, below.

Employment/Education Continuity

Why do we need this?

In line with our policy, and [KCSIE \(2023\)](#) government guidelines, we must account for your employment/education history.

Any gaps over 1 month must be accounted for, in writing.

We understand that this can be a little challenging to remember, particularly if you have been self-employed. Here is an example of what your continuity might look like:

*01/10/2020 - Present - Working for X company as X job title
01/02/2020 - 01/09/2020 - Unemployed due to covid
01/02/2019 - 01/02/2020 - Self-employed working for X as job title
01/03/2015 - 01/01/2019 - Working for X company as X job title
01/03/2012 - 01/02/2015 - Travelling*

As you can see, we don't need a long paragraph. Just basic and clear information. If you have not completed this on your application form, the Talent Team will ask you to clarify missing information in writing.

Overseas Police Checks

What is this?

Once you have returned your Criminal/Overseas declaration form (sent in your "Next Steps" email with the Medical Declaration) we can advise whether you will need an Overseas Police Check, sometimes called a Letter of Good Standing.

We require this when you are arriving to us directly from overseas, or if your last place of work or education was based overseas. You can find more information on this via the link on the next page.

We can only accept an Overseas Police check within 3 months from your start date.

Digital Overseas Police Checks:

Many countries now provide these digitally. If this is the case, please ensure to log in and obtain any additional verification. (eg. Spanish Overseas Police checks provide you with a link to obtain an Apostille) It is the Apostille that we would need.

Qualifications

Do you need my qualifications?

We only need to see qualifications if they are a requirement of your role (this will be in the Job Description).

All teaching and academic staff must provide the original teaching certificates used to obtain the role.

"Sighting" Documents

What does this mean?

To complete your pre-employment checks, we must see the original documents that you have used to support your application. This will include: Right to Work documents, DBS Certificate and if applicable Overseas Police Checks and Qualifications.

We will contact you nearer the time with options for seeing, or "sighting" your documents. These will include either:

- If you are local, visiting one of our schools or head office in: Canterbury, Cambridge, London
- Bringing documents on your induction/first day: If you choose this option, we will email you in advance of your induction/first day to remind you which documents you used as supporting documents and you must bring.

Summer 2024 staff returning from summer 2023

Firstly, welcome back! As you provided us with lots of information before starting with us in summer 2023 your checks for 2024 may be reduced.

Qualifications:

If you provided us with your teaching qualifications in 2023, we do not need to see these again in 2024. However, we will need to see any new qualifications that you have obtained since leaving us in 2023, if they relate to your role.

References:

If you have only worked/studied at one other establishment since leaving us in summer 2023, we only require that one reference. If you have worked/studied in more than one, we require both references.

Employment/Education Continuity:

We only require you to provide employment/education continuity from when you left us in summer 2023 to date, as we can build on the information you had provided us with last summer.

DBS Certificate:

If you joined the DBS update service with the certificate we had provided you with in summer 2023, (and still have the physical certificate) please update your subscription again when prompted by email. Providing you still have the certificate, we don't require a new DBS. Once you've paid the £13 subscription payment, please send your emailed receipt (not bank statement) to us; talent@catsglobalschools.com and will reimburse you at the end of your contract.

Useful Links

Keeping Children Safe in Education (KCSIE), 2023

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

Explaining Overseas Police Checks

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

DBS ID Checking Guidelines

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

Joining the DBS Update Service

www.gov.uk/dbs-update-service

UK/Non-UK Citizens - proving your right to work in the UK

<https://www.gov.uk/prove-right-to-work>

Talent Team email

talent@catsglobalschools.com