



NP Vetting Procedures

- and compliance with DCSF guidelines:

NP Teaching thoroughly vets all of its supply teachers to ensure their suitability for working in schools and with children. Checks are completed prior to the first placement of a teacher and are repeated during service when required. The following checks apply to all teaching personnel and, unless otherwise stated, are conducted prior to placement.

All checks are made even if the candidate claims to have only just arrived in the UK and to not have been here before.

- Face-to-face interviews with all teachers
- List 99 clearance (upon registration and again, at NP Teaching, every 6 months)
- Full disclosure CRB check, either processed by NP Teaching or (when the so-called 'portability scheme' is used, no more than 6 months old and with counter-signatory authorisation). Schools will be notified of any documents pending.
- Qualifications verified (original certificates should be provided; any copies will have to be validated by the issuer)
- Two written references checked and verified (from authorised employees of the last 2 employers)
- Signed Rehabilitation of Offenders Act statement
- Registered with GTC (the General Teaching Council). Non-registration will be noted, the school informed, and the candidate will be actively encouraged to comply with this requirement
- Full permission to work freely in the UK (supported with photo ID)
- Identification documents verified
- Health declaration (if concerns exist a letter of confirmation for fitness to work will be requested from a GP)
- Contract of services for NP Teaching
- Overseas teachers will need a police check from their own country as well as a UK CRB