

STATEMENT OF CLEARANCE



Milestone Education is committed to ensuring thorough clearance and vetting criteria. Our pre-employment checks adhere to the Department for Education guidelines and ensure every candidate is 'safeguard compliant' prior to working within schools.

Step 1

At first point of contact, a telephone interview takes place to assess whether the candidate is suitable for the roles we recruit for. At this point we advise the candidate of the pre-employment checks we intend to carry out and we gain their consent to do so.

Step 2

If deemed successful, we will invite the candidate to a face-to-face interview. Prior to interview, the candidate will submit HR and Safeguarding information alongside certificates, ID and address documents, and confirmation of safeguarding training.

Step 3

Our HR and Safeguarding team will review all of the details that have been submitted. They will look for any gaps or potential red flags. Referees will then be contacted to confirm employment dates, verify experience/qualifications and provide professional references in writing.

Step 4

During the interview, all original documents will be verified. A consultant will go through the candidate's relevant experience in further detail, exploring any gaps in employment history whilst working with the candidate to highlight their key strengths and dig deep to evaluate what the candidate is looking for.

Step 5

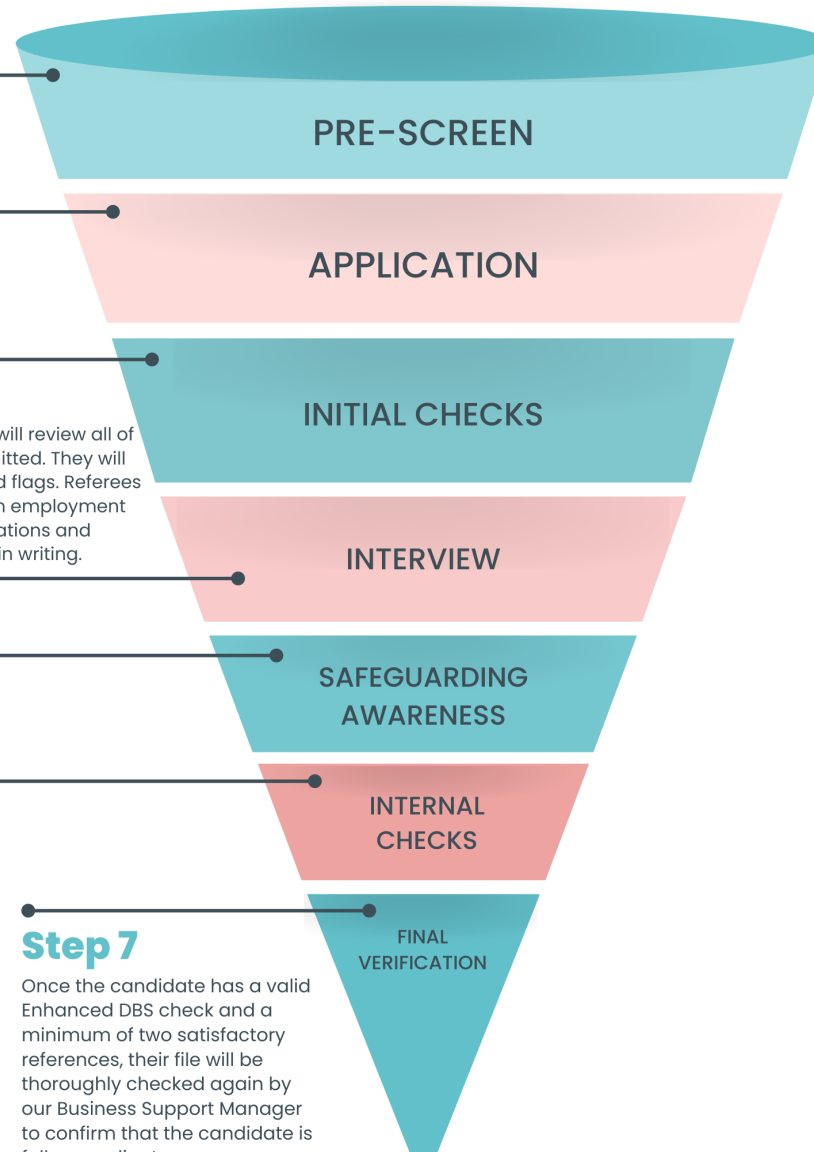
The candidate will be taken through stringent safeguarding questions to establish their understanding of safeguarding and complex situations. A GDPR consent form will also be signed to confirm the candidate is happy to be represented by Milestone Education.

Step 6

The HR and Safeguarding team will then begin to run internal checks, starting with an Enhanced DBS check. Two references will be obtained; one from the most recent employer and another from the most relevant childcare setting. We will also complete online searches for all candidates, 'prohibited from the profession' checks, and 128 section, if applicable.

Step 7

Once the candidate has a valid Enhanced DBS check and a minimum of two satisfactory references, their file will be thoroughly checked again by our Business Support Manager to confirm that the candidate is fully compliant.



ALL OF OUR CANDIDATES HAVE:

ENHANCED DBS CHECK

This is either completed by Milestone Education or is a DBS produced by another source that is on the update service.

UPDATE SERVICE CHECKS

If a candidate is on the update service, this check will be completed yearly to ensure ongoing safeguarding provisions.

TWO REFERENCES

Best practice will encourage all candidates to have two references within the last two years from school based environments. All references are to be completed by a line manager.