

At Dovetail & Slate, safeguarding children and vulnerable adults is a top priority. We believe everyone who works with these groups plays an important role in keeping them safe.

Our procedures follow the latest Keeping Children Safe in Education (KCSIE) guidance from September 2024, ensuring that our clients can effectively meet Safer Recruitment Standards.

What you can expect from our Safeguarding Process:

Initial checks

When you're ready to meet one of our clients for an interview - whether online, over the phone or in person - we'll start our vetting process by asking for your 'verbal declarations'. This includes important details like:

- Your date of birth
- Any previous names you've gone by
- Any current or pending criminal convictions
- Your verbal consent to share this information with the client

With this information, we'll carry out a Department for Education 'Prohibition' check and a Web Check to make sure everything's in order.

As of April 2021, agencies like ours aren't able to carry out barred list checks outside of an enhanced DBS check. So, once we have your verbal declarations, we'll pass them along to the client to help them complete the check. We also ask the client to confirm the result of the barred list check, so we can update our systems accordingly.

Providing your documents

To meet the standard employment checks, we'll need you to provide copies of certain documents. What we ask for will depend on the role and the sector you'll be working in. Typically, we'll need:

- An up-to-date CV
- Right to work documents / Photo ID
- Overseas Police Certificate (if applicable)
- EWC registration (if applicable)
- Consent to check the Update Service
- Declarations regarding criminal offences, health, childcare work, and any restrictions on working in education

When you attend your first interview or start a new role, we'll also ask you to bring along original copies of the following:

- DBS Certificate
- Birth Certificate or Change of Name documentation
- Relevant qualifications
- Any relevant training certificates (like Safeguarding/Prevent)
- Two references from your most recent employers (in line with the latest KCSIE guidance)

We believe every child deserves to learn in a safe, supportive and nurturing environment, and we take that responsibility seriously. Protecting their welfare is something we'll never compromise on. That's why our vetting process is thorough, ensuring the teachers we work with are professional, competent, and the right fit for working with young people.

Schools can trust us completely - we're proud of the high standards we've set and our proven track record in keeping children safe. We're always vigilant and committed to maintaining those standards, every single time.