

Welcome to Stafford House Study Holidays & Stafford House International, (part of CATS Global Schools).

You must now complete your pre-employment checks.

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

You must complete all pre-employment checks before you are able to start work.

This is to remain compliant with employment law, Keeping Children Safe in Education (KCSIE, 2024) and our own recruitment policy.

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.

Please take your time to read through this document as it is a step-by-step guide to how to complete your checks. You may find it useful to tick off each step as it is completed.

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1 Apply for your DBS Certificate

Apply via our online portal via the link provided, paying close attention that your details are filled in correctly. If not, we need your emailed permission to amend the details. This slows the process down, so please take your time. You will find the link to your DBS application form in your Offer Letter and Next Steps email.

- Information must be added on the DBS application, **AS IT APPEARS ON THE ID DOCUMENT.**
- Your DBS Certificate **will be posted to the address that you add as your current address** on your application. If you are leaving this address before your DBS may arrive, please contact Talent for advice.

Send a copy of 3 documents from the list provided below by reply to this email.

These documents will be used to verify the information you have provided on your DBS application form. Rather like when you apply for a passport. We cannot start your DBS application without these documents.

***Once you have received your DBS certificate, we will contact you to advise how to register onto the DBS Update Service, if required.*

Subscribers to the DBS Update Service

If you already have a DBS and are on the update service

- Please liaise with your dedicated Talent Coordinator.
- You must have the original enhanced 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 enhanced 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)

How long does it take to receive my DBS certificate?

It 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 an Enhanced DBS certificate?

No, this is an essential requirement in line with KCSIE, and our recruitment policy.

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!

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 must 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

2

References

You may have already provided us with referee details. This guide is to help you if the referee you had provided is not suitable.

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 and if applicable you should include a referee from when you last worked with children. You may have already provided these on your application form. Our Talent Team may contact you for alternative references if these are not suitable.

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 or place of education, depending on your

circumstance.

- If you have been working with young people (under 18) please provide these referee details, in line with KCSIE
- 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)

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.

3

Medical & Criminal Declaration Form

You must complete and email these to us now. These forms are word documents, which are attached to your "Next steps" email. Please return these to us as soon as possible by email.

4

Employment/Education Continuity

We may ask you to fill in any gaps in your work/education history. We must account for any gaps over 3 months covering the last 10 years. A gap may be that you were travelling, looking for work, caring for family etc. (see our FAQs)

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Qualifications

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.

***If you DO NOT have the original certificates, please order reprints of these now, otherwise you may not be able to start.**

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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.

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We must see all original documents before you start work. We call this "sighting" the documents and it is a legal requirement. More information as to how you can do this can be found below.

FAQs

Employment/Education Continuity *Why do we need this?*

In line with our policy, and KCSIE (2024) government guidelines, we must account for your employment/ education history.

Any gaps over 3 months must be accounted for, in writing within the last 10-years.

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 - 01/08/2020 - Unemployed due to covid

01/02/2019 - 01/02/2020 - Self-employed working for X as job title

01/03/2015 - 01/12/2018 - Working for X company as X job title

01/03/2015 - 01/03/2015 - Travelling

Overseas Police Checks

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 of you leaving the overseas country.

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

All teaching and academic staff must provide the original qualification certificates (undergrad/post-grad & Teaching Qualifications such as CELTA/CERTTESOL etc) used to obtain the role. If you have lost these certificates, please contact your university/course provider to order reprints now. We may also take official confirmation from your university of the qualifications gained. You cannot start without these. If you do not have these, please contact your Talent Coordinator now.

If you worked for us in summer 2023 or 2024, we do not need to see these again.

“Sighting” Documents

To complete your pre-employment checks, we must see the original documents that you have used to support your application.

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, Northampton or Bournemouth at a pre-agreed time that suits you
- Bringing your documents with you so that we can see these on your first day, or your training weekend (whichever is soonest)

Bringing documents on your training weekend/first day: If you choose this option, we will email you in advance of your training weekend/first day to remind you which documents you used as supporting documents and you must bring.

Returning staff from summer 2023/2024

Welcome back! As you provided us with lots of information before starting with us in summer 2023 and or 2024 your checks for 2025 may be reduced.

Qualifications:

If you provided us with your teaching qualifications in 2023 or 2024, we do not need to see these again in 2025. However, we will need to see any new qualifications that you have obtained since leaving us in 2023/2024, if they relate to your role.

References:

If you have only worked/studied at one other establishment since leaving us in summer 2024, 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 2024 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 2024, (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), 2024

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>

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

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

Talent Team email

recruitment@staffordhouse.com