

Letter of Assurance

Humly is fully aware that the recruitment of educators to place in schools, nurseries and tutor settings is a critical issue on which our reputation is inexorably bound. We are totally committed to ensuring the safety of pupils and the best quality provision of teaching and support.

I would like to take this opportunity to assure you that Humly comply with all DfE requirements outlined in KCSIE 'Keeping Children Safe in Education' September 2023, Statutory guidance – regulated activity (children) and other relevant supporting legislation and guidance. The company is a member of The Association Of Professional Staffing Companies APSCo for the education recruitment sector but also follows APSCo compliance and processes. We continually review all of their processes for the recruitment, provision and management of teachers, instructors, tutors, cover supervisors, teaching assistants and nursery nurses.

Initially all educators attend a face-to-face interview either in person or online where extensive original documentary evidence is supplied and applicants are carefully questioned on their classroom skills and any other relevant childcare experience. As part of our registration process all Humly's agency supply staff undergo the following vetting steps prior to placement:

- Pre-screened via a telephone assessment
- Face to face interview
- Criminal background check via the DBS that is Update Service registered or a new DBS application for existing educators that have reached our 12 month limit.
- Humly share information noted on an educator's disclosure certificate with clients, as required by the DBS and KCSIE.
- Signed Rehabilitation of Offenders Act Statement
- An overseas clearance if they lived in a foreign country in the last 5 years for 6 months or more
- Checked against the Children's Barred List (formally List99) via the DBS Update Service Check.
- Two most recent educational / childcare / employment references and career history detailing the last 2 years as minimum.
- Confirmation of fitness to teach / health declaration
- Identity check (including proof of address and photographs through secure Yoti service)

- Qualification check (where appropriate)
- Full registration with the Education Workforce Council Wales (where appropriate)
- TRA (Teacher Regulation Agency) Prohibition, induction, GTCE sanction, S128 checks (where appropriate)
- Right to Work in the UK check
- Childcare Disqualification checks for all educators working with children under the age of 8
- Staff sign to confirm they have read Keeping Children Safe in Education (part 1)
- Staff have received child safeguarding training

In addition to the checks outlined above, Humly complete the following ongoing re-checks:

- Annual DBS Update Service checks for all those registered or a new DBS application for existing educators that have reached our 12-month limit.
- A new enhanced child or adult workforce DBS or Update Service checks if there is a three-month gap from working in an educational environment.
- Legal permission to work in the UK, checked on an ongoing basis for all relevant educators
- Every 12 months our staff are provided with regular Advanced Safeguarding, Child protection and Prevent training and information.
- Every 12 months we ask all of our staff to confirm their disqualification declaration.

When confirming a booking with your school, nursery or tutor, a booking confirmation email is sent automatically to you providing a link to our online Humly portal where you are able to see the safer recruitment checks that we have carried out on our staff. This service provides you with instant access to all vetting checks completed on all Humly staff booked into your school, nursery or tutor setting. This will also assist you in meeting your obligations to maintain a single central record of all vetting checks completed on staff working in your school, nursery or tutor (as required by OfSTED)

If you require any further information on the above, please do not hesitate to contact me or our Talent Success Team at any time.

Kind regards,

R Godman

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