



Letter of Assurance Sep 2025

Right To Work

We check all candidates right to work at the point of interview. The “View and Prove” service can be checked online before an interview. The candidate’s ID and online photo are checked against the candidate (either in person or via video call) in this case. A candidate is not made live or able to work without this. Five Education use Trust ID to verify the right to work of British and Irish citizens who are not able to come into the office for an interview.

DBS Checks

All candidates will have an Enhanced DBS with child workforce only checked. They may have Child and Adult workforce in exceptional circumstances. All candidates who complete a DBS with Five Education are encouraged to register with the update service. Candidates with a Five Education DBS that isn’t on the UDS are renewed every two years. Candidates with a DBS from another employer need to have that registered on the UDS and this is checked every 3 months.

Keeping Children Safe in Education

Candidates are asked to read part 1 (Pages 7-17) before they come in to see us and are sent a link in their interview invite. Candidates sign a declaration as a part of their application form to confirm that they have read and understood this.

Disqualification

Candidates sign a declaration to say they are not disqualified under the childcare regulations 2018 to work with children under the age of 8.

Overseas Police Check

All candidates who have lived or worked overseas for 6 continuous months or more within the last five years will be asked to produce criminal records check for that country at the point of interview. Not all candidates can produce this due to excessive costs (some are in excess of £100), political instability within the country, or excessive requirements (asking for all ID documents to be posted overseas). In this case the candidate can request a letter of good conduct from a former employer and will come from a professional email address. Candidates can be placed with this check in process after interview. This will require the school’s consent and we will provide proof that the check is in process.

You’re not just
a number.

GET IN TOUCH

Speak to team 0117 422 6167
info@fiveeducation.co.uk

FIND US

Five Education, Whitefriars,
Lewins Mead, BS1 2NT
www.fiveeducation.co.uk

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Five Education Recruitment Ltd,
Registered in England and Wales
No. 11402262

References

Five Education ask for a reference from the most recent employer regardless of role and require at least one employment/ volunteering references. Where possible one of these will include work with children or vulnerable adults. All candidates need to have a minimum of 2 references, covering the last 2 years.

Some candidates may have relevant backgrounds that aren't as easy to reference, say a graduate student or a stay-at-home parent looking to return to the workforce. These candidates will be interviewed in depth and may be asked for an additional character reference. If a candidate has been absent from the workforce for over 2 years we will obtain their last relevant reference where possible.

Higher/ Further Education Checks

Candidates with HE or FE qualifications and an ET Foundation (prev. SET) number are checked and QTLS is recorded where possible. If a candidate does not have QTLS, then they cannot be placed as a teacher but may be offered work as a Cover Supervisor or Instructor.

Safeguarding Knowledge

Candidates are now required to complete child protection / safeguarding training essentials and prevent before they work in any of our partner schools.

Teacher Registration Agency Checks (prev. NCTL)

TRA checks are done either after we receive their application form with their TRN or after an interview, when they have bought their qualification certificates.

Candidates' induction status is recorded and candidates who have not completed their induction within 5 years may not be able to be placed as daily supply teachers. This is checked on a case-by-case basis and the school will only receive candidates that are appropriate for their needs. The candidates may be able to work as an unqualified teacher if they choose to do so.

Some candidates can work as teachers if they've have trained and qualified as a teacher in certain countries (e.g. Ireland, Canada) and they can work for 4 years without having to obtain QTS

TRA Prohibition List Check

All candidates are checked against the list of people who are prohibited from working with children. Candidates in consideration for a Leadership role have the Section 128 list checked as well. Any candidate flagged on these lists would not be able to be placed.

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Health Declaration

All candidates are asked on their application form to confirm if they have any health conditions that will require additional adjustments. Conditions such as epilepsy, or a pacemaker are disclosed to a school at the point of booking.

Teacher's Pension List 99/ The Barred List

From April 2021 the DFE removed agencies ability to complete this check, it still shows on a candidate's DBS and the schools can complete this check. If anything was declared on this section of the DBS they would not be able to be placed.

Additional Training

Since May 2025 all candidates with less than 1 month's experience in a UK school; in the last 2 years; are required to attend a SEND supply induction before working.

Online Searches

All candidates now have an online search undertaken as a 'snapshot' of the applicant. Details of the search are then recorded. Any information of concern will then be raised with the candidate.

File Checks

All candidates' files are double and cross checked by the two compliance officers.

If you have any further questions, please let us know

Kind Regards,

Matthew Webber
Director

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