

Legal and Financial Compliance

- » New Directions is fully compliant with the Agency Workers Regulations 2010, and utilises Regulation 10 contracts in accordance with the Agency Workers Regulations.
- » We are fully compliant with requirements of The Conduct of Employment Agencies and Employment Business Regulations 2003.
- » We are fully compliant with the Data Protection Act 1998, and from May 25th 2018, the General Data Protection Regulations.
- » We hold ICO registration.
- » New Directions complies with the Pension Auto Enrolment Law, and is compliant with the National Minimum Wage Act and associated legislation.
- » New Directions acts in line with Health and Safety legislation and is compliant with all regulations.
- » We are accredited by the government's Cyber Essentials Scheme.
- » We are a member of the Recruitment and Employment Confederation (REC) and fully comply with the REC Code of Practice.
- » New Directions has an equal opportunities policy and is compliant with the Equality Act and all other relevant Equalities legislation.
- » All New Directions temporary workers are paid in line with PAYE and have auto enrolment into a workplace pension.
- » We do not use umbrella companies or self-employed temporary workers.
- » New Directions complies with HMRC intermediary reporting requirements.

Vetting and Safeguarding Requirements

Identity and Eligibility to work Checks

- » New Directions has a robust process for conducting suitability checks, in terms of eligibility to work and the identity of all temporary workers, in compliance with relevant legislation.

Qualifications and Training

- » New Directions has a robust process for conducting suitability checks, in terms of qualifications and skills of temporary workers, in accordance to the requirements of the Agency Conduct Regulations.

Medical Fitness to work

- » New Directions ensures all temporary workers are medically fit to undertake the role.



The Disclosure and Barring Service

- » New Directions conducts an enhanced DBS check with relevant barred list checks on all temporary workers that meet the eligibility criteria.
- » Update Service checks are conducted at least every 12 months.
- » In cases where the temporary worker is not subscribed to the Update Service, a new DBS is conducted every 12 months.
- » We comply with the DBS Code of Practice, and only conduct barred list checks that are required for the role.
- » New Directions has policy in place for conducting risk assessments on temporary worker suitability, when information is provided by the DBS.
- » New Directions has a process in place for obtaining the Rehabilitation of Offenders Act declaration and managing information that is declared, taking into account the 'filtering rules'.

Employment History

- » At the request of specific councils, we obtain full employment history for all work seekers, establishing the reason for any gaps in employment, from school leaving age to date.
- » At a minimum, a 5 year employment history is obtained.

Referencing Checks

- » We have a referencing policy detailing a minimum of two references are required, and that the most recent employer reference is obtained.
- » Our referencing policy ensures references are verified, establishing the identity of the referee.
- » We reference a 3 year period for all work seekers.
- » We have standardised and robust reference request templates that are sent to all referees.
- » At a minimum, New Directions requests employment dates and suitability of temporary workers.
- » We ensure that references are received in written format (not verbal), and are not 'open' references.
- » New Directions has a policy in place for conducting risk assessments on temporary worker suitability, when information is provided by referees.

Interviewing

- » All internal staff have been appropriately trained to conduct interviews.
- » We have standardised and robust interview questions which are used to assess the suitability and skills of all work seekers.
- » All interviews are evidenced through clear interview notes, and temporary workers are subject to a face-to-face interview.

Disqualification under the Childcare Act

- » New Directions has a policy detailing our process for ensuring temporary workers are not disqualified from working with children either directly or by association.

Ongoing Suitability

- » We have a policy and procedure in place for action to be taken when information regarding a work seeker's unsuitability is brought to light after placement has started.
- » New Directions has a policy detailing the regularity of repeat checks to ensure ongoing suitability.
- » We ensure further checks are undertaken on agency workers whose files are dormant.
- » Feedback is obtained regularly from any assignments and they are shared with the agency worker.

Overseas Recruitment

- » We have a process in place to check a qualification with NARIC, if the qualification was obtained overseas.

