



Heart Teaching takes pride in its Compliance+ status with the Association of Professional Staffing Companies (APSCo) since 2021. This recognition is not just a result of the efforts of the vetting team but is a collaborative achievement involving all Heart Teaching staff. This document aims to shed light on how and why we maintain our Compliance+ status and emphasizes the shared responsibility of each team member.

### **Why Compliance Matters:**

Compliance is integral to our mission of providing exceptional education and staffing services. It ensures that we operate ethically, transparently, and in accordance with industry standards. Compliance+ status signifies that we not only meet but exceed the benchmarks set by APSCo, enhancing our reputation and instilling trust in our clients, partners, and candidates.

### **How We Maintain Compliance+:**

#### **The Vetting Team:**

The vetting team plays a crucial role in conducting thorough checks on candidates and ensuring they meet industry and legal standards.

Regular training and updates are provided to the vetting team to stay abreast of changes in regulations and industry best practices.

#### **Documentation and Record-Keeping:**

Proper documentation of candidate qualifications, certifications, and background checks is maintained.

All staff members are responsible for accurate and timely record-keeping, supporting the vetting process.

#### **Adherence to Policies and Procedures:**

Clear policies and procedures are in place, outlining compliance expectations.

Staff members are trained on these policies, and adherence is monitored regularly.

#### **Continuous Training for All Staff:**

Compliance training is not limited to the vetting team; it is extended to all staff members.

Regular training sessions ensure that everyone is well-informed about compliance requirements relevant to their roles.

#### **Communication Channels:**



Open lines of communication are established for reporting potential compliance concerns.

All staff members are encouraged to promptly report any issues, fostering a culture of accountability.

### **The Role of Every Heart Teaching Staff:**

#### **Awareness and Understanding:**

Every staff member, regardless of their role, is expected to understand the importance of compliance and how it relates to their specific duties.

#### **Proactive Reporting:**

All staff members are empowered to report any compliance concerns promptly. This proactive approach is vital in maintaining a compliant environment.

#### **Commitment to Ethical Conduct:**

Ethical conduct is not just a guideline but a fundamental expectation from every member of the Heart Teaching team.

### **Conclusion:**

Maintaining Compliance+ status is not the sole responsibility of the vetting team; it is a collective effort involving every staff member. By understanding the significance of compliance and actively contributing to our shared commitment, we uphold the values that make Heart Teaching a trusted and compliant organization.

For any questions or additional information, please contact the Heart Teaching Team at [vetting@heartteaching.com](mailto:vetting@heartteaching.com). Thank you for your ongoing dedication to ensuring Heart Teaching remains a beacon of excellence in education and staffing.

Best regards,

Faith Ashby

Director

Heart Teaching