

Vetting and Assurance Policy

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Next review date:	01/09/2026
Reviewed by:	Eleanor McInerney

Purpose

This policy outlines Certus Education’s commitment to safeguarding and maintaining the highest standards of recruitment for all educators and support staff placed within schools, colleges, and educational organisations.

The policy aligns with current legislation, statutory guidance, and professional standards, ensuring that all individuals supplied by Certus Education are appropriately vetted and suitable to work with children and young people. It supports client institutions in maintaining safe and secure learning environments.

Compliance and Commitment

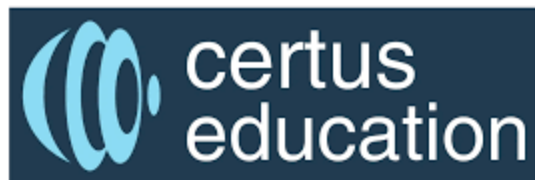
Certus Education complies fully with:

- The Department for Education (DfE) guidance: Keeping Children Safe in Education (KCSIE), September 2025.
- The Welsh Government’s Keeping Learners Safe guidance.
- All statutory requirements relating to regulated activity with children.
- The Recruitment and Employment Confederation (REC) Code of Professional Practice.
- GCA RM6376 STAER Framework requirements.

Certus Education is committed to the continuous review and improvement of its recruitment, safeguarding, vetting, and educator management procedures to ensure compliance with all relevant legislation and best practice.

Initial Vetting Procedures

All educators and support staff undergo a comprehensive vetting process before being considered for placement. This process includes, but is not limited to, the following:



1. Pre-Screening

- Telephone pre-screening assessment.
- Face-to-face or virtual interview to assess experience, suitability, and professional competence.

2. Criminal Record and Safeguarding Checks

- Enhanced Disclosure and Barring Service (DBS) check, with subscription to the DBS Update Service where applicable, or renewal in line with regulatory requirements.
- Disclosure certificate information made available to clients in accordance with DBS regulations and KCSIE requirements.
- Children's Barred List check.
- Childcare Disqualification Declaration for individuals working in relevant childcare settings.
- Signed Rehabilitation of Offenders Act declaration.
- Overseas criminal record checks or certificates of good conduct for individuals who have lived or worked overseas, as required by KCSIE.
- Verification of professional standing for individuals who have qualified or taught overseas, where applicable.

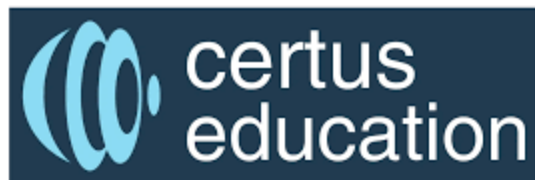
3. Identity and Right to Work Checks

- Verification of identity through photographic identification and proof of address.
- Confirmation of legal right to work in the United Kingdom.
- Ongoing monitoring of work eligibility where required.

4. Qualification and Professional Status Checks

- Verification of qualifications relevant to the role.
- Verification of professional registrations where required, including Education Workforce Council (EWC) registration in Wales.
- Qualified Teacher Status (QTS), prohibition order, and induction status checks through the Teacher Regulation Agency (TRA), where applicable.
- Section 128 direction checks for relevant leadership and management positions.

5. References and Employment History



- A minimum of two professional references, including the most recent employer and relevant education or childcare roles.
- Verification of employment history, including investigation and clarification of any gaps in employment.

6. Health and Suitability

- Completion of a health and fitness declaration confirming suitability to work in an educational environment.

7. Safeguarding Assurance

- Confirmation that the educator has read and understood Part 1 of Keeping Children Safe in Education.
- Provision of safeguarding and child protection guidance during the onboarding process.
- Online searches conducted in accordance with current safeguarding guidance and recruitment best practice.

Ongoing Vetting and Re-Checks

To ensure continued compliance and safeguarding assurance, Certus Education undertakes ongoing monitoring and periodic re-checks, including:

- Quarterly DBS Update Service status checks or new Enhanced DBS checks where required.
- Additional DBS checks where there has been a significant break in educational employment, in accordance with current safeguarding guidance.
- Ongoing monitoring of right-to-work status where applicable.
- Review and update of safeguarding declarations and relevant compliance documentation as required.

Client Access to Vetting Records

Upon confirmation of a booking, Certus Education provides client schools and educational organisations with access to relevant vetting information for the assigned educator.

This enables clients to:



- Review completed compliance and safeguarding checks for each booked educator.
- Support compliance with statutory safeguarding requirements and inspection frameworks.
- Maintain accurate Single Central Records (SCRs) where required.

Policy Review

This policy is reviewed annually, or sooner where changes in legislation, statutory guidance, or industry best practice require amendment.

Policy Owner: Certus Education

Version: June 2026

Review Date: September 2026