

Unsuitable Workers Policy

Suitability, safeguarding and removal procedures

Policy owner	Eleanor McInerney, Compliance and Candidate Lead
Policy date	1 May 2026
Next review date	1 September 2026
Version	2026.1

1. Purpose

Certus Education supplies education professionals and support workers to settings where safeguarding, professional standards and suitability are fundamental. This policy explains how Certus Education responds when information suggests that a candidate or worker may no longer be suitable for an introduction, placement or assignment.

SAFEGUARDING PRIORITY

Where a concern relates to the welfare of a child or vulnerable adult, safeguarding considerations take priority over commercial, operational or placement considerations.

2. Scope

The policy applies to permanent candidates introduced by Certus Education as an employment agency and to temporary, supply and contract workers supplied as an employment business. It covers teachers, teaching assistants, support staff and other roles involving contact with children or vulnerable adults.

3. What may make a person unsuitable?

A person may be considered unsuitable where information comes to light which, if known earlier, could reasonably have affected the decision to introduce or supply them for the role.

- Relevant criminal convictions, cautions, restrictions or barred status that have not been properly disclosed or considered.
- Qualifications, professional registrations, references or employment history that are false, misleading, materially incomplete or cannot be satisfactorily verified.
- Conduct, behaviour, performance or safeguarding information that creates a concern about the person's suitability.
- Information suggesting that the individual may present a health, safety or wellbeing risk in the circumstances of the role.
- Failure to meet relevant legal, regulatory, professional or client requirements.

4. Permanent candidates

Where Certus Education receives relevant information within three months of introducing a permanent candidate, it will assess the information promptly and, where appropriate, inform the client without undue delay. Information shared will be relevant and proportionate to the client's decision-making and safeguarding responsibilities.

- Actions and decisions will be recorded.
- Certus Education will cooperate with reasonable client, regulator or safeguarding enquiries.
- The individual will be given an opportunity to respond where appropriate and where doing so does not create an unacceptable safeguarding or investigative risk.

5. Temporary and supply workers

5.1 Where there are reasonable grounds for concern

- The client will be informed without delay.
- The assignment may be ended or the worker removed from duties immediately where appropriate.
- Safeguarding or other protective action will be taken where required.

5.2 Where concerns require investigation

- Reasonable enquiries will begin promptly.
- The client will be kept informed of material concerns and the steps being taken, subject to confidentiality and legal restrictions.
- If enquiries establish reasonable grounds for unsuitability, the assignment will be ended or appropriate action taken.

6. Information handling

Suitability information will be handled securely and only shared where there is a lawful and proportionate reason, including safeguarding, legal, regulatory or contractual requirements. Records will be limited to relevant information and retained in line with Certus Education's data retention arrangements.

7. Review

This policy will be reviewed on 1 September 2026 and thereafter as required to reflect legislation, safeguarding guidance, contractual requirements and Certus Education practice.

Document control

Item	Detail
Policy date	1 May 2026
Review date	1 September 2026