SUPPLY SUPPLIED LTD

COMPLIANCE PACK

2026 / 2027



Compliance • Safeguarding • Digital Safety • Recruitment • Conduct

A complete policy suite for schools and trusts, demonstrating our commitment to safe culture, safer recruitment, and professional excellence.

"Supply Supplied Ltd • Registered Company No. 11972678"

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A. Agency Overview & Legal Details

Company Name: SupplySupplied Ltd Company Number: 11972678

Registered Address: 39 Betjeman Way Cleobury Mortimer Shropshire DY14 8BB

Named Safeguarding Lead:

Martin Davey (Owner / Operator) Designated Safeguarding Lead for SupplySupplied Ltd

Contact Details:

Email: martindavey@supplysupplied.com

Phone: 01299 271647

Website**:** **www.supplysupplied.com**

Statement on LOT1 Status:

SupplySupplied Ltd is a non-LOT1 independent provider. LOT1 is the CCS national framework designed for large multi-region corporate agencies. As a teacher-led independent agency, we operate under direct procurement, which remains fully compliant and widely used across the sector. Schools can continue to engage our services exactly as normal by raising a purchase order and retaining our compliance documentation.

Compliance Confirmation:

SupplySupplied Ltd is fully compliant with:

- **KCSIE 2026 (Keeping Children Safe in Education)**
- **SteER (Safeguarding, Transparency, Ethics & Recruitment)**
- **2026/27 Pay & Charge Transparency Requirements, including adherence to the maximum margin cap**

We maintain robust safeguarding, vetting, and safer recruitment processes for all staff supplied to schools.

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CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY

Company Number 11972678

The Registrar of Companies for England and Wales, hereby certifies that

SUPPLYSUPPLIED.COM LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by shares, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on 1st May 2019.

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006

Companies House

THE OFFICIAL SEAL OF THE REGISTRAR OF COMPANIES

For Teachers. By Teachers.
Committed to safeguarding, transparency, and ethical practice across every school we support.
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B. Insurance Certificates

CJS Risk Management

Professional advice, where it matters.

Level 30
The Leadenhall Building
122 Leadenhall St,
London EC3V 4AB

+44 (0)203 874 1420
www.cjs-rm.co.uk

Date: 11/03/2026

To Whom it may concern,

Re; NumberMill Limited

We act as Insurance brokers to the above-named Client and at their request confirm that the insurance summarised below has been affected. Brief details of the insurance are as follows:

Employers Liability
Period: 12/03/2026 to 11/03/2027
Limit of Indemnity: GBP 10 000 000
Insurer: Acrisure UK Broking Ltd
Policy Number: BA054F25A0941

Professional Indemnity
Period: 12/03/2026 to 11/03/2027
Limit of Indemnity: GBP 5 000 000 (Any one claim, defence costs in addition)
Insurer: Acrisure UK Broking Ltd
Policy Number: BA054F25A0941

Public Liability
Period: 12/03/2026 to 11/03/2027
Limit of Indemnity: GBP 10 000 000 (Any one occurrence)
Insurer: Acrisure UK Broking Ltd
Policy Number: BA054F25A0941

Products Liability
Period: 12/03/2026 to 11/03/2027
Limit of Indemnity: GBP 10 000 000 (in the Aggregate)
Insurer: Acrisure UK Broking Ltd
Policy Number: BA054F25A0941

Subject otherwise to the terms and conditions of the policy.

If you have any further queries, please do not hesitate to contact us with our client's permission on 0203 874 1420 or email: info@cjs-rm.co.uk

Yours Sincerely,

Christopher John Sommer Cert. CII
Chief Executive Officer

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C. Safeguarding & Safer Recruitment Policies

C (i) Safeguarding Policy

For Teachers. By Teachers.

SupplySupplied is committed to safeguarding and promoting the welfare of children and young people. We believe that every child has the right to feel safe, protected, and supported, and we recognise our responsibility to ensure that all staff working through our platform uphold the highest standards of professional conduct.

This policy applies to all SupplySupplied employees, supply teachers, teaching assistants, cover supervisors, volunteers, contractors, and any individual working on behalf of SupplySupplied.

1. Safeguarding Principles

SupplySupplied recognises that:

- **The welfare of the child is paramount.**
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from harm.
- Safeguarding is best achieved through **strong partnership** with schools, MATs, local authorities, and external agencies.
- Staff must maintain **professional boundaries**, follow school policies, and act immediately on any safeguarding concern.
- All staff must read **Part 1 of Keeping Children Safe in Education 2026** (Annex A removed).

2. Purpose of This Policy

This policy aims to:

- Protect children and young people who receive services through SupplySupplied.
- Provide staff with clear guidance on recognising, responding to, and reporting safeguarding concerns.
- Demonstrate compliance with **KCSIE 2026**, **Working Together 2023**, and **STeER framework standards**.
- Assure schools and MATs that SupplySupplied operates safe, transparent, and robust safeguarding practices.

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3. Safeguarding Responsibilities

SupplySupplied will:

- Recruit staff safely and complete all mandatory vetting checks.
- Provide safeguarding training, updates, and guidance to all staff.
- Share information appropriately with schools, MATs, and external agencies.
- Maintain secure safeguarding records.
- Review safeguarding procedures annually or following any incident.
- Ensure staff understand their duty to report concerns immediately.

4. Vetting & Pre-Employment Checks (KCSIE 2026 & STeER Compliant)

All staff booked through SupplySupplied undergo full vetting before appearing on the platform. Mandatory checks include:

1. **Enhanced DBS with Children's Barred List**
2. **DBS Update Service check** (or new DBS application)
3. **Identity verification** (photo ID, address, date of birth, name changes)
4. **Right to work in the UK**
5. **Two professional references**
6. **Full employment history with gap analysis**
7. **Qualifications verification**
8. **Online screening / digital footprint check** (KCSIE 2026 requirement)
9. **Section 128 check** (where applicable)
10. **Childcare Disqualification checks**
11. **Overseas police checks** (3+ months abroad)
12. **Prohibition from teaching check**
13. **Medical fitness declaration**

No candidate is visible to schools until all checks are completed and verified.

5. Training & Professional Conduct

All staff must:

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- Complete SupplySupplied's safeguarding and child protection training.
- Read and understand **KCSIE 2026 Part 1**.
- Follow school safeguarding, behaviour, and conduct policies.
- Maintain professional boundaries at all times.
- Report concerns immediately to the school DSL and SupplySupplied DSL.

SupplySupplied provides ongoing updates on safeguarding legislation, online safety, trauma-informed practice, and behaviour management.

6. Information Provided to Schools

When a school books a teacher through the platform, SupplySupplied automatically provides:

- The teacher's **DBS certificate**
- Full vetting summary
- Qualifications
- Photo ID
- Previous school feedback
- Employment history summary

Schools may also upload:

- Safeguarding policy
- Behaviour policy
- Staff code of conduct
- Any school-specific guidance

These documents are forwarded securely to the booked teacher.

7. Information Provided to Teachers

Before attending a school, teachers receive:

- The school's safeguarding policy
- Behaviour management policy
- Staff code of conduct
- Most recent Ofsted report

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- Any additional school-specific instructions

Teachers are encouraged to carry their DBS certificate and ID at all times.

8. Reporting Safeguarding Concerns (Staff)

If a teacher has a safeguarding concern while working in a school, they must:

1. **Report immediately to the school's DSL**
2. Follow the school's safeguarding procedures
3. Contact SupplySupplied's DSL: **Martin Davey – 01299 271647**
4. Provide written details of the concern
5. Cooperate fully with any investigation or meeting

SupplySupplied supports staff throughout any safeguarding process.

9. Reporting Safeguarding Concerns (Schools)

If a school has a concern about a SupplySupplied staff member:

- SupplySupplied will **cooperate fully** with the school, MAT, LADO, police, or external agencies.
- The staff member will be **removed from work immediately** pending investigation (subject to LADO advice).
- SupplySupplied will provide a trained representative (currently **Martin Davey**, Level 3 safeguarding) for any meetings.
- SupplySupplied will support both the school and the staff member throughout the process.
- Decisions will be made collaboratively with the school and in line with statutory guidance.

10. Allegations & LADO Procedures

SupplySupplied follows KCSIE 2026 requirements:

- Any allegation meeting the **harm threshold** is reported to the LADO **within one working day**.
- Staff must not be informed before LADO consultation.
- SupplySupplied conducts a **fact-find only** (no interviewing of children or accused).

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- Immediate safeguarding actions are taken where necessary.
- Records are kept securely for **10 years** or until retirement age.

11. DBS Referrals

SupplySupplied will refer individuals to the DBS if:

- They are dismissed due to safeguarding concerns
- They resign before disciplinary action
- They pose a risk of harm to children

Referrals are made promptly and recorded.

12. Online Safety & Digital Conduct (KCSIE 2026 Update)

SupplySupplied recognises the risks associated with:

- Online behaviour
- Social media
- Digital communication
- AI misuse
- Transferable risk outside school

Staff must:

- Maintain professional online conduct
- Avoid posting school-related content
- Report any concerning digital behaviour immediately

13. Record Keeping

SupplySupplied maintains:

- Secure digital safeguarding records
- Vetting documentation
- Incident logs
- LADO correspondence
- Investigation outcomes
- Staff training records

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Records are stored securely and accessed only on a need-to-know basis.

14. Policy Review

This policy is reviewed annually or following any safeguarding incident, legislative change, or MAT request.

Policy issued: 26/08/2026 **Last reviewed:** 26/08/2026 **Next review due:** 01/09/2027
Version: 1.0 (KCSIE 2026 & STeER Compliant)

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C (ii) Safer Recruitment Policy

1. Policy Statement

SupplySupplied is committed to safeguarding and promoting the welfare of children and young people. We operate robust recruitment and vetting procedures designed to prevent unsuitable individuals from working with children.

We follow:

- **Keeping Children Safe in Education (KCSIE) 2026**
- **Working Together to Safeguard Children 2023**
- **Disclosure and Barring Service (DBS) guidance**
- **Childcare (Disqualification) Regulations 2018**
- **Childcare Act 2006**

Our recruitment processes apply to all SupplySupplied employees, contractors, temporary workers, volunteers, and candidates placed in schools.

2. Scope

This policy applies to:

- SupplySupplied staff
- Supply teachers
- Cover supervisors
- Teaching assistants
- Volunteers
- Any candidate registered on the SupplySupplied platform

All applicants receive access to:

- Safeguarding & Child Protection Policy
- Allegations & Low-Level Concerns Policy
- Safer Recruitment Policy
- Whistleblowing Policy

3. Roles & Responsibilities

SupplySupplied will:

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- Prevent unsuitable individuals from working with children by following KCSIE 2026 safer recruitment guidance.
- Ensure individuals subject to **Section 128 directions** are not placed in management roles in academies or free schools.
- Carry out all legally required pre-employment checks before clearing a candidate for work.
- Maintain accurate, secure vetting records.

4. Recruitment & Selection Process

All staff involved in recruitment or vetting must be trained in safer recruitment.

At least one person involved in interviewing or vetting must hold accredited safer recruitment training.

5. Advertising Roles

When advertising roles, SupplySupplied will:

- Clearly describe required skills, experience, behaviours, and safeguarding responsibilities.
- State whether the role involves **regulated activity**.
- Include a safeguarding statement and confirmation that vetting checks will be undertaken.
- State whether the role is exempt from the Rehabilitation of Offenders Act 1974.

6. Application Process

All roles require completion of a SupplySupplied's online profile.

We do **not** accept CVs instead of completed profiles.

Our profiles must include:

- Full personal details
- All former names
- Full employment history with explanations for gaps
- Qualifications and awarding bodies
- Referee details

All adverts and forms include the required safeguarding statement:

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"SupplySupplied is committed to safeguarding children and young people. All post holders are subject to a satisfactory DBS check. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children."

7. Profile Going Live

Profiles being approved is carried out by at trained staff.

Candidates must complete all checks before an interview.

SupplySupplied will:

- Explore gaps in employment
- Clarify inconsistencies
- Conduct online searches as part of due diligence (KCSIE 2026 requirement)
- Discuss any online findings at interview

8. Employment History & References

SupplySupplied requires **two professional references**, covering at least the last **two years** of assignments.

We will:

- Not accept open references
- Not allow candidates to obtain their own references
- Verify references with the referee
- Ensure references from schools are confirmed by the headteacher/principal
- Obtain references from the last employer where the candidate worked with children
- Clarify vague or incomplete references
- Resolve all concerns before clearing a candidate for work

9. Selection & Interviewing

Interviews will explore:

- Motivation for working with children
- Experience and skills relevant to the role
- Attitude, behaviour, and professional conduct

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- Reasons for employment gaps or frequent job changes

All decisions and interview notes are recorded.

10. Pre-Appointment Vetting Checks

SupplySupplied completes all legally required checks before clearing a candidate for work:

- Identity verification
- Address verification
- National Insurance verification
- Enhanced DBS with children's barred list
- Overseas police checks (where applicable)
- Right-to-work checks
- Medical fitness declaration
- Professional qualification checks
- Section 128 checks
- Childcare Disqualification checks

KCSIE 2026 updates included:

- **Supervision exemption removed** → more roles now fall under regulated activity
- **TRA Employer Access replaced by "Check a Teacher's Record"**
- Stronger emphasis on verifying identity and name changes
- Additional scrutiny for online behaviour and digital footprint

11. Platform-Based Recruitment (SupplySupplied Model)

SupplySupplied operates a **school-choice platform**, where schools select candidates directly.

To remain compliant with KCSIE 2026:

- Candidates **cannot appear to schools** until all vetting checks are fully completed.
- Schools see only candidates who are **cleared, vetted, and safe to work**.

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- SupplySupplied remains responsible for **all vetting**, even though schools choose staff.
- Schools are informed of vetting status and safeguarding responsibilities.

This ensures compliance with KCSIE 2026 paragraphs on supply staff, agency responsibilities, and information sharing.

12. Summary

SupplySupplied makes this Safer Recruitment Policy available to all clients, candidates, and staff.

All staff and candidates understand:

- Vetting checks are mandatory
- Information may be shared with other agencies where safeguarding requires it
- Safeguarding overrides confidentiality where necessary
- Information is shared on a **strict need-to-know basis**
- Safer recruitment policy
- Allegations management procedure
- Whistleblowing policy
- Code of conduct for staff

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4. Vetting Standards & Evidence

SupplySupplied Ltd follows a rigorous safer-recruitment process in line with KCSIE 2026, SteER, and the DBS Code of Practice. No candidate is made visible to schools or cleared for work until every check below has been completed, verified, and recorded.

- Mandatory Vetting Checks Completed for Every Candidate
- Enhanced DBS Check + Update Service All candidates hold an Enhanced DBS certificate. Where subscribed to the Update Service, status checks are completed and recorded.
- Children's Barred List Check A separate, same-day barred list check is completed for all roles involving regulated activity.
- Prohibition from Teaching Check Completed for all teachers and anyone undertaking teaching work.
- Overseas Police Checks (where applicable) Required for candidates who have lived or worked overseas for 3+ months in the last 10 years.
- Right-to-Work Verification Passport, visa, or share-code verification completed and recorded.
- Identity Verification Photo ID, address verification, and name-change documentation checked and stored.
- Qualifications Verification Teaching qualifications, degrees, and relevant certificates verified.
- Two Professional References Covering at least two years, including the most recent employer and last role involving children. References are verified directly — never candidate-obtained.
- Fitness to Work Declaration All candidates complete a medical fitness declaration confirming suitability for work in schools.
- CV / Employment History Check Full employment history reviewed, with all gaps explored and documented.
- Photo ID on File

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D. Sample Candidate File

Date: 01 09 2026	Teacher Name:	
	Status	Details
Interviewed	Telephone	25 08 2025
Eligible to work in the UK	Yes	05 09 2025
Barred List Check	Yes	05 09 2025
Prohibition Check	Yes	05 09 2025
CV Checked	Yes	05 09 2025
Qualifications Confirmed	Yes	05 09 2025
QTS	Yes	22 12 2020
Induction Passed	Yes	19 07 2024
Two references Received	Yes	08 09 2025
ID Provided	Yes	05 09 2025
DBS Check Undertaken	Yes	09 09 2025
Overseas Check Required	No	
Date of Birth		
Teacher Reference Number		
National Insurance Number		
DBS Details		
Fitness To Work	Yes	09 09 2025
Online Check	Yes	09 09 2025
KCSIE 2026	Yes	01 09 2026
Allergy Awareness Training	Yes	01 09 2026

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E. Terms of Business / Service Agreement

Rates

Our rates are agreed in advance and displayed on our website bookings page. Rates include all statutory employment costs, holiday pay, pension contributions, and our agency margin. There are no hidden fees, uplifts, or additional charges.

Cancellation Terms

Same-day cancellations made after 7:00am are chargeable at **50% of the agreed daily rate**. If a booking is cancelled before 7:00am, no charge is applied. Long-term placements can be ended with **one working days' notice.**

Safeguarding Expectations

SupplySupplied Ltd operates in full compliance with **KCSIE 2026**, **STeER**, and safer recruitment legislation. We provide schools with a complete vetting summary for every worker, including:

- Enhanced DBS + Update Service
- Barred list check
- Prohibition check
- Right-to-work
- Identity verification
- Qualifications
- Two references
- Employment history review
- Online screening (KCSIE 2026 requirement)
- Fitness to Work declaration

Schools agree to provide an appropriate induction, safeguarding briefing, and access to policies on arrival.

Data Protection

We comply with UK GDPR and the Data Protection Act 2018. Personal data is processed lawfully, stored securely, and shared only for safeguarding and recruitment purposes. Schools may request our full Privacy Notice at any time.

Payment Terms

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Invoices are issued weekly and due within **15 days**. Payment can be made by BACS. Late payments may incur statutory interest under the Late Payment of Commercial Debts Act.

Dispute Resolution

Any concerns regarding conduct, safeguarding, or performance should be reported immediately to SupplySupplied Ltd. We will investigate promptly and take appropriate action. Commercial or contractual disputes will be resolved through direct discussion in the first instance, followed by written mediation if required.

Permanent Placement Clause

If a school wishes to employ a worker directly, no fee is charged **after 12 weeks of continuous supply**. If a school hires a worker before 12 weeks, a transfer fee will apply, in line with AWR and sector norms.

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F. Pay & Charge Transparency Statement

SupplySupplied Ltd is committed to full pay and charge transparency in line with **STeER**, **KCSIE 2026**, and the updated **2026/27 sector guidance**. We provide clear, upfront information to schools and candidates about pay rates, statutory costs, and agency margins.

Worker Pay

All workers receive:

- A clearly stated **gross daily or hourly pay rate**
- Statutory holiday pay
- Employer pension contributions (where applicable)
- All pay confirmed in writing before any assignment begins

We do not reduce worker pay to increase agency margin.

Agency Charge

The charge to schools includes:

- Worker pay
- Statutory employment costs
- Employer pension contributions
- Agency margin
- VAT (where applicable)

There are **no hidden fees**, uplifts, admin charges, or additional costs.

Margin Transparency

Our agency margin is:

- Fixed
- Disclosed to schools upon request
- Within the **2026/27 maximum margin cap**
- Not increased during long-term placements unless agreed in writing

Breakdown Provided

Upon request, schools receive a full breakdown showing:

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- Worker pay
- Statutory costs
- Agency margin
- Total charge
- VAT This supports procurement compliance and audit requirements.

Long-Term Placements

For placements exceeding 12 weeks:

- Pay progression is reviewed
- Any change to charge or pay is agreed transparently
- No retrospective fees are applied

No Introduction Fees (After 12 Weeks)

If a school wishes to employ a worker directly:

- **No fee is charged after 12 weeks** of continuous supply
- A transfer fee will apply before 12 weeks, in line with AWR and sector norms

Commitment to Ethical Practice

SupplySupplied Ltd does not:

- Inflate margins
- Apply hidden charges
- Reduce worker pay unfairly
- Apply “finder’s fees” for short-term bookings
- Charge for compliance documentation

We operate with full integrity, transparency, and fairness.

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G. Data Protection Policy

1. Introduction

Supply Supplied Ltd ("we", "us", "our") is committed to protecting the privacy, security and rights of all candidates, agency workers, schools, staff and partners. This Privacy Policy explains how we collect, use, store and share personal data in accordance with:

- UK GDPR
- Data Protection Act 2018
- KCSIE 2026 statutory safeguarding guidance
- STeER (Safeguarding Training, Expectations & Employment Requirements)
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2023
- Employment Agencies Act 1973
- Agency Workers Regulations 2010

We process personal data to ensure safe recruitment, safe deployment, legal compliance, and effective safeguarding of children and young people.

2. Who This Policy Applies To

This policy applies to:

- Candidates and agency workers
- School clients (Hirers)
- Supply Supplied Ltd employees
- Contractors and partners
- Any individual whose data we process for safeguarding or recruitment purposes

3. What Personal Data We Collect

We collect only the data necessary for safe recruitment, legal compliance, safeguarding, and contractual obligations.

3.1 Identification & Contact Information

- Name, address, phone number, email
- Date of birth

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- Emergency contact details
- Right-to-work documentation
- Passport, driving licence or other ID

3.2 Employment & Professional Information

- CV, employment history, qualifications
- Teacher status, QTS, training records
- References and referee contact details
- Assignment history and performance feedback

3.3 Safeguarding & Vetting Information

- Enhanced DBS certificate
- Barred list check results
- Overseas police checks
- Disqualification checks
- Safeguarding training records
- KCSIE 2026 Part 1 confirmation
- STeER compliance records
- Low-level concerns
- Allegations, investigations, outcomes
- Transferable risk information

3.4 Digital & Online Safety Information (KCSIE 2026)

- Filtering & monitoring logs provided by schools
- Reports of online safety incidents
- AI misuse concerns
- Digital conduct concerns

3.5 Assignment & Payroll Information

- Timesheets
- Pay rates, deductions, holiday pay

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- Bank details
- National Insurance number
- Tax information

3.6 Special Category Data

Processed only where strictly necessary for safeguarding or legal obligations:

- Criminal offence data (DBS, allegations, investigations)
- Health information (fitness to work, medical evidence)

4. How We Collect Personal Data

We collect data from:

- Teachers directly (forms, portal, email, phone)
- Schools and Hirers
- DBS and Disclosure & Barring Service
- Referees
- Professional bodies (e.g., TRA)
- Digital safety systems (filtering & monitoring)
- Public sources (e.g., social media for safeguarding checks)
- Third-party vetting providers

5. Why We Process Personal Data (Lawful Basis)

We process data under the following lawful bases:

5.1 Legal Obligation

- Safeguarding children (KCSIE 2026)
- DBS checks
- Right-to-work checks
- Employment Agencies Act compliance
- AWR compliance
- Payroll and tax requirements

5.2 Contractual Obligation

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- Providing work-finding services
- Managing assignments
- Paying agency workers
- Providing services to schools

5.3 Legitimate Interests

- Ensuring safe recruitment
- Preventing unsuitable individuals from working with children
- Monitoring digital safety concerns
- Managing performance and conduct

5.4 Consent

Used only where required (e.g., optional data, marketing).

5.5 Vital Interests

Sharing information where necessary to prevent harm.

6. Safeguarding & KCSIE 2026 Information-Sharing

We share personal data **without consent** when required for safeguarding, including:

- Allegations
- Low-level concerns
- Transferable risk concerns
- Online safety incidents
- AI misuse concerns
- Behaviour that may pose a risk to children
- LADO referrals
- Police or social care investigations
- DBS barring referrals

This is compliant with:

- KCSIE 2026
- Working Together to Safeguard Children

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- Data Protection Act 2018 (Schedule 1, Part 2)

We will always record:

- What was shared
- Why it was shared
- Who it was shared with
- The legal basis for sharing

7. Who We Share Data With

We may share personal data with:

- Schools and Hirers
- Local Authority Designated Officers (LADOs)
- Police and safeguarding partners
- Disclosure & Barring Service
- Professional bodies (e.g., TRA)
- Payroll providers
- HMRC
- Occupational health providers
- Digital safety monitoring systems
- Legal advisors
- Regulatory bodies

We **never** sell personal data.

8. Digital Safety, AI Use & Monitoring (KCSIE 2026)

To comply with KCSIE 2026:

- Schools may provide filtering & monitoring logs relating to agency workers
- We may process reports of inappropriate digital behaviour
- We may process concerns relating to misuse of generative AI
- We may share digital safety concerns with schools, LADO, police or DBS

Agency workers must comply with:

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- School filtering & monitoring systems
- Online safety policies
- AI usage policies
- Digital conduct expectations

9. How We Store and Protect Data

We use secure systems and controls including:

- Encrypted storage
- Access controls
- Multi-factor authentication
- Secure portals
- Regular audits
- Staff safeguarding and data protection training

Data is stored in the UK or in GDPR-compliant regions.

10. Data Retention

We retain data only as long as necessary:

- Recruitment records: as long as candidate is registered with the agency
- Assignment records: 6 years
- Safeguarding records: **minimum 25 years** or longer if required
- DBS information: in line with DBS Code of Practice
- Payroll records: 6 years

Safeguarding records may be retained indefinitely where legally required.

11. Your Rights

You have the right to:

- Access your data
- Request correction
- Request deletion (unless safeguarding or legal obligations prevent this)
- Restrict processing

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- Object to processing
- Request data portability

Requests may be refused where safeguarding or legal obligations override individual rights.

12. Automated Decision-Making

We do not use automated decision-making for safeguarding or recruitment decisions.

13. International Transfers

Data is not transferred outside the UK unless:

- Adequate safeguards exist
- GDPR-compliant protections are in place

14. Contact Details

Data Protection Officer Supply Supplied Ltd 39 Betjeman Way Cleobury Mortimer Shropshire DY14 8BB Email: admin@supplysupplied.com

15. Complaints

You may complain to:

Information Commissioner's Office (ICO) www.ico.org.uk

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H. Health & Safety

SupplySupplied Ltd is committed to ensuring that all workers placed in schools understand their responsibilities regarding health and safety. We work in line with **KCSIE 2026**, **STeER**, and relevant UK legislation.

Risk Awareness

All workers are expected to maintain general risk awareness while on school premises. This includes following school policies, using equipment safely, and acting promptly if they identify any hazard that could pose a risk to pupils, staff, or themselves.

Lone Working

Where lone working may occur (e.g., supervising pupils in a separate room), workers are instructed to follow the school's lone-working procedures. Workers must ensure:

- They remain within sight or hearing of other staff where possible
- They know how to summon assistance
- They avoid situations that could compromise safeguarding or personal safety

School Responsibility for On-Site Health & Safety

Schools retain full responsibility for the health and safety of all individuals on their premises, including agency workers. Schools must provide:

- A site-specific induction
- Information on emergency procedures
- Access to relevant policies
- Clear guidance on any risks associated with the role

Workers will follow all instructions provided by the school's designated health and safety lead.

Duty to Report Incidents

Workers must immediately report any accident, injury, near-miss, safeguarding concern, or unsafe situation to:

1. The school's designated contact
2. SupplySupplied Ltd (so we can record and support the incident appropriately)

We maintain an internal incident log and cooperate fully with any school investigation.

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