

Safer Recruitment Policy

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1. Policy Statement

educationRnR is committed to safeguarding and promoting the welfare of children and adults at risk. We operate recruitment, selection and vetting procedures designed to identify and prevent unsuitable people from being placed into education settings.

Safeguarding takes priority over commercial pressures, placement targets and urgent staffing requests. No employee may bypass a mandatory check or authorise a placement outside their delegated authority.

We recruit fairly and assess candidates against the requirements of the role. Decisions must be evidence-based, proportionate and consistent with our Equality, Diversity and Inclusion Policy. This policy takes account of Keeping Children Safe in Education 2026, applicable safeguarding and employment legislation, DBS and Teaching Regulation Agency guidance, relevant professional standards and contractual requirements.

Where a client or framework imposes additional lawful requirements, these must be identified and met before the assignment begins.

2. Scope

This policy applies to:

- educationRnR directors, employees and others involved in recruitment, selection, vetting or deployment.
- Candidates introduced for permanent or fixed-term employment.
- Temporary, supply and interim workers.
- Teaching, leadership, classroom-support, pastoral, administrative and specialist roles.

Checks must reflect the actual duties, setting, age group and legal eligibility of the role. A check required for one position must not automatically be assumed necessary or sufficient for another.

For permanent introductions, educationRnR and the hiring organisation must establish their respective checking responsibilities. We must accurately communicate which checks we have completed. The hiring organisation retains its own appointment and safeguarding responsibilities.

For assignments outside England, applicable national requirements must be identified before recruitment or placement proceeds.

3. Responsibilities

Director and Designated Safeguarding Lead

Roger Blundell has overall responsibility for this policy, safeguarding oversight, escalation of concerns and ensuring that appropriate recruitment and compliance arrangements are in place.

The Director must ensure that staff receive suitable training, responsibilities are clear and compliance concerns are investigated and addressed.

Compliance Staff

Compliance staff are responsible for obtaining, checking and recording candidate information, resolving discrepancies, monitoring outstanding requirements and identifying checks that need renewal.

They must escalate concerns and must not describe a candidate as cleared while mandatory requirements remain outstanding.

Recruitment Consultants

Consultants must obtain accurate assignment requirements, communicate them to compliance staff and only deploy candidates whose clearance is appropriate and current for the assignment.

Urgency or client preference does not authorise a consultant to override a compliance decision.

Independent File Review

A second authorised person must review the compliance file before final clearance. That person must be different from the person who completed the initial file check.

The review, decision, reviewer and date must be recorded.

4. Role Requirements and Advertising

Before recruiting, educationRnR will establish:

- The role, duties, location and proposed working arrangements.
- The qualifications, experience and professional status required.
- The extent of contact with children or adults at risk.
- Whether the work constitutes regulated activity.
- The appropriate DBS level and any eligibility for barred-list checks.
- Any applicable teaching-prohibition, management-restriction or childcare-disqualification requirements.
- Additional client or framework requirements.

Advertisements and candidate information will explain educationRnR's commitment to safeguarding and promoting the welfare of children, relevant safeguarding responsibilities and the checks associated with the role.

Where applicable, advertisements will state that the role is exempt from the Rehabilitation of Offenders Act 1974 and that appropriate safeguarding and pre-employment checks will be undertaken.

5. Applications and Employment History

Candidates must complete the required application and registration information. A CV may support an application but does not replace it.

We will obtain:

- Current and former names and relevant identity details.
- Contact details and address information.
- National Insurance number and appropriate supporting evidence where required.
- A full employment and education history since leaving compulsory education, including relevant voluntary activity.
- Reasons for leaving previous employment and explanations for gaps.
- Relevant qualifications, professional registrations and experience.
- Referee details.
- Information necessary to assess suitability and complete lawful checks.

Where the role involves regulated activity with children, candidates will be informed that it is an offence for a person who is barred from engaging in regulated activity relevant to children to apply for that work.

Staff must compare the application, CV, interview information and references. Unexplained gaps, inconsistent dates, frequent changes of role or other discrepancies must be explored and recorded.

A gap in employment is not itself evidence of unsuitability. Decisions must consider the explanation and available evidence fairly.

6. Shortlisting, Interviews and Online Searches

Selection must assess suitability for the role and the candidate's ability to work safely in an education setting.

At least one person conducting the interview must have completed appropriate safer recruitment training. Staff participating in recruitment must understand their safeguarding responsibilities.

Interviews will explore:

- Motivation for working in education.
- Relevant skills and experience.
- Understanding of safeguarding, professional boundaries and appropriate conduct.
- Responses to relevant safeguarding or values-based scenarios.
- Employment-history gaps, inconsistencies and reasons for leaving roles.
- Information requiring clarification from the application, references or checks.

Interviews may take place in person or by video. A video interview does not replace any separate requirement to inspect an original document or complete a prescribed identity or right-to-work check.

Relevant assessment notes and decisions must be recorded.

Candidates will be informed that proportionate searches of publicly available online information may form part of our safeguarding due diligence. Relevant concerns will be explored with the candidate and assessed fairly. Staff must not access private accounts deceptively or use irrelevant personal information in selection decisions.

7. Criminal Record and Suitability Declarations

Candidates will be asked to provide declarations appropriate to the role and the checks educationRnR is legally entitled to undertake.

This will include relevant information concerning criminal convictions, cautions, pending prosecutions, safeguarding allegations, disciplinary matters, restrictions or other information relevant to their suitability to work with children where disclosure can lawfully be required.

We will not require disclosure of protected or filtered convictions or cautions or take them into account where the law prohibits this.

Relevant criminal-record information, restrictions, safeguarding concerns or other suitability information must be reviewed by the Director or an authorised safeguarding decision-maker.

A criminal record does not automatically make a person unsuitable. Where the law permits consideration, the assessment must take account of relevance, seriousness, circumstances, elapsed time, evidence and the duties of the role.

A person must not be placed in work from which they are barred, prohibited or otherwise legally restricted.

8. References

educationRnR's standard is to obtain at least two satisfactory written professional references, including the current or most recent relevant employer and the most recent employment involving children where applicable.

We seek coverage of at least the preceding two years of employment or assignments. Where a candidate has a shorter work history, suitable evidence must be assessed and documented without inventing employment or applying an inappropriate requirement.

References must:

- Be requested directly from an appropriate referee.
- Come from an identifiable and legitimate source.
- Be completed by someone with sufficient knowledge and authority.
- Address relevant conduct, suitability and safeguarding matters.
- Be checked against the candidate's application and employment history.

Open references addressed "to whom it may concern" and references supplied solely through the candidate are not accepted as sufficient verification.

Vague answers, discrepancies or concerns must be followed up. Relevant information must be verified with the referee, with a record of the verification.

Where required, school or college references must be confirmed by the headteacher or principal in respect of relevant disciplinary information.

If a reference cannot be obtained, the matter must be escalated. Alternative evidence must not be used to bypass a mandatory legal, professional-standard or contractual requirement.

9. Pre-Appointment and Pre-Assignment Checks

The compliance record must identify which checks apply, their outcome, the evidence reviewed, the person completing the check and the date.

Identity and Address

We verify the candidate's identity, relevant name changes and address using appropriate evidence and current checking guidance.

Any permitted digital identity process must be suitable for the particular check. Completing one type of identity check does not automatically satisfy every other checking requirement.

National Insurance Number

Where required, educationRnR will obtain and record appropriate evidence of the candidate's National Insurance number.

Right to Work

Where educationRnR is responsible for employing or engaging the worker, the appropriate right-to-work check must be completed before work begins.

Checks must follow the applicable Home Office route: a permitted manual document check, the employer online service, an eligible digital identity check or the Employer Checking Service where appropriate.

Any restrictions on work, hours or duration must be recorded and observed. Time-limited permission must be monitored and follow-up checks completed when required.

A DBS check, National Insurance number or candidate-provided screenshot does not itself establish a right to work.

DBS and Barred-List Checks

We obtain the DBS check appropriate to the role and setting. Children's barred-list information must be obtained where required and where educationRnR is legally entitled to request it.

For an existing certificate supported by the DBS Update Service, we must:

- Obtain the candidate's permission for the status check.
- Confirm the certificate belongs to the candidate.
- Verify the original certificate in accordance with current DBS guidance.
- Confirm that the level, workforce and barred-list information are appropriate.
- Record and assess the status-check result.

A copy or video image alone is not sufficient verification of an original paper DBS certificate for this purpose.

Where the certificate or status result cannot be relied upon, an appropriate new check must be obtained. Any information affecting suitability must be escalated and assessed before clearance.

Teaching Status and Prohibition

For teaching work, we check applicable teaching restrictions through the Teaching Regulation Agency's current service.

Qualified Teacher Status, induction status and other relevant qualifications are checked where required. Qualification verification and prohibition checks are distinct requirements.

Section 128 Restrictions

Section 128 concerns restrictions on management or governance and is separate from prohibition from teaching.

Checks will be completed where relevant to the proposed role and setting, including applicable management roles in independent schools and academies and relevant governance appointments.

The effect of any direction must be assessed against the actual position.

Childcare Disqualification

Where the role falls within the scope of childcare-disqualification legislation, the appropriate declaration and checks must be completed.

The requirement must be assessed by reference to the work and setting rather than applied indiscriminately to every candidate.

Overseas History

Candidates who have lived or worked overseas may require additional checks, including criminal-record information and evidence of professional standing.

The country, duration, duties and available evidence must be considered alongside applicable guidance and contractual requirements.

If evidence cannot be obtained, the reason and alternative enquiries must be documented and escalated. A generic risk assessment cannot override a mandatory requirement.

Qualifications and Professional Registration

We verify qualifications and registrations required for the assignment through appropriate evidence or authoritative sources.

For overseas-trained teachers, we establish the applicable recognition or exemption route and any restrictions before placement.

Health and Fitness

Where relevant, we establish the candidate's ability to undertake the duties safely, taking account of reasonable adjustments.

Health enquiries must be lawful, proportionate and made at an appropriate stage. Disability, pregnancy or a medical history must not automatically be treated as evidence of unsuitability.

10. Clearance and Written Client Confirmation

A candidate may only be marked as cleared for an assignment when all mandatory requirements for that assignment have been satisfied and the independent file review has been completed.

Before deployment, the client must receive written confirmation of the checks completed, using its required vetting form where applicable.

We will accurately identify the candidate, relevant checks, dates and any information that must lawfully be shared. We will not state that a check has been completed when it remains outstanding.

The school or college must be able to verify that the person arriving is the person covered by the confirmation. Candidates will be instructed to bring suitable identification and any other documents the client must inspect.

A client's willingness to accept a worker does not waive a legal requirement or mandatory framework condition.

Any proposed exception concerning a non-mandatory administrative item must be documented, authorised by the Director and permitted by the applicable client requirements. It must not conceal incomplete safeguarding checks or allow deployment where required clearance has not been achieved.

11. Induction and Ongoing Monitoring

Before deployment, candidates must receive or complete the safeguarding information, training and acknowledgements required by educationRnR and the client.

This includes relevant KCSIE information, professional conduct, reporting concerns, confidentiality and data-protection responsibilities. Assignment-specific induction responsibilities must be agreed with the client.

Candidate clearance must remain appropriate throughout the assignment.

As educationRnR's operating standard:

- DBS Update Service status checks for active candidates are completed at least every 12 weeks and sooner where a new assignment, concern or contractual requirement makes this necessary.
- Where an appropriate certificate is not maintained through the Update Service, a new DBS check is obtained at least every 12 months or sooner where required.
- These are company checking intervals, not a statement that DBS certificates have a statutory expiry date.
- Required safeguarding training and KCSIE acknowledgements are reviewed at least annually and updated following material changes.
- Time-limited right-to-work permission, professional restrictions and other date-sensitive requirements are monitored.
- A return after a break in work triggers a review of employment history, references, checks and training before further placement.

More demanding lawful client, framework or accreditation requirements take precedence.

Candidates must promptly report changes that may affect their suitability or ability to undertake the assignment. Where clearance becomes invalid or a material concern arises, further deployment must be paused and the current assignment reviewed immediately.

12. Concerns, Allegations and Referrals

Concerns arising during recruitment or an assignment must be reported promptly to the Designated Safeguarding Lead.

educationRnR will take proportionate immediate action to protect children and others, preserve relevant information and cooperate with the client and appropriate authorities.

Concerns and allegations will be handled under our Allegations and Misconduct Policy and safeguarding procedures, including consultation with the relevant Local Authority Designated Officer where appropriate.

Referrals to the DBS, Teaching Regulation Agency, police or other bodies will be made where the applicable duty or threshold is met.

Information will be shared lawfully, securely and on a need-to-know basis. Safeguarding does not justify unrestricted circulation of candidate information between agencies.

13. Records and Confidentiality

Recruitment and compliance records must be accurate, secure and accessible only to authorised people.

Records must show the checks performed, material findings, decisions, reviewer and relevant dates. Sensitive information must be limited to what is necessary.

Retention and disposal will follow the Privacy and Data Handling Policy and its retention schedule. DBS certificate information must be handled under applicable DBS requirements and must not automatically be retained for the same period as the wider candidate file.

Legal holds, safeguarding matters and other justified exceptions must be documented. Staff must not apply blanket deletion or indefinite-retention rules.

14. Communication of this Policy

educationRnR makes its Safer Recruitment Policy available to candidates, clients and other relevant stakeholders through its website.

Candidates and clients may also be provided with or signposted to the policy as part of registration, engagement, placement or client onboarding.

Staff involved in recruitment and compliance must understand this policy and apply it consistently.

15. Training, Review and Related Procedures

Staff involved in recruitment and compliance must receive training appropriate to their responsibilities. Identified errors or gaps will inform refresher training and corrective action.

The Director will review this policy at least annually and sooner following relevant changes in guidance, legislation, services, client requirements or identified practice.

Supporting checklists, forms and procedures must be kept consistent with this policy. Conflicts must be escalated before a candidate is cleared.

This policy should be read alongside:

- Resource and Compliance Process.
- Safeguarding and Compliance Checks Document.
- Renewal of Candidate Safeguarding Training and Compliance Checks.
- Safeguarding Children Policy.
- Allegations and Misconduct Policy.
- Code of Conduct.
- Whistleblowing Policy.

- Equality, Diversity and Inclusion Policy.
- Privacy and Data Handling Policy.
- Quality Management Policy.