

Safer Recruitment Policy

1. Purpose & Scope

This policy outlines Kind Education's commitment to safeguarding children and young people through effective, lawful, and consistent recruitment practices.

It applies to all recruitment activity related to candidates, agency workers, and internal staff who may work with or around children and young people, particularly those with Special Educational Needs and Disabilities (SEND).

As a provider of educational staffing services, Kind Education recognises its legal obligations under:

- The Children Act 1989 and 2004
- The Education Act 2002 (Section 175)
- Keeping Children Safe in Education (KCSIE, 2024)
- The Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- UK GDPR and Data Protection Act 2018
- The Recruitment & Employment Confederation (REC) Code of Professional Practice

This policy supports safer recruitment practices by preventing unsuitable individuals from working with children and promoting a culture of safeguarding across all placements.

2. Policy Statement

Kind Education is committed to ensuring that its recruitment procedures actively promote the welfare of children and prevent individuals who pose a risk from being employed or placed.

Our safer recruitment processes are embedded at every stage of the candidate journey, from advertising through to post-placement monitoring. All staff involved in recruitment are trained in safer recruitment best practice and operate in compliance with statutory safeguarding guidance and REC expectations.

We believe that safeguarding is everyone's responsibility, and our recruitment procedures reflect this core value.

3. Key Principles

Our approach is guided by the following principles:

- Robust identification of risk during recruitment
- Transparency, fairness, and consistency in decision-making
- Equal opportunity and non-discrimination throughout the process
- Safer recruitment as an ongoing responsibility, not a one-time event

Kind Education upholds REC's recommended procedures and safer recruitment checklists, including those outlined in their 'Safeguarding in Recruitment' toolkit and annual compliance audits.

4. Recruitment Process

Job roles and adverts clearly outline safeguarding responsibilities and expectations.

All candidates must complete a standardised application form. CVs alone are not accepted, to ensure information is structured and comparable. Candidate packs include our safeguarding and child protection policy and outline the requirement for enhanced vetting.

Shortlisted candidates complete a pre-employment declaration of criminal history and safeguarding concerns, in line with the Rehabilitation of Offenders Act and KCSIE guidelines.

5. Interviews and Selection

All interviews are conducted using a structured, competency-based format, including specific safeguarding questions. Gaps in employment history are explored and verified.

Interviewers are trained to assess not only experience and qualifications, but also the

candidate's attitudes and understanding of safeguarding responsibilities within an educational context.

6. Pre-Appointment Checks

Before any placement is confirmed, Kind Education completes a comprehensive set of pre-employment checks to ensure all candidates are suitable to work with children and meet the expectations set out in *Keeping Children Safe in Education (KCSIE, 2024)* and the REC Code of Professional Practice.

The following checks are carried out:

- Identity check: Verification of photographic ID and proof of current address
- Right to work in the UK: Confirmed through valid documentation (e.g. passport, visa, share code if applicable)
- Enhanced DBS certificate with Children's Barred List check: All candidates must have an up-to-date Enhanced Disclosure with a clear Children's Barred List check
- Overseas police checks: Where a candidate has lived or worked outside the UK for more than 3 months in the past 5 years, a Certificate of Good Conduct or equivalent is requested
- Verification of relevant qualifications: Any qualifications stated by the candidate (especially those relating to education, care or safeguarding) must be evidenced and checked for authenticity
- Professional references: At least two references covering the past two years, including one from the most recent employer, are obtained. References include specific questions about the candidate's suitability to work with children and any safeguarding concerns
- Children's Prohibition Check Questionnaire: In accordance with the Department for Education's requirements, all candidates are asked to declare whether they are subject to any prohibition order under the Teachers' Disciplinary (England) Regulations 2012 or similar. For relevant roles, Kind Education conducts a

Teaching Regulation Agency (TRA) Prohibition Check to ensure the individual is not barred from teaching or managing schools.

- Medical Fitness Declaration: All candidates are required to complete a Medical Fitness Questionnaire to confirm they are physically and mentally fit to undertake work in a school environment. This check supports the employer's duty under the Education (Health Standards) (England) Regulations 2003 to ensure fitness for role, particularly in relation to duties involving vulnerable children and young people.

All checks are documented, risk-assessed where needed, and stored in compliance with our Data Protection Policy. No candidate will be placed in a school or setting until all required checks are completed and approved by our compliance team.

7. Overseas Recruitment

Where candidates have lived or worked overseas, Kind Education follows REC guidelines and KCSIE requirements by seeking:

- Criminal records checks or 'Certificate of Good Conduct'
- Character references
- Additional background checks based on the country's legal framework

We perform a risk assessment and document all decisions transparently before proceeding.

8. Induction and Training

All staff and candidates receive safeguarding induction training prior to placement. This includes:

- Review of Kind Education's Safeguarding Policy
- Whistleblowing and allegations procedures
- Expectations for professional conduct
- Reporting mechanisms and DSL contact details

Ongoing training is required annually, and updated in line with changes to statutory guidance.

9. Record Keeping

All recruitment documents are securely stored and managed in compliance with UK GDPR and REC data handling guidelines.

This includes:

- Application forms
- Interview notes
- DBS certificates and vetting records
- Reference checks

Access to this information is limited to authorised personnel only. All data is retained in accordance with our Data Retention Policy.

10. Monitoring and Review

This policy is reviewed annually by the Designated Safeguarding Lead and the Managing Director, or sooner if required by legislative change or REC guidance.

Compliance is monitored through internal audits and periodic checks aligned with REC membership obligations, including safeguarding audits.