

YOUNGEDUCATION

Safer Recruitment Policy

2026/27**Our safer recruitment commitment**

Never give up on any child. We deter unsuitable applicants, scrutinise every candidate and permit only people who have been robustly assessed, checked and found suitable to work for or on behalf of YoungEducation.

Document owner	Managing Director
Approved by	Kevin Orral, Managing Director / Alex Young, Education Director
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Status	Organisation-wide policy

This policy must be read with the YoungEducation Safeguarding and Child Protection Policy 2026/27 (version 2026.1).

1. Non-negotiable appointment controls

YoungEducation enhanced reference standard

Every applicant is expected to provide a minimum of three satisfactory professional references. This is a YoungEducation safeguarding requirement above the general KCSIE reference baseline and applies to employees, workers, self-employed tutors and mentors, agency personnel, contractors and volunteers who will work with or have access to children. Character references do not count. Where three professional references genuinely cannot be supplied, only the exceptional, documented waiver process in section 8.4 may be used; urgency or convenience alone is never a reason for a waiver.

- At least one reference must be from the applicant's current or most recent employer, client or recruitment agency. Where the applicant is currently employed, a reference must normally be obtained from that employer.
- If the applicant is not currently working with children, YoungEducation must also obtain a reference from the most recent organisation for which the applicant worked with children.
- Each professional reference relied upon must be received directly from, and verified with, a legitimate professional source. Open references, testimonials supplied by the applicant and references from relatives, friends or people without professional knowledge of the applicant do not count.
- No appointment is confirmed and no person undertakes regulated activity or unsupervised contact with a child until three references are complete and satisfactory or a section 8.4 waiver is formally approved, and every statutory and role-specific check is complete and satisfactory.
- A barred person must never be permitted to engage in regulated activity. Barred-list information will be requested only where the role is legally eligible.
- All recruitment decisions must be evidence-based, recorded and capable of independent review.

2. Purpose, scope and status

This policy establishes YoungEducation Ltd's safer recruitment and ongoing-suitability arrangements. Its purpose is to deter unsuitable applicants, identify and assess risk, comply with legal and contractual duties, and create a workforce culture in which safeguarding remains central after appointment.

It applies across Alternative Provision, tuition centres, home tuition, online tuition, in-school support, community activity, transport, enrichment and sporting provision. It covers directors, employees, workers, self-employed tutors and mentors, agency and third-party staff, contractors, volunteers, students, trainees and any person whose role creates contact with children or access to sensitive information, systems or premises.

YoungEducation is not a maintained school. Nevertheless, it adopts Part Three of Keeping Children Safe in Education (KCSIE) 2026 as its principal safer-recruitment benchmark and will meet it where it applies through law, commissioning arrangements or contract. When YoungEducation works within a school or local-authority placement, the host or

commissioner's additional requirements also apply. The more protective lawful requirement will be followed.

Cross-reference to safeguarding policy

This policy gives operational effect to sections 14 (concerns and allegations about adults), 15 (safer recruitment and ongoing suitability), 18 (information sharing, confidentiality and records) and 19 (training, induction and assurance) of the YoungEducation Safeguarding and Child Protection Policy 2026/27. Any concern about an applicant or adult already engaged must be managed under that policy without delaying protective action.

3. Legal and guidance framework

This policy has regard to current law and authoritative guidance, including:

- Keeping Children Safe in Education 2026, effective 1 September 2026, particularly Parts Three and Four; KCSIE 2025 remains the operative statutory guidance until 31 August 2026.
- Working Together to Safeguard Children 2026 and the Children Acts 1989 and 2004.
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 and Crime and Policing Act 2026; Police Act 1997; and current Disclosure and Barring Service eligibility, checking and referral guidance.
- Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, as amended, including rules on protected and filtered cautions and convictions.
- Immigration, Asylum and Nationality Act 2006 and current Home Office right-to-work guidance.
- Equality Act 2010, including section 60 restrictions on health and disability questions before an offer except for lawful specified purposes.
- Data Protection Act 2018, UK GDPR, Data (Use and Access) Act 2025 and Article 10 controls for criminal-offence data.
- Childcare Act 2006 and Childcare (Disqualification) Regulations 2018 where a role falls within those arrangements.
- Education Act 2002, Teachers' Disciplinary (England) Regulations 2012, teacher-prohibition arrangements and section 128 directions where applicable to the role or setting.
- Human Rights Act 1998, relevant employment law, DBS Code of Practice, Hertfordshire Safeguarding Children Partnership procedures and commissioning requirements.

KCSIE is statutory guidance for schools and colleges. References in this policy to KCSIE "must" and "should" requirements are applied by YoungEducation where legally or contractually applicable and otherwise adopted as an organisational safeguarding standard. The requirement for three professional references is YoungEducation's own enhanced standard; KCSIE does not prescribe three references.

4. Roles and accountability

Role	Core responsibility
Managing Director	Policy owner; ensures resources, governance and lawful recruitment; approves high-risk or complex suitability decisions; acts as allegations case manager unless conflicted.
Education Director / DSL	Provides safeguarding advice on role risk, candidate information and transferable risk; ensures concerns are linked to the safeguarding process and commissioner requirements.
Operations Manager	Oversees consistent recruitment administration, the recruitment assurance record, document verification, induction and audit actions.
Recruiting manager / panel chair	Defines the role, completes the regulated-activity assessment, maintains an evidence trail, ensures structured selection and confirms that no person starts before clearance.
Safer-recruitment-trained panel member	Participates in shortlisting and interview, tests safeguarding suitability and challenges incomplete or inconsistent evidence.
Recruitment administrator	Obtains references directly, verifies sources, processes checks, records dates/outcomes and escalates discrepancies without making unilateral suitability decisions.
All managers	Maintain ongoing vigilance, respond to concerns, review changes in duties and ensure contractors, volunteers and agency workers remain within approved arrangements.

- At least two people will normally shortlist and interview. At least one person involved in every recruitment process must have completed appropriate safer-recruitment training covering KCSIE Part Three.
- No person may conduct the entire recruitment, verification and appointment process alone. Conflicts of interest must be declared and managed.
- The same safeguarding standard applies regardless of employment status, seniority, personal recommendation, prior relationship, urgency, worker shortage or duration of engagement.

5. Workforce planning and role assessment

Before advertising or sourcing a person, the recruiting manager will produce an accurate role description and person specification and complete a written role-risk assessment. The assessment determines the safeguarding responsibilities, expected contact with children, whether regulated activity is involved, the correct DBS eligibility level, supervision

arrangements, lone or home working, transport, online contact, access to records, and any professional registration or qualification requirements.

- The role description will state responsibility for safeguarding and promoting children's welfare and the standards of conduct expected.
- The assessment must be revisited if duties, location, frequency, age group or level of supervision changes. A check that was lawful for the original role does not automatically remain sufficient after a material change.
- Recruitment timetables must allow adequate time for references, checks and investigation. Operational urgency is never a reason to reduce safeguards.
- The panel will decide in advance the essential criteria, evidence required and safeguarding questions. Criteria will be relevant, proportionate and applied consistently.

6. Advertising and applications

Advertisements and candidate information will make YoungEducation's safeguarding culture visible and deter unsuitable applicants. They will state that safeguarding checks will be undertaken, identify whether the role is expected to involve regulated activity, explain any lawful exemption from the Rehabilitation of Offenders Act, and state that it is an offence for a barred person to apply for regulated activity.

- Candidates must complete YoungEducation's application process. A CV may support but will not replace a complete application form or equivalent structured record.
- The application must include current and former names, contact details, National Insurance number where applicable, present or last employment and reason for leaving, full history since leaving school including education, employment and voluntary work, explanations for every gap, qualifications and awarding bodies, three professional referees, and a suitability statement.
- Applicants will receive or be directed to this policy, the Safeguarding and Child Protection Policy, the Staff Code of Conduct and the policy on recruiting people with a criminal record.
- Recruitment materials will explain how personal and criminal-offence data is processed and that shortlisted candidates may be subject to a proportionate online search.
- Knowingly false, incomplete or misleading information may lead to withdrawal, disciplinary action, termination of engagement or referral to an external body, but discrepancies will be explored fairly before a decision.

7. Shortlisting, self-declaration and online due diligence

Shortlisting will be completed against the published criteria by at least two people. The panel will compare the application, CV and history, identify gaps or repeated changes, and record matters for clarification. Assumptions based on protected characteristics, names, photographs, age or background are prohibited.

- Only shortlisted candidates will be asked for a signed self-declaration of relevant criminal history and other information that may make them unsuitable to work with children, subject to filtering and protection rules.

- The declaration may cover lawful and relevant matters such as barred-list status, teacher prohibition, applicable section 128 direction, childcare disqualification, relevant overseas information and whether the candidate is known to police or children's social care.
- Electronic declarations will be confirmed by the candidate at interview. Protected or filtered information must not be requested, used or retained unlawfully.
- A proportionate online search will normally be completed for shortlisted candidates after they have been told. It will use publicly available information to identify safeguarding, professional-conduct or reputational matters to explore at interview.
- Online searching is not covert social-media surveillance. The searcher will avoid collecting irrelevant protected-characteristic information, record only relevant findings and give the candidate a fair opportunity to explain material concerns.
- No automated system or artificial-intelligence output will make or materially determine a suitability decision. Human review, source verification and recorded professional judgement are required.

8. Three professional references: minimum standard and exceptional waiver

Minimum requirement

The normal requirement is three satisfactory, verified professional references before appointment. A candidate with fewer than three is not cleared unless the exceptional waiver process in section 8.4 has been completed, approved and recorded. A waiver is not automatic and cannot replace any statutory or role-specific check.

8.1 What counts as a professional reference

A professional reference arises from employment, agency work, contracted services, professional placement, relevant volunteering or another structured professional relationship in which the referee directly supervised, commissioned or assessed the applicant's conduct and suitability. A recent client may act as a referee for a genuinely self-employed applicant where the relationship can be independently verified.

- Reference 1: the current or most recent employer, client or recruitment agency, provided by a senior person with appropriate authority.
- Reference 2: the most recent organisation where the applicant worked with children, if different from Reference 1.
- Reference 3: another recent professional employer, client, agency, placement supervisor, volunteer manager, regulator or professional educator able to comment meaningfully on suitability.
- Where a candidate has never worked with children, references must still cover the current or most recent employer and two other verifiable professional relationships.
- For early-career candidates, a supervised placement, apprenticeship, university course, accredited volunteering role or comparable professional setting may provide a reference. Three verified sources remain the normal minimum standard.

8.2 References that do not count

- Relatives, partners, friends, household members, social acquaintances or any person whose relationship prevents objective professional comment.
- Open references, testimonials addressed “to whom it may concern”, screenshots, social-media endorsements or documents supplied only by the applicant.
- A reference from a colleague or subordinate where a current or former manager, commissioner or authorised HR contact is reasonably available.
- A reference that cannot be authenticated, is materially incomplete, refuses to address safeguarding suitability, or conflicts with verified information and cannot be satisfactorily resolved.

8.3 Obtaining and verifying references

1. Obtain references directly from the referee using independently sourced contact information wherever possible. Do not rely on the applicant to forward the reference.
2. Use an organisational email address. If this is genuinely unavailable, independently verify the referee’s identity, role and relationship using a reliable channel and record why a personal address was accepted.
3. Ask factual questions covering dates, role, duties, reason for leaving, reliability, conduct, disciplinary history, suitability to work with children and factual details of any substantiated safeguarding concern or allegation meeting the harm threshold.
4. Verify the reference with the author, including by telephone or another trusted channel, and record the verifier, date, method and outcome. Electronic references must originate from a legitimate source.
5. Compare every reference with the application, interview and other checks. Clarify vague statements, omissions, discrepancies, repeated reluctance or unexplained changes directly with the referee and candidate.
6. Resolve every material concern before appointment. The recruiting manager and safer-recruitment-trained panel member must record why the references are satisfactory.

8.4 Exceptional waiver where three references cannot be supplied

A waiver may be considered only where the candidate genuinely cannot supply three suitable professional references after reasonable, documented attempts have been made. It must not be used merely because recruitment is urgent, obtaining references is inconvenient or a preferred candidate would otherwise be delayed.

1. The recruiting manager must prepare a written waiver request recording the references obtained, every attempt to obtain further eligible references, why the missing reference cannot be supplied, the candidate’s complete history and gaps, the safeguarding risk of the role and all alternative evidence gathered.
2. Other lawful routes must be explored before a decision is made. Depending on the candidate and role, these may include direct factual verification from former employers, agencies, commissioners, clients, placement supervisors or professional bodies; verified employment or volunteering records; qualification and registration checks; overseas checks; an enhanced safeguarding interview; and a directly supervised assessment.

3. The request must be reviewed by a panel comprising all serving YoungEducation DSLs and DDSLs who have completed safeguarding training at Level 2 or above, together with YoungEducation colleagues who have completed safer-recruitment training. Any panel member with a conflict of interest must declare it and take no part in the decision.
4. The panel must make and record a collective, evidence-based decision that addresses the missing information, the reliability of alternative evidence, the nature and frequency of contact with children, any regulated activity and whether residual risk can be safely managed. The panel may refuse the waiver or impose additional induction, supervision, probation and review controls.
5. The decision, reasons, evidence considered, panel membership, conflicts, conditions and review date must be signed by the DSL or DDSL chair and at least one safer-recruitment-trained colleague and retained on the recruitment file and assurance record.

Limits of a waiver

A reference waiver does not confirm suitability by itself and does not waive identity, right-to-work, DBS, barred-list, prohibition, qualification, overseas or any other statutory or role-specific requirement. No child-facing work or regulated activity may begin until the waiver is formally approved, all mandatory checks are complete and final clearance has been issued.

YoungEducation will not seek or include in its own references information about allegations found to be false, unfounded, unsubstantiated or malicious. References YoungEducation gives will state factual information about substantiated safeguarding concerns or allegations meeting the harm threshold and will be handled in line with KCSIE Part Four, employment law and data-protection requirements.

9. Interview and selection

Selection will use structured, role-relevant methods and will test both competence and safeguarding suitability. Interview records will show the questions asked, evidence considered, concerns explored and reasons for the decision.

- Confirm identity and reconcile current and former names, employment history, gaps, reasons for leaving, qualifications and any discrepancies.
- Explore motivation for working with children, understanding of vulnerability and SEND, trauma-informed practice, professional boundaries, online conduct, child-centred responses, whistleblowing and willingness to challenge unsafe practice.
- Use safeguarding scenarios relevant to the service, including one-to-one work, home tuition, online sessions, transport, disclosures, low-level concerns and allegations against colleagues.
- Probe concerning attitudes, including inappropriate idealisation of children, blurred adult-child boundaries, minimising children's vulnerability, excessive secrecy or any implication that adults and children are equals in responsibility or power.
- Discuss relevant information from the self-declaration, references and online search fairly and without pre-judging the candidate.

- Where a practical activity or interaction with children is used, obtain appropriate consent, supervise it directly, avoid one-to-one access and assess professional conduct as well as technical ability.

Children's views may contribute to an appropriately designed selection activity, but children will never be asked to make the appointment decision or be exposed to confidential candidate information.

10. Conditional offers and pre-appointment checks

Every offer is conditional. The offer letter or engagement proposal will list the checks required and make clear that satisfactory completion is a condition of appointment. No start date for child-facing duties is final until written clearance is issued.

Check	YoungEducation requirement
Identity and address	Inspect original or lawfully verified photo identity and proof of current address; reconcile current/former names and date of birth. Originals are checked in person where required by the checking route.
Right to work	Complete the prescribed Home Office check before employment begins and diarise repeat checks for time-limited permission. A right-to-work check is separate from safeguarding suitability.
Professional references	Receive directly, verify and assess three satisfactory professional references, or complete and approve the exceptional waiver process, under section 8.
DBS / barred list	Obtain the legally eligible level. Roles in regulated activity normally require Enhanced DBS with Children's Barred List information. Inspect the original certificate and complete Update Service checks only with consent and a matching certificate.
Qualifications	Verify essential and claimed qualifications with original evidence and, where appropriate, the awarding or professional body.
Employment history	Resolve all gaps, overlaps, unexplained changes and reasons for leaving; retain the evidence and decision.
Overseas history	For time lived or worked outside the UK, obtain appropriate overseas criminal-record and professional-regulatory checks or complete an evidenced alternative suitability assessment.
Professional restrictions	Check teacher prohibition, QTS/induction, section 128 direction, childcare disqualification or other professional sanctions only where applicable and lawful.

Check	YoungEducation requirement
Fitness and adjustments	After conditional offer, confirm capability for the intrinsic duties and identify reasonable adjustments. Pre-offer questions are limited to the Equality Act 2010 exceptions.
Role-specific assurance	Driving licence, business-use motor insurance, vehicle checks, Public Liability Insurance, UTR, professional registration, first aid or other evidence where relevant.

The check itself is not the decision. Where information is disclosed, YoungEducation will assess relevance, seriousness, recency, pattern, circumstances, responsibility taken, rehabilitation, safeguards and the specific role. Except where a legal bar or prohibition applies, a record does not automatically exclude a candidate; the reasoned decision will be documented.

11. DBS, barred-list and regulated-activity controls

- The recruiting manager must determine the role's legal eligibility before requesting a DBS check. Barred-list information must not be requested for a person who is not engaging in or seeking regulated activity.
- For regulated activity with children, YoungEducation will obtain an Enhanced DBS check with Children's Barred List information and inspect the original paper certificate. A standard or basic check is not a substitute.
- An Update Service check may be used only after consent, identity matching, inspection of the original certificate, confirmation that it is for the children's workforce and confirmation that its level and role coverage are appropriate.
- YoungEducation normally requires practitioners in regulated activity to maintain Update Service membership where eligible. Status will be checked before engagement and periodically thereafter. A new certificate is required if the service shows a change, membership lapses, the role changes materially, information is disclosed or risk requires it.
- The 2026 removal of the former supervision exemption for relevant volunteer teaching, training, instruction and supervision will be applied in accordance with the amended Safeguarding Vulnerable Groups Act and current DBS guidance. Historic assumptions about supervised volunteers must not be used.
- No unchecked person may undertake regulated activity. YoungEducation's policy is not to use the statutory facility that can permit a supervised start while an Enhanced DBS certificate is pending.
- A person who is barred must not be used in regulated activity. Knowingly permitting this may be a criminal offence and must be escalated immediately to the Managing Director and DSL.

12. Overseas, qualification and professional-status checks

A UK DBS check does not reveal all relevant events outside the UK. A candidate who has lived or worked overseas will undergo the same checks as other candidates plus further proportionate checks for each relevant country, regardless of whether it is in the EEA or elsewhere.

- Seek overseas criminal-record evidence where available and relevant professional-regulator confirmation, especially for teaching or licensed roles.
- Assess the reliability, scope, translation and disclosure threshold of overseas evidence. A certificate from another country does not replace the UK DBS check.
- Where evidence is unavailable, document attempts, reasons, alternative verification and a specific risk assessment. Unavailability does not automatically make a person suitable.
- Verify essential qualifications with the awarding body or trusted verification route. For applicable teaching roles, use the DfE service to check QTS, induction and prohibition information.
- Where a sanction imposed overseas does not legally prevent UK work, the underlying circumstances must still be assessed for transferable risk and suitability.

13. Self-employed tutors and mentors, agency staff, contractors and volunteers

Self-employed tutors and mentors

Self-employment does not reduce safeguarding standards. YoungEducation will complete or verify the full safer-recruitment process, including three professional references or an approved section 8.4 waiver, identity, right to work, Enhanced DBS with Children's Barred List information where the work is regulated activity, qualifications, history and safeguarding interview.

- Original photo ID, proof of address, right-to-work evidence, DBS certificate and qualifications/training evidence will be verified.
- Where relevant, the individual must provide current Public Liability Insurance, UTR, driving licence, vehicle documentation and motor insurance covering business use before transporting a child or travelling as part of the role.
- Commercial documents do not prove safeguarding suitability and never replace the core checks.
- The true working arrangement determines employment and tax status; describing a person as self-employed does not disapply employment, safeguarding or data-protection law.

Agency and third-party staff

- Before deployment, obtain written confirmation that the agency has completed all required checks and secured the appropriate certificates, including three professional references to YoungEducation's standard or a waiver approved directly by YoungEducation under section 8.4.

- Confirm the DBS level and barred-list coverage; obtain a copy where disclosure information or the applicable rules require it; and verify the identity of the person who presents for work against the agency confirmation.
- YoungEducation may audit evidence, request clarification or repeat checks. Agency assurance will not be accepted where it is generic, incomplete or inconsistent.
- The contract must allocate safeguarding responsibilities, notification of concerns or new information, supervision, record access and immediate removal arrangements.

Contractors and visitors

- Contracts will state safeguarding and checking requirements. The legally appropriate DBS level will reflect duties and contact with children.
- A contractor without completed checks must never work unsupervised, undertake regulated activity or be given uncontrolled access to children, records or restricted areas.
- Self-employed contractors must show the required original certificate or allow YoungEducation to obtain the check through an eligible route.
- Visitors without a child-facing role are managed through sign-in, identification, supervision and access controls rather than unlawful blanket DBS checking.

Volunteers, students and trainees

- Complete a written role-risk assessment and apply the three-reference standard, including the exceptional section 8.4 process where necessary, where the individual will work with or have access to children.
- Obtain the legally eligible DBS level and barred-list information where regulated activity applies. No unchecked volunteer may be left unsupervised or undertake regulated activity.
- Placements arranged through another institution require written assurance, but YoungEducation remains responsible for identity confirmation, on-site arrangements and acting on concerns.

14. Clearance, incomplete checks and withdrawal

No clearance, no child-facing work

A candidate is not cleared until the recruitment checklist is signed by the recruiting manager and independently verified by an authorised second person. Verbal assurances, a pending certificate, a personal recommendation or a historic relationship with YoungEducation are insufficient.

- If three satisfactory professional references cannot be obtained, seek authorised factual confirmation and other eligible professional referees first. Only the exceptional process in section 8.4 can approve a waiver, after alternative routes have been explored in accordance with safeguarding, equality, data-protection and employment legislation.
- A candidate may attend an interview, tour or directly supervised assessment before clearance only under a written risk arrangement, with no responsibility for children, no one-to-one access, no access to confidential records and no representation as an appointed practitioner.

- Concerns must be explored with the candidate where fair and safe to do so. Protective action, police or LADO consultation must not be compromised by premature disclosure.
- An offer may be withdrawn where a condition is not met, evidence is false, information creates unacceptable role-related risk or the candidate refuses a lawful check. The reason and evidence will be recorded and communicated appropriately.
- High-risk, disputed or ambiguous decisions require consultation between the recruiting manager, Managing Director and DSL. Independent HR, legal, DBS, LADO or commissioner advice will be obtained where necessary.

15. Recruitment assurance record and data protection

YoungEducation will maintain a secure single central recruitment assurance record or equivalent. It is an assurance record, not a substitute for the underlying recruitment file. Access is restricted to authorised people and records are retained under YoungEducation's retention schedule and applicable commissioner requirements.

Record	Minimum entry
Identity	Check completed, date, checker and any former-name resolution.
Right to work	Method, date, outcome, expiry/recheck date and checker.
DBS / barred list	Level/workforce, barred-list inclusion where eligible, certificate/status date, checker, outcome and risk-decision reference.
References	Three referees, professional relationship, date received, verification method/date, checker and satisfactory outcome; or the approved waiver record, alternative evidence, panel decision and conditions.
History / qualifications	Gaps resolved; essential qualifications and registrations verified.
Additional checks	Overseas, prohibition, section 128, childcare disqualification, driving/insurance or other role-specific outcomes as applicable.
Decision	Conditional offer, final clearance date, approvers, restrictions and review triggers.
Training	Safeguarding induction, KCSIE, code of conduct, safer-working and role training dates.

- Criminal-offence data will be processed only with an identified lawful basis and Data Protection Act 2018 condition, with access and retention strictly limited.
- A copy of a DBS certificate will be retained only where there is a valid reason and normally for no longer than six months. YoungEducation may retain a record that the check occurred, its result and the decision.

- Online-search notes will contain only relevant, verified or clearly attributed information. Irrelevant protected-characteristic data will not be added to the recruitment file.
- Applicants will receive a recruitment privacy notice. Information will be accurate, necessary, secure, access-controlled and disposed of safely when the retention purpose ends.
- Safeguarding concerns identified during recruitment will be transferred to the appropriate safeguarding or allegations record rather than hidden in ordinary recruitment notes.

16. Induction, probation and ongoing suitability

Safer recruitment continues after appointment. Before unsupervised work, each person must complete safeguarding induction proportionate to the role and confirm that they have read and understood the required policies and reporting routes.

- Induction includes the Safeguarding and Child Protection Policy, Part One of KCSIE 2026, Staff Code of Conduct, low-level concerns, whistleblowing, online safety, professional boundaries, CPOMS/reporting, lone and home working, emergency action and commissioner/site procedures.
- Probation or initial review will test conduct, reliability, record keeping, boundaries, response to feedback and safeguarding competence. Concerns will be recorded and acted on promptly.
- Managers will maintain vigilance through supervision, observation, feedback, audit, complaints, attendance and safeguarding information. A clean check at appointment is not proof of permanent suitability.
- Staff and contractors must disclose without delay any arrest, charge, conviction, caution, barring consideration, professional restriction, childcare disqualification, loss of licence/insurance or other change that may affect suitability, subject to lawful filtering rules.
- DBS Update Service status checks and repeat checks will follow the role risk, contractual requirements and organisational schedule. Where Update Service membership lapses, a new eligible certificate is required before continued regulated activity unless formally managed under a lawful protective arrangement.
- A material change of duties triggers a fresh regulated-activity assessment and any additional checks before the new duties begin.

17. Concerns, allegations, low-level concerns and referrals

Any concern that an applicant or current worker may have harmed a child, committed an offence against or related to a child, pose a risk of harm, or be otherwise unsuitable to work with children must be reported immediately under section 14 of the Safeguarding and Child Protection Policy. Transferable risk from conduct outside work must be considered.

- Kevin Orral, Managing Director, is the allegations case manager. If the concern is about him, report directly through Hertfordshire LADO procedures and inform the appropriate alternative senior leader.

- The DSL safeguards the child; the case manager addresses the adult process in consultation with the LADO, police, children's social care, HR and commissioners as appropriate.
- Low-level concerns are reported promptly and recorded; they are not ignored because they do not meet the harm threshold. Patterns and cumulative concerns will be reviewed.
- YoungEducation will make a DBS barring referral where the statutory conditions and harm test are met, including where a person resigns, withdraws or their contract ends before the process concludes.
- A referral to the Teaching Regulation Agency, professional regulator, agency, commissioner or other body will be made or considered where applicable. Settlement, resignation or self-employed status will not prevent a required referral.
- Recruitment records relevant to an allegation will be preserved and shared lawfully. Confidentiality will be maintained without promising secrecy.

18. Equality, accessibility and fair decision-making

YoungEducation recruits on merit while safeguarding children. Selection criteria, checks and decisions will be relevant, proportionate, consistent and free from unlawful discrimination. Reasonable adjustments will be offered throughout the process.

- Health or disability questions before an offer are limited to lawful purposes such as arranging adjustments, establishing ability to perform an intrinsic function, monitoring diversity or positive action. Fitness for the role is normally confirmed after conditional offer.
- Criminal records and safeguarding information are assessed individually unless a legal bar or prohibition applies. Protected or filtered records will not be requested or considered.
- Nationality or accent is not a proxy for right to work or overseas risk. The prescribed check is applied consistently, and overseas checks are based on actual residence/work history and role risk.
- Candidates will normally be told the substance of adverse information and allowed to respond before a final decision, unless doing so would place a child at risk or prejudice a statutory process.
- Decisions, including withdrawal, must record evidence, relevance to the role, risk, mitigation considered and approval. Unsupported instinct or "culture fit" is not sufficient.

19. Training, audit, monitoring and review

- At least one appropriately trained person participates in each recruitment process. Safer-recruitment training is refreshed in line with current guidance and whenever material legal or organisational change requires it.
- The Operations Manager will sample recruitment files and the assurance record at least termly, including reference count and verification, DBS eligibility, overseas checks, clearance dates, induction and restrictions.

- The Managing Director and DSL will review themes from allegations, low-level concerns, complaints, probation, staff turnover, audit and commissioner feedback to improve recruitment controls.
- Any person found working outside clearance restrictions will be removed from child contact immediately while safeguarding and management action is taken.
- This policy is reviewed at least annually and sooner after legislative or KCSIE change, a serious incident, LADO/DBS learning, audit failure, new service model or material commissioner requirement.

Appendix A: Safer recruitment clearance checklist

Stage	Required evidence before clearance
Role planning	Role description; person specification; safeguarding duties; regulated-activity and DBS eligibility assessment; panel and timetable.
Advert/ application	Safeguarding statement; ROA/barred-person wording; structured application; full history; three referees; privacy information.
Shortlisting	Two-person scoring; gaps and discrepancies identified; shortlisted self-declaration; notified proportionate online search.
References	Three professional references received direct and verified, with discrepancies resolved; or an exceptional waiver approved under section 8.4 with alternative evidence and conditions recorded.
Selection	Structured safeguarding interview; identity seen; history/gaps explored; scenarios and boundaries tested; observed activity controlled where used.
Core checks	Identity/address; right to work; appropriate DBS/barred list; original certificate; qualifications; professional status; overseas checks; role-specific documents.
Decision	All issues resolved; risk assessment completed for any disclosure; two-person clearance; conditions/restrictions recorded; start authority issued.
Before work	Contract/engagement terms; safeguarding induction; policies acknowledged; CPOMS/reporting access; site/commissioner briefing; supervision and review dates.
Ongoing	Probation reviews; Update Service/recheck schedule; insurance/registration expiry dates; duty to disclose; supervision and audit.