



Remedy Recruitment Group Ltd

Safer Recruitment Policy

Purpose of Policy

Remedy Recruitment Group provide fully vetted supply staff to schools. We are committed to ensure only suitable applicants are hired to work with children and young people. The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of Remedy's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that Remedy meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Remedy has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2019 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Remedy aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for our job vacancies.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure Remedy has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the Remedy's compliance with them.

It is the responsibility of the Director, Compliance Manager and other Managers involved in recruitment to:

- Ensure that Remedy operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work with children
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Director and Compliance Manager to lead in all appointments. Consultants may be involved in staff appointments but the final decision will rest with the schools that we deal with.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of Remedy Recruitment will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Remedy is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Remedy is required to carry out an enhanced DBS check for all staff and supply staff who will be engaging in regulated activity. However, Remedy can also carry out an enhanced

DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, Remedy will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear Remedy's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Application Forms

Remedy uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for Remedy to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at a school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a boarding environment.

References

References for short-listed applicants will be sent for immediately after registering with Remedy. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Remedy. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

Remedy does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Probationary Period

There is a 6-month probation period for all new staff, during which it is mandatory that safeguarding training is completed.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 – the national minimum standards Remedy carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Remedy's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which Remedy considers to be satisfactory; for positions which involve "teaching work":
 - i. Remedy being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
 - ii. Remedy being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at a school or which, in the Remedy's opinion, renders the applicant unsuitable to work at a school;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which Remedy considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List ;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which Remedy deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

Whether a position amounts to "regulated activity" must therefore be considered by Remedy in order to decide which checks are appropriate. It is however likely that in nearly all cases Remedy will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Remedy.

DBS (Disclosure and Barring Service) Check

Remedy applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

Remedy's policy is that the DBS disclosure must be obtained before the commencement of employment of any new employee.

Remedy's policy is to ensure all employees' DBS Certificates are also registered on the Update service.

Remedy are aware of their obligation to inform the school of any cautions or convictions that arise between these checks taking place.

Overseas police checks will still be requested for applicants with periods of 6 months or more overseas residence.

Portability of DBS Certificates Checks

All staff are encouraged to join the DBS Update Service. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers. Remedy will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to the initial registration interview.

Dealing with convictions

Remedy operates a formal procedure if a DBS Certificate is returned with details of convictions. Please also see 'Recruitment of Ex-offenders' policy and procedure.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head of Human Resources. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Head of Human Resources will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Remedy may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Secretary of State Prohibition Orders (Teaching & Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so. A section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school.

A person who is prohibited is unable to participate in any management of an independent school, a governor on any governing body in an independent school, or a management position that retains or has been delegated any management responsibilities. A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at Remedy office will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Remedy does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

Remedy is legally required to verify the medical fitness of anyone to be appointed to a post in a school, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

Remedy is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Induction Programme

All new employees will be given an induction programme which will clearly identify Remedy's policies and procedures, including the Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Record Retention/Data Protection

Remedy is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, Remedy will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Remedy to discharge its obligations as an employer, eg so that the Remedy may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Remedy for the duration of the successful applicant's employment with Remedy. All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

Remedy will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

Ongoing Employment

Remedy recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Remedy will therefore provide ongoing training and support for all staff.

Leaving Employment at Remedy

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Remedy also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position despite being barred from working with children; or
- has been removed from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher Remedy may also decide to make a referral to the Teaching Regulation Agency.

In fulfilling its Prevent Duty obligations Remedy does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Monitoring and Evaluation

The Head of Human Resources will be responsible for ensuring that this policy is monitored and evaluated regularly. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Director.

Update – January 2026 (KCSIE 2025 & ROA/DBS Filtering Alignment)

This section updates Remedy Recruitment Group's Safer Recruitment Policy to align with Keeping Children Safe in Education (KCSIE) 2025 and recent updates to the Rehabilitation of Offenders Act 1974 (ROA) and DBS filtering rules.

KCSIE 2025 – Safer Recruitment Requirements

All references in this policy to KCSIE are updated to the September 2025 statutory guidance. Part 3 (Safer recruitment) requires robust pre-appointment vetting, accurate recording on the Single Central Record (SCR), and ongoing suitability monitoring. (See KCSIE 2025 Part 3).

Online searches: As part of shortlisting due diligence, Remedy will consider carrying out online searches on shortlisted candidates to identify publicly available incidents or issues to explore at interview. Where conducted, Remedy will document the search scope, date, and outcomes proportionately and lawfully. (KCSIE Part 3).

Teacher checks: For roles involving teaching work, prohibition checks will be completed using the Department for Education's 'Check a teacher's record' service. Section 128 checks will be completed for management roles in independent/academy/free schools (or where schools require), via Teacher Services or via DBS parameters where applicable.

Single Central Record (SCR) – Evidence and Data Protection

Remedy will provide schools with written confirmation of all pre-employment checks for supply/agency staff as required, and ensure photo identification is presented on first day on site. We will not retain DBS certificates for longer than six months and will record only: that the check was completed, date seen, outcome, and who verified it. (UK GDPR / KCSIE).

Rehabilitation of Offenders Act (ROA) & DBS Filtering – Self-disclosure and Assessment

Application and self-declaration forms are updated to reflect filtering rules and ROA changes. Shortlisted candidates will be asked only about: (a) unspent conditional cautions and convictions; and (b) adult cautions or spent convictions not 'protected' under the ROA Exceptions Order/DBS filtering. Youth cautions/warnings/reprimands are not requested and must be disregarded. We will ignore any filtered offences if known.

Assessment of positive disclosures will continue to consider relevance, seriousness, time elapsed, pattern of behaviour, and evidence of change. All decisions are documented in a safeguarding risk assessment.

Overseas Checks & Right to Work

Where an individual has lived or worked overseas for 12+ months (continuous or cumulative) in the last 10 years while aged 18+, Remedy will seek appropriate overseas criminal record certificates and verify translations as needed. Right to work checks will be completed using Home Office guidance, including use of the online checking service (eVisas) and share codes.

Removal of Outdated References

References to EEA regulator sanctions checks have been removed (post-EU exit). References to Section 142 ('List 99') have been withdrawn and replaced with current barred list, prohibition, and Section 128 processes.

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