



Recruitment & Vetting Policy

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Version: 1.0

Review Date: June 2027

1. Policy Statement

Enlightenment Education Ltd is committed to ensuring that all individuals placed into education settings are appropriately vetted, qualified, and suitable to work with children and young people.

This policy sets out the minimum recruitment and vetting standards applied to all candidates prior to placement in schools and education settings.

All procedures are designed in line with **Keeping Children Safe in Education (KCSIE)**, safer recruitment principles, and relevant UK employment and safeguarding legislation.

2. Scope

This policy applies to:

- All candidates registered with Enlightenment Education Ltd
 - All temporary, supply, and long-term placements
 - All directors and staff involved in recruitment and compliance
 - All education settings using agency staff supplied by the company
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3. Recruitment Principles

Enlightenment Education Ltd operates the following core principles:

- Safeguarding children is the highest priority
 - Only suitably qualified and vetted individuals are placed in schools
 - Full transparency of employment history and suitability is required
 - All checks must be completed prior to any placement commencing
 - No exceptions are made to mandatory safeguarding requirements
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4. Candidate Registration Process

All candidates must complete a formal registration process which includes:

- Completion of a full application form or registration profile
 - Face-to-face or live video interview conducted by a consultant
 - Verification of identity in line with right-to-work legislation
 - Collection of full employment history, including explanation of any gaps
 - Declaration of suitability to work with children and young people
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5. Right to Work in the UK

In accordance with UK legislation, all candidates must provide valid evidence of their right to work in the United Kingdom.

Acceptable documents will be verified and recorded prior to placement.

No candidate will be placed without confirmed right-to-work status.

6. References

Enlightenment Education Ltd requires a minimum of **two professional references** covering at least **two years of employment history**.

References must:

- Be obtained directly from the referee organisation
- Be verified as authentic
- Cover suitability to work with children where applicable
- Be reviewed and approved prior to placement

Where gaps in employment exist, additional references or clarification may be requested.

7. Disclosure and Barring Service (DBS)

All candidates working in regulated activity must hold an **Enhanced DBS certificate** suitable for working with children.

We require:

- Enhanced DBS checks prior to placement
- Verification of DBS certificates
- Registration with the DBS Update Service where possible
- Ongoing monitoring of DBS status where applicable

Candidates will not be placed into any regulated education setting without satisfactory DBS clearance.

8. Qualifications and Professional Status

Where applicable, Enlightenment Education Ltd verifies:

- Teaching qualifications (e.g. QTS, PGCE, EYTS)
- Teaching Assistant qualifications
- SEN or specialist training certificates
- Professional registration status (if relevant)

Original documentation is checked and recorded prior to placement.

9. Employment History Checks

A full chronological employment history is required from all candidates.

We will:

- Identify and review any gaps in employment history
 - Request explanations for gaps where necessary
 - Assess suitability based on consistency and transparency
 - Record all employment history checks in candidate files
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10. Safeguarding and Suitability Assessment

During the recruitment process, candidates are assessed for suitability to work with children, including:

- Professional conduct and communication
- Attitudes towards safeguarding and child welfare
- Past employment performance and references
- Any disclosed concerns or disciplinary history

Where concerns arise, placement will not proceed until satisfactory resolution.

11. Pre-Placement Compliance Requirements

Before any candidate is deployed into a school, the following must be fully completed:

- Identity verification
- Right to work confirmation
- Enhanced DBS clearance

- Two satisfactory references
 - Qualification checks (where applicable)
 - Completed registration interview
 - Safeguarding suitability confirmation
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12. Ongoing Monitoring

Enlightenment Education Ltd maintains ongoing responsibility for candidates placed in schools, including:

- Monitoring DBS status updates (where on Update Service)
 - Addressing any new safeguarding concerns
 - Maintaining up-to-date compliance records
 - Acting immediately on any suitability concerns raised by schools
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13. Record Keeping

All recruitment and vetting documentation is stored securely and in compliance with UK GDPR requirements.

Records are retained for audit, safeguarding, and regulatory purposes and are accessible only to authorised personnel.

14. Policy Review

This policy will be reviewed annually, or earlier if required due to changes in legislation, statutory guidance, or operational practice.

Signed for and on behalf of Enlightenment Education Ltd

Alex Alton – Director

Heather Beevers – Director