



Safer Recruitment Policy

Version: 1.0

Review Date: June 2027

Directors: Alex Alton & Heather Beevers

1. Policy Statement

Enlightenment Education Ltd is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is an essential part of our safeguarding framework and is applied rigorously to all recruitment and placement activities.

We are committed to preventing unsuitable individuals from gaining access to children through robust recruitment, vetting, and selection procedures.

2. Scope

This policy applies to:

- All candidates seeking work through the Agency
 - All employees and contractors of Enlightenment Education Ltd
 - All recruitment and placement processes
 - All education settings engaging agency staff
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3. Safer Recruitment Principles

We operate in accordance with recognised safer recruitment standards and KCSIE guidance.

We ensure that:

- Safeguarding is embedded at every stage of recruitment
 - All candidates undergo full vetting before placement
 - No candidate is deployed without full compliance clearance
 - Recruitment decisions prioritise safeguarding above all other considerations
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4. Recruitment Process

Our safer recruitment process includes:

- Detailed application and employment history collection

- Structured interview (video or in-person)
 - Identity verification and right-to-work checks
 - Verification of qualifications and professional status
 - Two verified professional references
 - Full DBS check (enhanced where required)
 - Assessment of suitability to work with children
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5. Employment History and Gaps

Full employment history is required from all candidates.

Any gaps in employment are:

- Identified during screening
 - Explored and documented where necessary
 - Assessed for safeguarding relevance
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6. DBS and Vetting

All candidates working in regulated activity must hold an enhanced DBS certificate.

We also:

- Verify DBS certificates
 - Encourage DBS Update Service registration
 - Maintain ongoing safeguarding monitoring where applicable
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7. Ongoing Safeguarding

Safer recruitment does not end at placement.

We:

- Monitor candidate suitability
 - Respond to safeguarding concerns immediately
 - Remove individuals from placement where necessary
 - Maintain continuous compliance oversight
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8. Policy Review

This policy is reviewed annually or earlier if required.

Signed on behalf of Enlightenment Education Ltd

Alex Alton – Director

Heather Beevers – Director