

Think Teachers Safer Recruitment Policy (2025 Edition)

Ensuring every placement promotes the safety and welfare of children.

1. Policy Statement

At **Think Teachers**, we recognise our responsibility to ensure that all recruitment and vetting practices protect children and young people from harm.

We are committed to safer recruitment that:

- Prevents unsuitable individuals from working with children.
- Promotes safe professional conduct at all stages of employment and placement.
- Embeds safeguarding into every aspect of our recruitment and supply process.

This policy is underpinned by:

- *Keeping Children Safe in Education (KCSIE 2024)*
 - *Safer Recruitment Consortium Guidance (2023)*
 - *The Education Act 2002 (Section 175)*
 - *Safeguarding Vulnerable Groups Act 2006*
 - *The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)*
 - *UK GDPR & Data Protection Act 2018*
 - *Disclosure and Barring Service (DBS) Code of Practice*
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2. Leadership and Responsibility

Overall responsibility for safer recruitment and compliance lies with:

Greg Oram – CEO & Designated Safeguarding Lead (DSL)

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Greg Oram has completed **TES-accredited Safer Recruitment training** and holds additional safeguarding qualifications including:

- Child Protection
- Safeguarding Young People
- Safeguarding Adults
- Prevent and Radicalisation Awareness
- Online Safety
- Domestic Abuse: Children and Young People

All Think Teachers consultants receive annual safer recruitment and safeguarding training appropriate to their role.

3. Our Safer Recruitment Principles

- **Safeguarding first:** Every decision prioritises child welfare.
- **Transparency:** All checks are completed, recorded, and auditable.
- **Consistency:** No candidate begins work without full clearance.
- **Confidentiality:** Information is processed in accordance with UK GDPR.
- **Partnership:** We work closely with schools to ensure shared responsibility for safer recruitment.

4. The Think Teachers Recruitment Process

Before any candidate is placed in a school or setting, **all mandatory safer recruitment checks** are completed in full and recorded on our compliance database.

Stage 1 – Application and Pre-Screening

- Application received and reviewed for completeness, accuracy, and suitability.
- Gaps in employment identified and queried prior to interview.
- Online presence reviewed where relevant to professional conduct.

Stage 2 – Face-to-Face Interview

All candidates are interviewed in person or via secure video call by trained recruitment staff.

Interviews assess:

- Teaching or support experience
- Motivation to work with children
- Understanding of safeguarding responsibilities
- Professional attitude and reliability

Candidates are required to bring original documents for verification at this stage.

Stage 3 – Identification and Right-to-Work Checks

In line with *Home Office and DBS guidance*, candidates must provide:

- **Photographic ID** (passport or driving licence)
- **Two proofs of address** dated within the last 3 months
- **Right to Work documentation** (Visa, BRP, or share code if applicable)
- **National Insurance number evidence**

All documents are verified, scanned, and stored securely.

Stage 4 – Qualifications and Professional Status

- Original certificates for **QTS, QTLS, degrees, or relevant qualifications** are verified.
- Where originals are unavailable, confirmation from the awarding body is sought.
- The **Teaching Regulation Agency (TRA)** is checked for:
 - Prohibition orders
 - Sanctions or restrictions
 - QTS status

Stage 5 – DBS and Criminal Record Checks

- All candidates must hold a valid **Enhanced DBS certificate** with children's barred list information.
- Think Teachers encourages registration with the **DBS Update Service** and conducts regular status checks.
- If a candidate is not registered, a new DBS application is processed prior to placement.
- Overseas candidates provide a **current Police Clearance Certificate** and references covering all overseas employment.

All criminal disclosures are reviewed in line with the **Rehabilitation of Offenders Act 1974 (Exceptions Order)** and recorded on a confidential risk assessment form.

Stage 6 – Reference Checks

- Minimum of **two professional references** are obtained, including one from the most recent employer or placement provider.
- References are verified verbally or in writing prior to placement.
- Open or character references are supplementary only.
- All references are scrutinised for inconsistencies, and concerns are followed up.

Stage 7 – Health and Fitness Declaration

- Candidates complete a **Pre-Employment Health Questionnaire** to confirm fitness for work with children.
- Any declared conditions are risk-assessed and reasonable adjustments discussed where appropriate.

Stage 8 – Disqualification and Suitability Checks

- Where applicable, candidates working with pupils under 8 complete a **Disqualification by Association declaration**.
- Additional suitability declarations are completed for roles involving residential or one-to-one responsibilities.

Stage 9 – Final Approval and Record Keeping

Once all checks are complete:

- Candidate files are reviewed and authorised by the **Compliance Officer**.
- A record of all checks is logged on Think Teachers' **Compliance Management System**.
- Schools receive written confirmation that all statutory vetting has been completed — suitable for inclusion in their **Single Central Record (SCR)**.

5. Post-Placement Monitoring

Think Teachers maintains ongoing oversight of all active staff, including:

- **DBS Update Service monitoring**.
- **Annual reference re-verification** for long-term candidates.
- **Feedback from schools** on conduct, reliability, and professionalism.
- **Safeguarding updates** and reminders throughout the academic year.

Concerns about suitability are immediately investigated, and where necessary, candidates are withdrawn from placements pending review.

6. Handling Disclosures and Allegations

If information arises during the recruitment process or an allegation is made post-placement:

- The candidate is suspended from all assignments pending investigation.
- The **DSL** liaises with the **school**, **LADO**, and **DBS** as appropriate.
- A confidential investigation file is maintained with full audit trail.
- Referrals to the **DBS** or **Teaching Regulation Agency** are made when thresholds are met.

7. Data Protection and Confidentiality

All candidate information is held securely in line with **UK GDPR**.

Information is shared with schools **only** for safeguarding and compliance purposes and is never used for marketing or non-compliance purposes.

Candidate data is stored for the statutory retention period and deleted thereafter.

8. Audit, Review, and Continuous Improvement

- All recruitment files are subject to **internal audit** and **annual REC compliance review**.
- Regular training ensures all staff remain up to date with **KCSIE** and statutory changes.
- This policy is reviewed **annually** or sooner if legislation changes.