



Reviewed: April 2026

Next Review Date: April 2027

Review By: Oleksiy Omelchuk – Director

Policy Statement and Commitment

Education Experts Ltd is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, candidates, and stakeholders to share this commitment. We implement robust recruitment and vetting procedures to identify and deter unsuitable individuals from working with children.

Planning and Advertising

Safeguarding Commitment: All job advertisements and information packs include our safeguarding commitment.

Role Definitions: Job descriptions clearly outline safeguarding responsibilities, including the duty to report concerns to a Designated Safeguarding Lead (DSL).

Application Process

Standardised Forms: Candidates must complete a full application form via our secure system, Edun. CVs alone are not accepted as they do not provide the granular detail required for safer recruitment.

Employment History: A full chronological history since leaving secondary education is required, with any gaps thoroughly investigated and documented.

Self-Declaration: Shortlisted candidates must complete a criminal record self-declaration, included in our registration form before the face-to-face interview.

Scrutiny and Shortlisting

A Consultant trained in Safer Recruitment will shortlist and interview candidates once an initial call screening process has been completed to ascertain both qualifications and experience levels meet our criteria.

Online Searches: In line with KCSIE, we perform online searches (including but not limited to social media and Google) for shortlisted candidates to identify any publicly available information that might suggest a safeguarding risk.

Face-to-Face Interviews: These are mandatory (either in-person or virtually via secure video link) to assess a candidate's suitability and motivations for working with children.

Safeguarding Questions: Interviews include specific questions to test a candidate's attitude toward safeguarding and professional boundaries.



Mandatory Pre-Employment Vetting Checks

No candidate will be placed in an assignment until the following checks are complete and verified:

- Identity & Right to Work: Verification via original documents (e.g., passport, birth certificate).
- Enhanced DBS with Barred List: Must be obtained for all roles in "regulated activity".
- DBS Update Service: Where a candidate uses the Update Service, we perform a status check on the original certificate.
- References: At least two satisfactory professional references are required, including the most recent employer and, where applicable, the most recent employer where the candidate worked with children.
- Professional Qualifications: Verified through the [Teaching Regulation Agency \(TRA\)](#) (Where applicable).
- Prohibition Checks: Confirming candidates are not subject to a prohibition order for teaching work.
- Overseas Checks: Candidates who have lived or worked abroad for 3 months or more in the last 5 years must provide a Certificate of Good Conduct.
- Medical Fitness: A health declaration to confirm fitness for the role.
- Online searches including Google and Section 128 (Where applicable).
- Confirmation of Safeguarding training completed within a 12-month period. (We offer free accredited training to any candidate who does not have this in place).

Post-Appointment and Quality Assurance

Education Experts Ltd maintains a rigorous quality feedback loop to ensure that candidates continue to meet the high standards required for work in schools. This process consists of three core pillars:

1. Proactive Feedback Calls

First-Day Check-in: A consultant will contact the school within the first 2 hours of a new assignment to ensure the candidate arrived on time, is suitably dressed, and has been properly inducted into the school's safeguarding procedures.

Weekly Service Reviews: For long-term placements, consultants conduct weekly scheduled calls with the school's contact or overseeing senior leadership team to discuss performance, conduct, and any emerging training needs.

2. End-of-Assignment Performance Reports (EAPs)

Standardized Evaluation: At the conclusion of every assignment, the school is sent an electronic End of Assignment Reference Form. These forms are saved directly to the candidate's digital file and form part of their ongoing suitability record.

3. Ongoing Feedback & "Living References"

Rolling Suitability: For candidates working regular "day-to-day" supply, we treat feedback as a "living reference." If a candidate receives three "Outstanding" feedback reports, they are prioritised for preferred bookings.

Performance Management: If any feedback indicates a "Requires Improvement" standard, the candidate is called for a formal review meeting. We may provide additional training (e.g., Behaviour Management refresher) before they are cleared for further bookings.

Safeguarding Trigger: Any feedback that mentions a breach of professional boundaries or a safeguarding "low-level concern" is immediately escalated to the Agency DSL and investigated in line with KCSIE Part 4 (Allegations against staff).

The Education Experts Ltd Difference: Quality & Values

As a family-run agency, we pride ourselves on a level of personal accountability and integrity that larger corporations often cannot match. Our safeguarding policy is not just a compliance exercise; it is a reflection of our family values and our shared responsibility to local communities.

- **A Personal Touch:** We aren't just names behind a screen. Because our reputation is tied to our family name, we take a personal interest in every candidate we represent and every school we support.
- **Quality over Quantity:** We would rather leave a booking unfilled than send a candidate we wouldn't trust in our own children's classrooms. We hand-pick our educators based on their character and passion, not just their credentials.
- **Consistency & Continuity:** Unlike large agencies with high staff turnover, our clients benefit from long-term relationships with the same consultants. This allows us to develop a deep, nuanced understanding of your school's unique safeguarding culture.
- **Direct Accountability:** Should you ever have a concern, you have direct access to the business owners. We are agile, responsive, and committed to doing the right thing, every time.

By choosing Education Experts Ltd you are partnering with a team that treats your school's safety as if it were our own. We remain steadfast in our mission to provide the highest calibre of educators while upholding the gold standard of **REC Audited Education** compliance.