

Recruitment, Selection and Vetting Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD applies safer recruitment standards to every candidate. No candidate is put forward for an assignment until every mandatory check is complete and verified.

Our principles

- Checks are carried out by us, recorded on file, and evidenced to the client in writing before a candidate starts.
- We do not accept a candidate's assurance, a previous agency's assurance, or a photograph of a document in place of verification.
- Decisions are based on suitability alone, in line with our Equal Opportunities Policy and our Recruitment of Ex-Offenders Policy.
- No commercial pressure justifies supplying a candidate whose file is incomplete. No member of our team will ever be criticised for refusing to supply on compliance grounds.

The checks we complete

- Identity, verified against original documents or through a certified digital identity provider.
- Right to work in the UK, giving a statutory excuse, with time-limited permissions diarised for re-check.
- Enhanced DBS certificate, including a children's barred list check where the role is regulated activity.
- Teaching Regulation Agency prohibition, interim prohibition and section 128 checks where applicable.
- Qualifications, verified against original certificates.
- Full employment history since leaving education, with any gap of more than one month explained.
- Two references covering the last two years, including the most recent employer, obtained directly by us.
- Overseas criminal records checks where a candidate has lived or worked abroad for three months or more in the last five years.
- A medical fitness self-declaration.

Interview and references

Every candidate is interviewed before registration, with employment history, gaps and motivation for working with children explored. At least one person involved in the recruitment decision holds accredited safer recruitment training.

References are requested and received directly by us. Every request asks whether the referee has any concern about the candidate's suitability to work with children, and whether the candidate has been subject to any safeguarding allegation or disciplinary process. We do not accept references handed over by the candidate, open testimonials, or references from friends or relatives.

Ongoing compliance

DBS status is re-checked at least annually through the Update Service, prohibition checks are repeated annually, and right to work permissions are re-checked before expiry. Candidates must tell us immediately of any arrest, charge, caution, conviction, safeguarding investigation, referral, barring or prohibition order. Any candidate whose compliance lapses is removed from availability until it is restored.

Written assurance to schools

Keeping Children Safe in Education 2026 requires schools to obtain written assurance from a supply agency that the necessary checks have been carried out. We issue that written notification for every candidate before they start, and retain a copy. Our Vetting and Assurance Statement sets out what it contains. Schools are welcome to audit our records on reasonable notice.

Our full Safer Recruitment Policy is available on request.