

Vetting and Assurance Statement

Written assurance for schools, colleges and trusts

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

Keeping Children Safe in Education 2026 requires schools to obtain written assurance from a supply agency that the necessary checks have been carried out. This statement is that assurance. A candidate-specific confirmation is also issued for every worker before they start.

Our undertaking

Keystage Education LTD confirms that, before any candidate is supplied to a role involving contact with children, the following are completed and verified, and evidence is retained on file:

Identity	Verified against original documents in person, or through a certified digital identity service provider.
Right to work in the UK	Manual document check, Home Office online share code check, or certified digital verification. Time-limited permissions are diarised and re-checked.
Enhanced DBS certificate	Enhanced disclosure including a children’s barred list check where the role is regulated activity. Original certificate seen or verified through the DBS Update Service.
Prohibition checks	Teaching Regulation Agency prohibition, interim prohibition and section 128 checks where applicable, via the Employer Access Service. Repeated annually.
Qualifications	Original certificates seen for qualifications required by the role, including QTS where relevant.
Employment history	Full history since leaving education, with any gap of more than one month explained in writing.
References	Two references covering the last two years, including the most recent employer, obtained directly by us. Open testimonials are not accepted.
Overseas checks	Criminal records check or certificate of good conduct for any country lived or worked in for three months or more in the last five years.
Medical fitness	Self-declaration of fitness to undertake the role.

Ongoing assurance

- DBS status is re-checked at least annually through the Update Service.
- Prohibition checks are repeated annually.
- Right to work permissions with an expiry date are diarised and re-checked before they lapse.
- Candidates are contractually required to notify 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 notification for each candidate

Before each candidate starts, we issue the school with written confirmation of their full name and date of birth, the date and method of identity verification, the DBS certificate number, level and issue date and the barred list outcome, the right to work check and any expiry date, the qualifications verified, and confirmation that references, prohibition and overseas checks are satisfactory.

Audit

Schools and trusts are welcome to audit our records on reasonable notice, and we will co-operate fully. Our full Safer Recruitment Policy and Safeguarding and Child Protection Policy are available on request.

Designated Safeguarding Lead	Abdullah Iqrar — abdullah@keystage-education.co.uk — 0208 057 9509
Deputy Designated Safeguarding Lead	Mahedi Alam — mahedi@keystage-education.co.uk
Compliance	compliance@keystage-education.co.uk