

**We have updated this policy in line with the changes made to Keeping Children Safe in Education in September 2025.**

## **SAFEGUARDING POLICY**

- **Date of policy:** 01/09/2025
- **This policy will be reviewed every 12 months (as a minimum). Review Date:** 01/09/2026

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# SAFEGUARDING CHILDREN POLICY

## INTRODUCTION

Safeguarding is everyone's responsibility. Now Education acknowledges the duty to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

This policy applies to all internal staff and candidates and will be widely promoted and be mandatory for everyone involved in Now Education. Failure to comply with this policy and the company's safeguarding procedures may result in disciplinary action being taken, including termination of employment and/or contract.

All candidates placed by Now Education are expected to familiarise themselves with arrangements for safeguarding children in the organisation where they are placed and to have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report.

Here at Now Education we expect all staff, and candidates to follow and promote good practice in safeguarding. In order to do so, they should:

- Read, understand, accept and act in accordance with this policy.
- Be vigilant and follow professional codes of conduct to maintain professional boundaries and safe working practices.
- Report any concerns or disclosures related to the protection and safety of children.
- Undertake mandatory safeguarding training and awareness sessions where provided.
- Help educate learners/service users in placements regarding matters of keeping safe, including acting as a good role model.

## OUR COMMITMENT TO SAFEGUARDING

This policy is designed to meet the above principles by ensuring that:

- Now Education has robust safer recruitment processes that ensure that those who are known to be a risk to children do not gain access to them. Those whose actions suggest that they are a risk to children are detected at the earliest stage and prevented from continuing to work with children, and those who intend to do harm are prevented at every possible stage from entering the workforce.
- Staff and candidates understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children.
- There is an open and transparent culture which enables staff and candidates to raise concerns around children, those who work with children, and processes within Now Education.
- It is as simple as possible for an individual to report concerns about harm or risk and clear procedures are implemented where safeguarding and child protection issues arise. Where concerns are reported Now Education will ensure that individuals are supported.
- Now Education has robust policies and procedures in place, which are reviewed and updated at least every 12 months.
- Now Education stays up to date with developments on safeguarding best practice, reporting and auditing safeguarding activities annually and addressing any areas for improvement



- Now Education will report any concerns regarding any individual, or any potential safeguarding situation that it becomes aware of as soon as practicable to the appropriate authority and will co-operate in any ongoing investigations or assessments.
- Now Education will work in partnership with other services (including local authority children’s social care) to ensure that those who are identified as being at risk of abuse are protected.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Each Now Education Office has a trained Designated Safeguarding Officer.

## **RELEVANT LEGISLATION AND GUIDE**

The principal legislation and guidance governing this policy is:

- Working Together to Safeguard Children 2023 (HM Government)
- Keeping Children Safe in Education 2025 (Department for Education)
- The Children Act 1989
- The Children Act 2004
- Guidance for Safer Working Practice for Adults Who Work with Children and Young People (2022)
- Information Sharing: Guidance for practitioners and managers. HM Government (2024)
- Rehabilitation of Offenders Act 1974
- Disqualification under the Childcare Act 2006 (2018)
- Counter Terrorism and Security Act 2015 (including the 'Prevent Duty')
- The Prevent duty: an introduction for those with safeguarding responsibilities (2023)
- Modern Slavery Act 2015
- Human Rights Act 1998
- Local Safeguarding Partners/Arrangements

**This policy should be read in conjunction with our other relevant safeguarding policies, such as:**

- Health and Safety Policy
- Allegations Policy
- Complaints Policy
- Code of Conduct
- Safer Recruitment
- Information Sharing Policy

## **ROLES AND RESPONSIBILITIES**

- Agency Leadership/Safeguarding Lead: Ensures compliance with statutory guidance, allocate resources, and oversee the implementation of safer recruitment processes.
- Designated Safeguarding Office (DSO): Provides guidance on candidate suitability, review checks, and manage safeguarding concerns arising during recruitment.
- Recruitment Staff/ Consultants: Follow this policy strictly, complete all checks before placement, and report any concerns to the DSO.

## **PRE-EMPLOYMENT CHECKS**

Before placing a candidate, Now Education will verify:

- Identity – Valid photographic ID and proof of address.
- Right to Work – Compliance with UK immigration law.
- Enhanced DBS Check – Including Children’s Barred List.
- Prohibition from Teaching (TRA) – For candidates in teaching roles.



- Section 128 Check – For management or leadership positions.
- References – Minimum of two verified references covering the last two years.
- Qualifications – Verified if required for the role.
- Online Soft Search– to help to identify any incidents or issues that have happened that are publicly available online,

## **THE ROLE OF THE DESIGNATED SAFEGUARDING OFFICER (DSO)**

### **The role of the DSO includes:**

- Ensuring that all relevant staff and candidates have received safeguarding training appropriate to their role and continue receiving training to enable the development of skills and good practice when working with children.
- Receiving and responding appropriately to all reports of safeguarding issues or abuse which are raised by staff members, partner agencies or candidates.
- Ensuring that confidential, detailed and accurate records are kept of any concerns, reports or referrals related to candidates or children that they work with.
- Liaising with Designated Safeguarding Leads/Officers in partner organisations.
- Acting as a source of support, advice and expertise for staff and candidates with concerns and liaising with other agencies and professionals.
- Supporting staff and candidates involved in safeguarding incidents and assisting them in challenging or reporting poor or unsafe practice.
- Referring any allegations of abuse or safeguarding concerns to the relevant children’s social care and, if relevant, the police and/or the Local Authority’s Designated Officer (LADO). In order to do this, the DSO will need to consult the Local Safeguarding Partnership Arrangements for the area in which the organisation is located. Further details on referral routes are located in Working Together to Safeguard Children (2023) and in Keeping Children Safe in Education (2025).
- Reporting concerns to the Disclosure and Barring Service (DBS), this may be where a staff member or candidate has been dismissed or left, where serious concerns have been raised about their conduct or behaviour, and the company believes they pose a risk to children. The DSO will complete the necessary referral documents to the DBS and liaise with them thereafter if they have any further questions regarding the staff member or candidate.
- Keeping senior management apprised of any safeguarding incidents and their outcome.
- Liaising with the Company’s Compliance Officer and senior management regarding training and skill development programmes available to staff and candidates.
- Policy development (or overseeing this, including ensuring that all policies are updated as and when needed, but in any event on an annual basis.

## **DEFINITIONS**

According to the Children Act 1989, a ‘child’ is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under current legislation.

In this policy, the terms ‘child’ and ‘young person’, or ‘children’ and ‘young people’, are used interchangeably to refer to any individual under the age of 18.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

The Children Act 1989 defines ‘harm’ as “ill-treatment or the impairment of health or development”.



‘Development’ means physical, intellectual, emotional, social or behavioural development; ‘health’ means physical or mental health; and ‘ill-treatment’ includes sexual abuse and forms of ill-treatment which are not physical. As a result of

The Adoption and Children Act 2002, the definition of harm also includes “impairment suffered by hearing or seeing the ill-treatment of another”

Abuse may be perpetrated by an individual from the child’s school, community, family, those in a position of trust or another child.

All staff should be aware that children can abuse other children (often referred to as peer-on-peer abuse). This is most likely to include but may not be limited to: bullying (including cyberbullying), physical abuse, sexual violence, sexual harassment, up-skirting, sexting (also known as youth-produced sexual imagery), and initiation/hazing type violence and rituals.

### **Child abuse can be one of four different categories as set out in Working Together to Safeguard Children (2023):**

- **Physical abuse:** Is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional Abuse:** The persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect:** Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:



- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

For detailed guidance on the signs which may indicate abuse and neglect, see *What to do if you're worried your child is being abused* (2015).

**For detailed guidance on the signs which may indicate abuse and neglect see:**

**[What to do if you're worried your child is being abused \(2015\).](#)**

## **RESPONDING TO SAFEGUARDING CONCERNS**

Now Education is also committed to protecting children through a careful recruitment and selection process (Safer Recruitment), a Whistleblowing Policy and guidance on appropriate behaviour (Code of Conduct). These policies should be read alongside this policy.

Now Education's rigorous procedures, ensures that any candidate found to have a history of unacceptable conduct or practice, will not be placed.

**All staff** have a responsibility to protect children. This includes:

- Observing Now Education policies and processes including any Code of Conduct
- Attending the recommended training and keeping their skills and knowledge concerning safeguarding and safer recruitment up to date
- Reporting any concerns arising from meeting candidates or carrying out pre-placement checks to the DSO without delay and making a clear written record of all relevant information to be passed to the DSO
- Reporting any concerns arising from organisation visits/placements to the Designated Safeguarding Lead/Officer at the relevant organisation and confirming that this has been done to Now Education DSO
- Taking action, such as following the process detailed in the Whistleblowing Policy where there are concerns about practice.

**All candidates** working through Now Education are expected to keep children safe by:

- Following the Now Education policies including the Code of Conduct
- Following the Safeguarding Policy of each placement, including any Code of Conduct
- Making the Designated Safeguarding Lead/Officer at the placement aware of any concerns regarding any children or any adults caring for or working with those children
- Seeking advice and support from Now Education's DSO when they have reason to believe that their concerns have not been responded to appropriately or they have concerns about practice in the placement.



# DEALING WITH ALLEGATIONS AND ABUSE MADE AGAINST CANDIDATES

All candidates placed on assignment are responsible for supporting safe behaviour and have responsibility to follow the guidance laid out in this policy and related policies, such as the Code of Conduct.

In accordance with Working Together (2023) and Keeping Children Safe in Education (2025), where an organisation has received an allegation that a volunteer, supply staff or member of staff who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children;
- Or behaved or may have behaved in a way that indicates they may not be suitable to work with children.

**A referral should be sent to the LADO within one working day, giving as much detail as possible.**

Details regarding allegations that meet the harms threshold and concerns that do not meet the allegations threshold (referred to as 'low level concerns'), including who will take responsibility for this once a candidate is placed, are set out in Now Education's Allegation Policy which should be read alongside this policy.

## DUTY TO MAKE A REFERRAL TO THE DBS

Where there is evidence that anyone has harmed, or poses a risk of harm, to a child, there is a legal duty on Now Education to report that person to the Disclosure and Barring Service using their guidance available here. The DBS has statutory authority to bar a person from working in regulated activity with children in the UK.

A referral to the DBS will also be made if the person resigns prior to an investigation being carried out or reaching its conclusion. If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance.

The Now Education will not make any compromise/settlement agreement in the case of a person deemed unsuitable to work with children. Any such agreement which contained a condition of not referring the case to the DBS would constitute a criminal offence.

Anyone who is concerned about a child's welfare or who believes that a child may be at risk of abuse should pass any information to the DBS or other appropriate authority as soon as possible and no longer than 24 hours after the initial concern.

## WHISTLEBLOWING

Candidates may find it difficult to raise concerns about colleagues, managers, people in placement or concerning how safeguarding concerns are responded to within a setting. Now Education has a specific Whistleblowing Policy which encourages candidates to raise concerns and also provides details of outside organisations that candidates can approach for support and advice. Now Education aims to have an open and honest culture where safeguarding is responded to effectively, and both staff and candidates feel safe, supported and able to voice any concerns that they have in the knowledge that they will be responded to.



## **MAINTAINING A SAFER CULTURE**

Now Education consultants and Compliance Team undertake in-house Safer Recruitment training. This has a strong emphasis on compliance with relevant safeguarding legislation and best practice. Annual refresher training sessions are also provided. NOW Education subscribes to annual Level 2 Safeguarding training via our training provider Smartlog which is available to internal staff and Now Education candidates. Through their platform we offer courses on Online Safety and Safer Working Practices. NOW Education encourages all staff to complete full training or refresher training every year. Child Protection Policies, Behaviour Management, Health and Safety and general expectation of school staff are discussed with candidates during interview process.

## **MISCONDUCT**

Any allegation or concern should in the first instance be reported to the Now Education Consultant assigned to the client/school. All information will be dealt with sensitively and appropriate action taken, including referrals to relevant bodies where necessary. Now Education will provide full cooperation to schools or Local Authority Designated Officers as appropriate for any investigation concerning a candidate registered with us. Now Education is committed to upholding high standards and dedicated to Safeguarding. We pride ourselves on our thorough pre-employment checks, ongoing audits/re-checks, and seeking regular feedback from clients to ensure the staff we provide are of the highest possible standard. Feedback is discussed with the candidate to aid their professional development where appropriate. We would urge clients to share any concerns they may have with us so we can address the issues as necessary.

## **COMMITMENT TO SAFER RECRUITMENT**

Now Education follows the **Keeping Children Safe in Education 2025 guidance in recruitment**, Vetting, and ongoing staff monitoring.

## **RECORD-KEEPING**

- All recruitment and vetting records are securely retained and managed in compliance with GDPR.
- Records include DBS certificates, reference checks, identity verification, and pre-employment checks.
- Documentation is available for audit by schools upon request

## **COMPLAINTS**

Now Education has a formal complaints policy available upon request.



## **SAFER RECRUITMENT POLICY**

**Date of policy: [01/09/2025] This policy will be reviewed every 12 months (as a minimum).**

**Review Date: 01/09/2026**

**Now Education is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and workers to share this commitment.**

**We ensure that our recruitment, selection, and vetting processes create a safe workforce by:**

- **Deterring, identifying, and rejecting unsuitable individuals;**
- **Maintaining a culture of vigilance; and**
- **Ensuring compliance with all relevant statutory safeguarding guidance.**

### **Legal and Regulatory Framework**

**This Policy complies with:**

- **Keeping Children Safe in Education (KCSIE), 2025**
- **Working Together to Safeguard Children, 2023**
- **Prevent Duty Guidance for England and Wales (updated 2023)**
- **Data Protection Act 2018 and UK GDPR**
- **Equality Act 2010**
- **The Education (Health Standards) (England) Regulations 2003**
- **Education Workforce Council (Wales) registration requirements**
- **Code of Practice published by the Disclosure and Barring Service (DBS)**

**All recruitment and selection activity will be carried out fairly, transparently, and without unlawful discrimination.**

**Now Education will:**

- **Adopt robust recruitment and vetting procedures in line with KCSIE 2025, Part 3;**
- **Ensure at least one person on every recruitment panel has completed Safer Recruitment training;**
- **Carry out all mandatory pre-employment checks before any work with children or vulnerable groups commences;**
- **Record and retain vetting outcomes in a compliant and auditable system;**
- **Continually monitor and review staff suitability and conduct;**
- **Promote equality, diversity, and inclusion in all recruitment activity.**



# RECRUITMENT PROCEDURE AND SELECTION PROCESS

The following pre-employment checks are carried out prior to an applicant being considered as an agency worker.

- Right to work in the UK/Identity checks
- Online Soft Search
- Reference checks
- Disclosure and Barring Service Enhanced check with Barred List information
- Update Service check (where applicable)
- Qualifications/TRA/Prohibition check
- Overseas checks (when applicable eg. Police check, certificate of good conduct, letter of professional standing)
- Candidate declarations – including Childcare Disqualification/ KCSIE
- Medical check
- Face-to-face interview - in person or via video call
- Application form

## **Advertising & Application**

All job adverts include a clear safeguarding statement.

Application forms capture relevant employment history, qualifications, and gaps in employment.

## **Shortlisting & Selection**

Candidates are shortlisted against objective criteria relevant to the role.

Selection methods (interviews, assessments) explore skills, experience, and safeguarding awareness.

## **Right to Work/Proof of Identity**

All candidates must provide proof that they have legal permission to work in the UK in line with Home Office guidance. This can be provided through the following documents: a valid national insurance number and a relevant immigration document such as a passport or Birth certificate or eVisa. We verify the identity of each new candidate against official documents such as a passport or birth certificate and proof of address. Any candidates that have a name change will be verified with a birth certificate where this is available.

## **Online Soft Search**

Prior to the Interview, all candidates are informed that an Online Soft search will be carried out with their consent as part of the selection process. This will allow to identify any publicly available information (e.g., via search engines, social media, news articles, forums) that might raise safeguarding concerns about a candidate (e.g. inappropriate behaviour, offensive content, allegations, problematic disclosures) so that Consultants can explore them further in interview or check if they pose a risk.



## **Registration Interviews**

All temporary candidates must attend a face to face or online interviews with a NOW Education consultant. The interview will provide opportunity to assess which kind of placements will best suit the candidate, and to discuss past experience and future opportunities. At this point, original documentation must be provided to verify the candidate's identity.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification, and is an opportunity for the consultant to discuss the candidate's CV. It will enable the exploration of any gaps that have been identified that they can meet the safeguarding criteria (in line with the DfE's Safer Recruitment Guidelines). The candidate's complete CV or full employment history will be kept on file. Candidates are asked a standard set of questions in line with Safer Recruitment, about their motivations for wanting to work on supply, attitudes to safeguarding, and their requirements. Questions relating to their experience and how they would handle specific situations are asked and any information regarding past disciplinary action or allegations, cautions or convictions will be discussed during the interview process. The candidate's answers to their interview questions are recorded by the consultant conducting the interview and kept on the candidate's file

The interview process is where we assess candidates' experience through discussion and must satisfied that they are a suitable candidate for placement with our clients. Verbal communication skills will also be assessed at this point. For permanent posts interviews will usually be held by the client at their premises.

Candidates are also provided with the Key Information Document and Terms of Engagement, all of which are completed and signed. The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants are made aware that providing false information is an offence and could result in their application being rejected or dismissal. If appropriate, we may also need to make a referral to the police and other professional regulatory bodies

## **References**

For candidates applying for temporary work NOW Education will contact candidate's previous employers to confirm employment dates, verify experience and qualifications and to take up professional references in line with the NOW Education Referencing guidance.

Anyone unable to provide relevant references will not be selected for recruitment by NOW Education.

Two references are required to be obtained and one referee must be obtained from the most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open testimonials are required to be verified.

Where a verbal reference is taken, this must be confirmed in writing within 15 days, or the candidate's registration will be suspended until this reference can be confirmed. For permanent placements the client may choose to seek reference directly and offer subject to references.

## **Childcare Disqualification**

All candidates working with children under the age of 8 are require to complete a Childcare Disqualification Declaration to ensure that they are not disqualified from doing so under the Childcare (Disqualification) Regulations.



## **Criminal background check**

We ensure that all candidates hold a valid DBS Enhanced Disclosure for the correct Workforce, preferably the DBS will also be Update Service Registered. NOW Education use the DBS online system (Matrix) to process our DBS checks. Enhanced DBS checks or Update Service Status checks are carried out every 12 months for staff and after any gap in employment for 3 months or more. All candidates with any information showing on their Enhanced DBS check are reviewed prior to starting work. Now Education will share information noted on a disclosure certificate with clients, as required by the DBS and KCSIE.

## **Qualification check**

All candidates are required to provide original proof of their qualifications.

All teachers are required to hold a teaching qualification and proof of Induction where relevant which are verified with the Teaching Regulation Agency (TRA). Where appropriate, TRA (Teacher prohibition and Induction checks will be carried out.

Overseas trained educators are required to hold a teaching qualification that is comparable to British Bachelor degree standard (assessed via ECCTIS, formerly UK NARIC).

All Nursery Nurses must hold an appropriate nursery nurse qualification Copies of qualifications are made available to client schools when requested.

All candidates are required to have Children's Safeguarding Training completed within the last 12 months and are given the KCSIE which they will need to confirm they have read and understood before commencing work.

We also offer free Safeguarding and Prevent Duty training which we encourage all our candidates to complete. This is renewed annually.

## **Education Workforce Council**

Every candidate we register and clear for work in Wales is registered with the Education Workforce Council and we only find them work in the capacity that they are registered in. All Welsh educators are required to renew their EWC registration annually and are sent reminders from NOW Education and the EWC.

## **Overseas Candidates**

For any candidate who has been resident abroad for 12 months or more within the last 10 years, NOW Education require and overseas police check or letter of good conduct (if applicable) from every country the candidate has resided in. If this document is not available at the point of registration, subject to all other checks being completed, and providing we have evidence that the candidate is endeavoring to obtain the relevant overseas police check, we will clear the candidate for work pending the overseas check. Any relevant information that comes to light after a candidate starting work will be dealt with appropriately and shared with the end employers as necessary.

Candidates wishing to register using qualifications gained overseas may be required to gain evidence from ENIC to confirm the equivalency of their qualifications. NARIC is the official body giving assessments on behalf of the UK Government, providing the only official source of information on international qualifications to organisations recruiting from overseas and to individuals wishing to work or study in the UK.

Overseas candidates wishing to register as qualified teachers, should contact the DfE to enquire whether they can be recognised as holding QTS. Qualified Teachers within the EU are usually awarded UK QTS, as are teachers from USA, Canada, Australia and New Zealand.



## **Client Disclaimer**

There are occasions when a client wishes to appoint a temporary candidate prior to completion of registration with Now Education. In such circumstances, we will agree to appoint a candidate for a period of up to 30 days on the basis of a Waiver document being agreed to which confirms the checks that have been done and any that are outstanding. In these circumstances that candidate must be cleared through the full process, and all required documents and checks must be complete within 30 days for the candidate to continue to work. During the disclaimer period, the candidate can only be placed for work with the client who has approved the disclaimer.

## **Commitment to Safer Recruitment & Training**

Now Education ensures that all staff involved in recruitment have received appropriate Safer Recruitment training and Safeguarding Training covering the content of the current Keeping Children Safe in Education guidance. This training is refreshed regularly to maintain up-to-date knowledge .

## **Induction and Ongoing Monitoring**

All new staff will complete up to date safeguarding training that includes Prevent Duty and online safety.

## **Ongoing Monitoring**

Staff behaviour is regularly monitored, especially during the early period of employment, to identify any concerns promptly. Any concerns raised during the recruitment process and on Vetting checks, risk assessments are conducted by the Compliance Team.

## **Health Declaration**

The Education (Health Standards) (England) Regulations 2003 require us to check that staff who will be working directly with children have the health capacity to do so. All candidates are required to answer a health declaration questionnaire and give further information where relevant. Where deemed necessary, candidates may be asked to provide a letter from their GP confirming they are fit to work.

## **Continued Suitability**

NOW Education's responsibility for Safeguarding children is an ongoing duty and we pride ourselves on continually monitoring the temporary staff we supply to schools. This includes re-checking the Children's Barred List (as part of the DBS Check), re-checking the prohibited list and QTS / QTLS status, checking the DBS status where an applicant is subscribed to the Update Service. We will also ensure that candidates annually renew their Safeguarding training. We also monitor candidates throughout the year to ensure 3 month gaps in employment with NOW Education are investigated: The DBS certificate is deemed invalid if the candidate has a 3 month break from working with children and should this occur, we will require the candidate to apply for a new DBS certificate should they wish to continue working for Now Education, unless they have a valid certificate subscribed to the Update Service that can be re-checked or cover the gap in employment with references that confirm that there have been no Safeguarding concerns. We pride ourselves on obtaining regular feedback from clients and discussing this with candidates where appropriate to aid their professional development. The opportunity for feedback is given to a client on every booking confirmation from which they are sent.



Our database records expiry dates against a candidate's record to ensure candidates do not continue to be placed without appropriate checks in place. DBS certificates expire after a maximum of 1 year if not on the Update Service. Any visa/permission to work in UK restrictions expire on the specified date and all files expire annually unless they have been recently audited, forcing a manual check of continued suitability to take place before the candidate can be placed for further work.

### **Record Keeping and Data Protection**

- Records of all vetting checks are retained in line with statutory guidance and Now Education's Data Protection Policy.
- The organisation maintains a secure digital equivalent of a Single Central Record (SCR) via Matchmaker for all candidates and employees.
- Information is shared on a need-to-know basis and only where necessary to safeguard children.

### **Equality, Diversity, and Inclusion**

Now Education is committed to recruiting and supporting a diverse workforce.

All decisions are made on merit and in accordance with the Equality Act 2010, ensuring equal opportunities for all applicants regardless of protected characteristics.

### **Termination/De-Registration/Misconduct**

Now Education reserves the right to select candidates that we feel able to provide a positive service and who we feel will best represent Now Education when working for our clients. We may choose not to register a candidate for reasons including but not limited to, being unable to provide satisfactory and relevant references or we may choose to cease working with a candidate who receives unsatisfactory feedback from clients. NOW Education is committed to its Safeguarding duty or make a referral to the DBS where appropriate. Any reported allegation or concern will be investigated and reported to relevant bodies as necessary.

### **Summary**

All staff, temporary workers, candidates and contractors must be aware that they have a professional duty to share information with other recruitment firms in order to safeguard children. The public interest in safeguarding children may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by Now Education

