



Safer Recruitment Policy

Central Record of Recruitment and Vetting Checks Policy and Procedures

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1. Introduction

Next Steps Education Ltd is committed to safeguarding the welfare of children and are responsible for ensuring that guidelines are followed for the recruitment and selection of freelance staff. These guidelines are in accordance with the 'Safeguarding Children and Safer Recruitment in Education' guidance issued by the Department for Education. Robust and rigorous selection practices help deter or reject unsuitable applicants from gaining positions working closely with children and helps to ensure the workforce is committed to the safe welfare of children and a safe and secure environment.

2. Recruitment and Selection Process



All new freelance tutors at Next Steps Education Ltd are subject to recruitment and vetting checks. All freelance tutors must provide a Disclosure and Barring Service (DBS) certificate. A single central record detailing a range of checks that has been carried out on members of staff is held at Next Steps Education Ltd. Those freelance tutors who have lived outside the United Kingdom are subject to such additional checks (as deemed appropriate) where the required DBS Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people. Identity checks will be carried out on all freelance tutors to Next Steps Education Ltd before tutoring is offered to the applicant. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

3. Implementation

3.1 DBS Disclosures

The Directors have the discretion to allow an individual to begin work within Next Steps Education Ltd pending receipt of a DBS Disclosure but should ensure that the individual is appropriately supervised and that other checks have been completed. Where possible, DBS Disclosures will be obtained before an individual starts work. If this is not possible it will be obtained as soon as is practicable after the individual's appointment as a freelance tutor, its submission having been placed.

3.2 Central Record

In addition to the various freelance tutor record records which are kept as part of normal business, Next Steps Education Ltd must also keep and maintain a single central record of recruitment and vetting checks. The records must show the following people:

- All members of staff who are freelance tutors in the agency

The Central Record will indicate:

- Identity checks
- Qualifications checks – legally required for the position
- Checks of right to work in the United Kingdom / Referencing
- DBS Enhanced Disclosures



- Further overseas records, checks – where appropriate.

4. Monitoring and Review

The Directors will have responsibility for monitoring and reviewing this policy on an annual basis.

Reviewed 6/1/25

Next review: January 2026