

lexia
Education Services
Changing the lives of young people



Safer Recruitment Policy

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Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of the children in education.

Lexia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake. Lexia recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. Lexia is committed to ensuring that the recruitment and selection of all who work for Lexia is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

Lexia will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, and colour, national, ethnic origin, religion or creed. All posts within Lexia are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-over's, including those regarded as spent and have an Enhanced Criminal Records Disclosure (DBS). Lexia is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The purpose of this policy statement is to:

1. Ensure that appropriate staff who undertake recruitment have received safer recruitment training.
2. Work towards every appointment panel including one member who has received safer recruitment training.

3. Implement robust recruitment procedures and checks for appointing staff to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.
5. Require staff who are convicted or cautioned for any offence during their employment with Lexia to notify Lexia, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

Right to Work in the UK

- To prevent illegal working, candidates are required to submit their Right to Work in the UK documentation through YOTI (gov certified digital online identity verification).
- Relevant checks are carried out with UK Visa and Immigration, if there is any uncertainty about a candidate's right to work status they will not pass their online check and gain work through Lexia.

Identity

- To confirm identity, candidates are required to provide Lexia with an official, current photographic identity document – such as a passport or driving licence. This must be submitted for online verification through YOTI (gov certified digital online identity verification).
- Candidates who do not hold a current photographic identity document are asked to apply for an official identity document before they are permitted to work.
- In addition to photographic ID, candidates must also provide a document to confirm their National Insurance number and 2 proofs of their current address dated within the last 3 months.

Disclosure and Barring Service

- All candidates must hold an enhanced DBS certificate checked against the relevant workforce(s) (child/adult or both).
- For certificates registered with the update service, a status check is run at least every 12 months to ensure the certificate remains current with no further information identified.
- For certificates not registered with the update service, a new DBS application is completed every 12 months.
- For certificates when information has been identified, Lexia will obtain a written, signed statement from their candidate which will then be signed off by the Compliance Manager before deployment for work.
- If at any time a candidate is offered to a client prior to an enhanced DBS check completion, a written confirmation must be received from the client that they are happy to accept the candidate on those conditions.
- In addition to the children's barred list check carried out on the enhanced DBS, Lexia Education Services carry out a separate children's barred list check (L99) check.

References

- We request references from the two most recent employers of all candidates.
- If applicable a reference for the candidate's most recent work with children will be obtained.
- References are checked when returned to ensure all specific questions have been answered satisfactorily and that there are no issues around safeguarding and suitability to work with children and vulnerable people.
- References are checked against the dates of employment provided within the candidate's CV/application and must correspond, the reference must have been received from a senior member of staff, who is able to provide the candidate with a reference.
- References from unrecognised organisations are checked for authenticity.
- All verbal and open references are confirmed in writing with the referee.
- If at any time a candidate is offered to a client prior to references checks being completed, a written confirmation must be received from the client that they are happy to accept the candidate without the reference completion.
- References from family members are not acceptable.

Overseas Police Checks

- Candidates who have lived or worked outside of the UK for 6 months or more in the last five years must provide Lexia with official police check from this country to cover their time spent abroad.
- In the instance when an overseas police check is unavailable from the country (as specified by the Gov.UK website), a letter of good conduct may be obtained from the candidate's overseas employer verifying their good conduct and confirmation of no criminal activity/convictions whilst employed and living abroad.
- If the candidate has been travelling and has not resided in one country for 6 months or more, the overseas police check is not necessary.

Qualifications

- Candidates are required to provide Lexia with their original qualification certificates at interview stage.
- For candidates who hold QTS, relevant checks are run via the DFE to verify UK teaching qualifications, NQT induction status checks and confirmation of any restrictions in accordance with the Prohibition Order.
- For candidates who do not hold QTS, relevant checks are run via the TRA/EWC to verify they are not subject to a prohibition order or interim prohibition order, sanctioned in other EEA member states or section 128 barring directions.
- For candidates who hold QTLS, relevant checks are run via the ETF in order to verify this status.
- Clients will be made aware of any candidate whose details are not updated according to TRA or EWC regulations prior to deployment for work.

Safeguarding and Keeping Children Safe in Education

- All candidates are provided with a copy of the most up to date "Keeping Children Safe in Education" guidance prior to deployment for work.

- All candidates are required to sign a declaration at registration to confirm they have acknowledged Lexia's Safeguarding Policy prior to deployment for work.
- All candidates are required to have Safeguarding children and young people training prior to employment.
- Childcare disqualification check completed for all candidates.

Medical

- All candidates are required to complete a medical declaration to ensure they do not suffer from any conditions that may prevent or limit them from carrying out their employment duties under the Education (Health Standards). (England) Regulations of 2003.
- Further confirmation of fitness for work from a GP is required if necessary.
- For staff who have previously retired on medical grounds, fitness for work from a GP will also be sought.

Employment History

- A full career / education history dating back from the individual's Secondary school education.
- Skills and experience are checked and any gaps in employment are identified and questioned at interview.

Video call Interview

- A video call registration interview is conducted with every candidate to ascertain suitability prior to deployment for work.

Monitoring

- After our candidates have been fully cleared for work, vetting and monitoring is continued on an on-going basis.
- Candidate records are audited and updated internally on an annual basis.

Lexia Education take our vetting obligations seriously by ensuring that the staff we place are properly qualified and that young people will be safe in their care. Lexia Education is compliant with all relevant Government legislation, REC, and Department for Education guidance including:

- General Data Protection Regulation 2018
- Data Protection Act 2018
- Modern Slavery Act 2015
- Equality Act 2010
- Childcare Act 2006
- The Conduct Regulations 2003
- National Minimum Wage Act 1998
- Working Time Regulations 1998
- Employment Rights Act 1996
- Keeping Children Safe in Education 2026
- Agency Workers Regulations 2010: Supply Teachers

- Disqualification under the Childcare Act 2006
- Rehabilitation of Offenders Act 1974

It is the responsibility of the Managers and other staff involved in recruitment to:

- Ensure that the Lexia operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work for Lexia
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure.

It is the responsibility of all potential and existing workers, to comply with this document. The Managers may delegate the selection process of staff outside of the leadership group, but it remains responsible for the decision to appoint.

To ensure equality of opportunity, Lexia will advertise all vacant posts to encourage as wide a field of candidates as possible; normally this will entail an external advertisement.