

The Online School UK



Safer Recruitment Policy 2026-2027

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1. Introduction

What is safer recruitment?

Safer recruitment is a set of practices within a workplace, to help make sure staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

Safer recruitment should be a continuing process of improvement for every school, club, business or organisation whose work or services involve contact with children.

The school is committed to ensuring that all staff, volunteers, contractors, trainee teachers, supply staff and other individuals working with or on behalf of the school are suitable to work with children. Safer recruitment practices are used to prevent individuals who may pose a risk to children from gaining access to them through their work or association with the school. These practices include:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection
- a list of the supporting procedures that accompany the policy
- the date the policy comes into force and when you will review it.

All recruitment and suitability procedures will be undertaken in accordance with *Keeping Children Safe in Education 2026* (KCSIE), relevant legislation, Department for Education guidance and the requirements of the Disclosure and Barring Service (DBS).

Safeguarding procedures apply to all individuals working in or on behalf of the school, including employees, volunteers, trainee teachers, supply staff, contractors and individuals employed or supplied by third-party organisations.

2. Pre-Employment and Pre-Engagement Checks

Before an individual begins work with children, the school will undertake the appropriate safeguarding and pre-employment checks required for their role.

These may include:

- verification of identity;
- verification of the right to work in the UK;
- appropriate checks of employment history and explanations for gaps in employment;
- verification of qualifications where relevant;
- obtaining and checking appropriate references;
- appropriate Disclosure and Barring Service (DBS) checks;
- barred list checks where legally required;
- checks relating to prohibition from teaching or other relevant restrictions where applicable;
- overseas criminal record or other relevant checks where required; and
- any other checks required by current KCSIE guidance or applicable legislation.

References will be obtained and verified in accordance with the school's safer recruitment procedures. The school will take reasonable steps to ensure that references provide appropriate information about an individual's suitability to work with children.

For individuals who have lived or worked overseas, the school will undertake appropriate additional checks in accordance with current KCSIE requirements. Where appropriate, equivalent safeguarding or criminal record checks may include relevant overseas systems such as PVG or NBI arrangements.

3. Disclosure and Barring Service (DBS) Checks

The school will undertake the appropriate level of DBS check according to the individual's role, responsibilities and whether their activities constitute regulated activity with children.

Where required, barred list checks will be completed before an individual undertakes regulated activity.

The school will not apply a single DBS requirement to all staff or volunteers. The level of check will be determined in accordance with current DBS guidance, KCSIE and the individual's duties.

Any information disclosed through DBS or other safeguarding checks will be considered appropriately and confidentially, taking account of relevant legislation, KCSIE guidance and the individual's suitability to work with children.

The school will ensure that DBS checks and associated safeguarding checks are completed and recorded within the timescales required by current KCSIE, DBS guidance and applicable legislation.

Overseas Staff

For staff members based outside of the UK, the school will complete appropriate identity verification and safeguarding checks to ensure suitability to work with children. As DBS checks are only available for individuals who meet UK eligibility requirements, overseas staff will complete appropriate safeguarding checks based on their country of residence.

For staff based in the Philippines, the school will require a National Bureau of Investigation (NBI) Clearance as part of the pre-employment safeguarding checks. The school will also conduct identity verification checks, including reviewing valid identification documents and completing an interview process to verify the individual's identity, experience, qualifications and suitability for the role.

The school will verify that overseas teaching staff have an appropriate teaching background, including reviewing relevant qualifications, teaching experience, previous employment history and references where applicable. This process ensures that staff have the necessary skills, experience and suitability to support students effectively.

Any information disclosed through NBI Clearance checks or other safeguarding checks will be considered appropriately and confidentially, taking account of relevant safeguarding requirements and applicable legislation.

All overseas staff are expected to meet the same safeguarding standards as UK-based staff and will complete the school's safeguarding training and adhere to all safeguarding policies and procedures.

4. Regulated Activity and Volunteers

The school will determine whether an individual's role constitutes regulated activity with children in accordance with the current statutory definition.

The school recognises that the previous supervision exemption relating to regulated activity with children no longer applies. The school will therefore assess the activities undertaken by volunteers and other individuals carefully to determine whether they meet the definition of regulated activity.

Where a volunteer undertakes teaching, training, instructing or supervising of children for more than three days in any 30-day period or overnight, the school will consider the individual against

the current requirements for regulated activity and undertake the appropriate safeguarding checks.

Volunteers undertaking regulated activity will be subject to the appropriate DBS and barred-list checks.

The Online School UK will ensure that volunteers who are not undertaking regulated activity are nevertheless subject to appropriate and proportionate safeguarding arrangements, including supervision and other checks where required.

All teaching applicants are required to complete the school's safeguarding verification process before being invited to deliver a trial lesson. Applicants must submit a standard DBS check (where eligible), relevant identification documents, references and any required safeguarding documentation through the school's platform.

The school will review and verify submitted documents, qualifications, references and teaching experience before allowing an applicant to progress to a trial lesson. This process ensures that individuals have been appropriately checked and are suitable to work with children before engaging in teaching activities.

5. Trainee Teachers, Supply Staff and Contractors

Safeguarding and safer recruitment procedures apply to all individuals working on behalf of the school, including self-employed contractors and any other individuals providing services to students.

The school does not currently employ trainee teachers or supply staff through agencies. Where self-employed teaching staff or contractors are engaged, the school will ensure that appropriate safeguarding checks and safer recruitment procedures are completed before they undertake any work with students.

All contractors and self-employed individuals who undertake regulated activity with children must complete the required safeguarding checks, including an Enhanced DBS check (with Children's Barred List check where applicable), identity verification, reference checks and any other required pre-employment checks.

The school will maintain responsibility for ensuring that safeguarding requirements are met and will not rely solely on an individual's self-employed status or any third-party organisation to confirm suitability.

Where a safeguarding concern arises regarding a contractor or self-employed individual working with students, the school will manage the concern in accordance with its safeguarding procedures and relevant statutory guidance.

6. Self-Employed Individuals

Where individuals provide services to the school on a self-employed basis, the school will apply the same safeguarding expectations and checks as it does for other members of staff.

Self-employed status does not remove the requirement for appropriate safeguarding checks.

All staff engaged by the school who undertake regulated activity with children are required to hold a valid Enhanced DBS check (including a Children's Barred List check where applicable) before commencing work with students.

The school is responsible for managing and processing safeguarding checks, including verifying DBS documentation and maintaining appropriate records. No individual will be permitted to teach, support lessons, or undertake regulated activity with students until the required safeguarding checks have been completed and verified by the school.

The level of safeguarding checks required will be determined in accordance with the individual's role, responsibilities and current statutory guidance, including Keeping Children Safe in Education (KCSIE).

7. Visitors

The Online School UK will apply proportionate safeguarding arrangements to visitors according to the nature and duration of their access to children and whether they are supervised.

Visitors who have regular, unsupervised or regulated activity contact with children will be subject to the appropriate safeguarding checks where required.

Visitors who do not require a DBS check will nevertheless be managed in accordance with the school's visitor and safeguarding procedures, including appropriate supervision and restrictions on access where necessary.

Due to our online nature, we are aware and recognise that Visitors look different for us. These may include but guest speakers in lessons, topic dependent i.e. Life Skills for Jobs or Careers

All Visitors will be required to read our Staff Communication and Conduct Policy before arrival. Ensuring understanding and commitment to compliance.

8. Work Experience

Where the school arranges or facilitates work experience opportunities, including online or virtual placements, safeguarding arrangements will be considered according to the nature of the placement, the age and needs of the students involved, the level of contact with children and whether the activity constitutes regulated activity.

The Online School UK will ensure that appropriate safeguarding expectations are established before students participate in any work experience activity. This may include reviewing the suitability of external contributors, ensuring appropriate supervision arrangements are in place, and confirming that online platforms and communication methods are appropriate and safe for students.

Where virtual work experience is provided in areas such as journalism, creative content, social media or other professional skills, the school will ensure that students are supported by appropriate staff oversight and that activities are conducted in line with the school's safeguarding, online safety and acceptable use procedures.

Where a work experience opportunity involves an external organisation or individual, the school will take reasonable steps to satisfy itself that appropriate safeguarding arrangements are in place and that students are appropriately protected throughout the experience.

9. Existing Staff and Volunteers – Ongoing Suitability

Safer recruitment does not end when an individual is appointed. The school will maintain ongoing awareness of the suitability of staff and volunteers to work with children.

The school will consider whether additional safeguarding checks are required where:

- an existing staff member or volunteer moves into a role involving regulated activity;
- an individual has a break in service of 12 weeks or more;
- an individual's responsibilities or access to children change significantly;
- relevant safeguarding concerns arise; or
- there is another reason to question an individual's suitability to work with children.

Where safeguarding concerns arise regarding an existing member of staff, volunteer, contractor, trainee teacher or supply worker, these will be managed in accordance with the school's safeguarding, allegations against staff, low-level concerns and whistleblowing procedures.

10. Single Central Record

The school maintains a Single Central Record (SCR) of the required recruitment and safeguarding checks for relevant staff and other individuals working in or on behalf of the school. This is managed by the DSL, Business Manager and Recruitment Team.

The SCR will contain the information required by current KCSIE guidance and will be maintained accurately and securely.

The SCR may include, where applicable:

- identity checks;
- right to work checks;
- qualifications;
- references;
- DBS checks;
- barred list checks;
- prohibition checks;
- overseas checks; and
- other required recruitment and safeguarding checks.

The SCR is reviewed regularly by the appropriate member of the senior leadership team and/or safeguarding lead to ensure that required checks have been completed and appropriately recorded.

Where the school maintains electronic staff profiles, relevant recruitment and safeguarding evidence may also be securely linked to the individual's staff record, subject to appropriate access controls and data protection requirements.

11. DBS Referrals

The school will make a referral to the Disclosure and Barring Service where the statutory criteria for referral are met.

This duty applies to relevant individuals working with children, including staff and volunteers undertaking regulated activity.

The school will ensure that decisions relating to suspension, dismissal, resignation, restriction of duties or other safeguarding action are considered in accordance with relevant legislation, KCSIE and local safeguarding procedures.

12. Safer Recruitment Records and Confidentiality

All recruitment and safeguarding checks will be recorded and retained securely in accordance with the school's data protection, record keeping and information security arrangements.

Safeguarding and recruitment information will be treated confidentially and accessed only by individuals with an appropriate professional need to know.

The school will ensure that safeguarding records are handled in accordance with the Data Protection Act 2018, UK GDPR, the Data (Use and Access) Act 2025 and relevant statutory guidance.

13. Training and Awareness

All staff involved in recruitment and selection will receive appropriate safer recruitment training or guidance to enable them to identify and manage safeguarding risks throughout the recruitment process.

All new staff and other relevant individuals will receive safeguarding induction appropriate to their role before or at the commencement of their work with children.

Existing staff receive annual safeguarding training and regular updates throughout the academic year, including updates when statutory safeguarding guidance changes.

As with all training at The Online School UK this is managed, delivered and tracked by the Designated Safeguarding Lead and recorded appropriately.

14. Commitment to Safer Recruitment

These procedures are intended to ensure that all individuals working with or on behalf of the school meet appropriate safeguarding and suitability requirements and that robust systems are in place to prevent unsuitable individuals from gaining access to children.

Safer recruitment is considered an essential part of the school's wider safeguarding culture and is reviewed regularly to ensure continued compliance with Keeping Children Safe in Education, legislation and relevant safeguarding guidance

For further guidance on safer recruitment, staff can visit NSPCC on [Safer recruitment | NSPCC Learning](#)