

# Education Recruitment: Compliance & Safeguarding Policies

---

## 1. Safeguarding & Child Protection Policy

**Compliance with Statutory Requirements:** This policy is in line with statutory requirements including Keeping Children Safe in Education (KCSIE, 2025), Working Together to Safeguard Children (2018, updated 2023), the Children Act 1989 & 2004, and the Safeguarding Vulnerable Groups Act 2006. It is overseen by the Department for Education (DfE), Local Authority Designated Officers (LADOs), and the Disclosure and Barring Service (DBS).

**Responsibilities:**

- School DSL: Candidates must follow the safeguarding policy of their placement school and report any safeguarding concerns about children directly to the school's Designated Safeguarding Lead.

- Agency DSL (at Innovate Hire Solutions): The agency DSL is [Nasima Khatun, Director].

The DSL is responsible for:

- Ensuring safer recruitment checks are completed before placement.

- Acting as the point of contact for safeguarding concerns raised about agency staff.

- Liaising with schools, Local Authority Designated Officers (LADOs), and the DBS where necessary.

- Recruitment Consultants: Ensure compliance checks are completed and support schools with safeguarding queries.

## 2. GDPR / Data Protection Policy

**Compliance with Statutory Requirements:** This policy complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It is regulated by the Information Commissioner's Office (ICO).

Innovate Hire Solutions processes personal data in compliance with the UK GDPR and the Data Protection Act 2018. We are committed to protecting the privacy and rights of candidates, clients, and employees.

**Principles:**

We follow the seven key principles of UK GDPR:

1. Lawfulness, fairness, and transparency.

2. Purpose limitation.

3. Data minimisation.

4. Accuracy.

5. Storage limitation.
6. Integrity and confidentiality.
7. Accountability.

Procedures:

- Collect only necessary data for recruitment and safeguarding compliance.
- Store data securely on encrypted systems with restricted access.
- Retain candidate records only for as long as legally required.
- Provide privacy notices to candidates and clients.
- Respond to Subject Access Requests (SARs) within one month.

Data Security:

- Use of secure, password-protected systems.
- Regular training for staff on data handling.
- Reporting of data breaches to the ICO within 72 hours if required.

### **3. Health & Safety Policy**

Compliance with Statutory Requirements: This policy is aligned with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. It is overseen by the Health and Safety Executive (HSE).

Innovate Hire Solutions is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of our employees, candidates, and others affected by our activities, in accordance with the Health and Safety at Work Act 1974.

Responsibilities:

- Management is responsible for providing a safe working environment and ensuring risk assessments are undertaken where necessary.
- Candidates are responsible for following the health and safety rules of their placement schools/settings.

Procedures:

- Ensure that candidates are informed of the health and safety expectations of each placement.
- Maintain records of accidents and incidents reported by candidates or schools.
- Provide guidance on reporting hazards or unsafe practices.

Review:

This policy will be reviewed annually.

## 4. Equality, Diversity & Inclusion (EDI) Policy

Compliance with Statutory Requirements: This policy is aligned with the Equality Act 2010 and the Public Sector Equality Duty. It is regulated by the Equality and Human Rights Commission (EHRC).

Innovate Hire Solutions is committed to promoting equality, diversity, and inclusion in all aspects of our recruitment services, in line with the Equality Act 2010.

Our Commitment:

- To provide equal opportunities regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, or sexual orientation.
- To eliminate unlawful discrimination, harassment, and victimisation.
- To promote inclusion and value diversity among candidates, clients, and staff.

Procedures:

- Recruitment decisions are based solely on merit, qualifications, and suitability.
- Monitoring of recruitment processes to ensure fairness and transparency.
- Provide training to staff on unconscious bias and inclusive practices.
- Act promptly on any complaints of discrimination or harassment.

## 5. DBS Checks Process

Compliance with Statutory Requirements: This process is in line with the Safeguarding Vulnerable Groups Act 2006, the Rehabilitation of Offenders Act 1974 (Exceptions Order), and the Police Act 1997. It is regulated by the Disclosure and Barring Service (DBS) and overseen by the Department for Education (DfE).

Innovate Hire Solutions ensures that all staff placed in roles involving regulated activity with children or vulnerable groups have undergone appropriate safeguarding checks, including enhanced Disclosure and Barring Service (DBS) checks.

Process:

1. Initial Screening – ID, right-to-work, and qualification checks.
2. Enhanced DBS – All candidates must hold a current Enhanced DBS certificate with barred list information. Where possible, candidates are encouraged to subscribe to the DBS Update Service.
3. Barred List Check – Completed for all roles involving regulated activity.
4. Reference Checks – Minimum of two professional references, covering at least the last two years, including the most recent employer.
5. Ongoing Monitoring –
  - Annual re-checks where required.
  - Continuous monitoring via the DBS Update Service.
  - Candidates must declare any new convictions immediately.



Non-Compliance:

Candidates who fail to meet safeguarding standards or provide satisfactory checks will not be placed.