



Onside Education Safer Recruitment Policy

Sept 2025

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Onside Education is highly committed to safeguarding the welfare of vulnerable people. Everyone who works for/with Onside Education has a position of trust and a responsibility to promote safe practices and protect vulnerable people from harm, abuse and exploitation. Our safer recruitment practices are conducted to protect vulnerable people from any possible threats; they also fit in line with The Care Act (2014) and The Safeguarding Vulnerable groups act (2006) among other government guidelines.

Onside Education requires every candidate to undergo the application process including:

Submission of CV and Covering Letter

Telephone Interview

Face to face Interview and Induction in which the candidate is required to provide original documents, this validates and authenticates the applicant's identity, to ensure that the person present at interview is the person whom checks will be carried out on.

Enhanced vetting checks including proof of identity original identity documents that confirm the following (each applicant is required to show at least one of the below from each subsection):

Applicants Right to Work in the UK (as per government guidelines)

Proof of Address documentation (as per DBS guidelines – see group 2b)

Further Proof of Identity (as per DBS guidelines – see group 2a)

Proof of National Insurance (either in the form of a payslip, NI card, official HMRC letter or benefit statement)

Proof of Qualifications (in the form of a certificate or for teachers, a teacher check with the DfE)

Completed application pack, in which Candidates are required to read and sign a disclaimer to confirm understanding of part one of Keeping Children Safe in Education

Candidates are required to declare any previous cautions, convictions reprimands or warnings under the exceptions of the Rehabilitation of Offenders act 1974.

Onside Education also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

Candidates are asked if there is any health issues that they require assistance with and so that we can ascertain their fitness/suitability to carry out their role. We will seek further clarification if required.

Candidates are required to provide details of two sufficient references.

Candidates are required to declare whether or not they have prior been dismissed from employment.

We also carry out the following checks:

Enhanced DBS Disclosure's are completed at least every 1 year (unless the candidate is registered on the update service, in which case an Update Service check will be completed).

Update Service Checks and Barred List Checks are carried out up to four times per year.

At least two verified references inclusive of one reference from their most recent employment within regulated activity.

Overseas police checks for candidates that have been abroad for a period of 3 months or longer in the last 4 years.

We inform Shortlisted candidates that we might conduct an online search as part of due diligence checks.

Where necessary, Onside Education will undertake qualification checks via NARIC for overseas teachers ensuring that if translation is required this is undertaken by a qualified translator

Qualification checks including Teacher Status Check / Prohibition Check for Qualified Teachers at least once per year.

When a candidate leaves us for a period of six months or longer, we ask them to complete a further application pack with most recent details and obtain a further reference/confirmation as to what they were doing during this time.

We will also ensure all the above checks are up to date inclusive of taking out new Update Service, Barred List, Teacher Status Check and Prohibition Checks and when required a new DBS is completed.

These reasonable steps are taken to ensure that Onside Education do not place candidates into schools or other establishments that are unsuitable or disqualified from working with vulnerable people.