



## **Desian Recruitment Ltd Recruitment Policy and Procedures**

Desian Recruitment Ltd is committed to delivering ethical, compliant, and high-quality recruitment services to schools, academies, multi-academy trusts, and educational institutions across the UK. As an education specialist recruitment agency, we operate in accordance with UK legislation and statutory safeguarding guidance, ensuring that all placements are made with due regard to child protection, safer recruitment practices, equality, and professional integrity. This policy outlines the principles, responsibilities, and procedures governing all recruitment activities undertaken by Desian Recruitment Ltd.

### **Scope**

This policy applies to:

- Permanent placements
- Temporary and supply placements
- Internal staff recruitment
- Candidate registration, vetting, and placement processes
- Client engagement procedures

### **Guiding Principles**

Desian Recruitment Ltd is committed to:

- Safeguarding and child protection as a paramount priority
- Safer recruitment practices in line with statutory guidance
- Equality, diversity, and inclusion in all recruitment activities
- Compliance with UK employment and data protection legislation
- Transparency, integrity, and professionalism

### **Legal and Regulatory Framework**

Recruitment activities are conducted in accordance with (but not limited to):

- Equality Act 2010
- Employment Agencies Act 1973
- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- Data Protection Act 2018 and UK GDPR
- Keeping Children Safe in Education (KCSIE)
- Safeguarding Vulnerable Groups Act 2006

### **Roles and Responsibilities**

#### **Directors:**

- Ensure compliance with legislation and regulatory standards
- Maintain safeguarding oversight
- Review this policy annually

#### **Recruitment Consultants:**

- Conduct candidate screening and interviews
- Ensure safeguarding compliance prior to placement
- Maintain accurate records
- Communicate clearly with clients and candidates

#### Compliance Officers:

- Verify documentation and safeguarding checks
- Maintain compliance records
- Monitor regulatory updates

#### Recruitment Procedures

##### Client Registration:

- Verify legitimacy and safeguarding arrangements
- Agree written Terms of Business
- Confirm role requirements and safeguarding expectations

##### Candidate Registration:

- Full employment history with explanation of gaps
- Identity verification
- Right to work verification
- Enhanced DBS check (including barred list where required)
- Prohibition from Teaching check (where applicable)
- Qualification verification
- Minimum two professional references
- Safeguarding declaration

##### Interview and Assessment:

- Structured safeguarding-focused interview
- Suitability assessment
- Escalation of any concerns to senior management

##### Vetting and Compliance:

- Secure maintenance of compliance file
- Overseas checks where applicable
- Written confirmation of completed checks prior to placement

##### Ongoing Monitoring:

- Regular client feedback
- Immediate action on safeguarding concerns
- Periodic compliance reviews

#### Safeguarding and Child Protection

- Desian Recruitment Ltd adopts a zero-tolerance approach to safeguarding breaches.
- All staff receive safeguarding training
- Concerns are reported immediately to the Designated Safeguarding Lead
- Allegations are handled in accordance with statutory guidance
- LADO referrals are made where required

#### Equality, Diversity and Inclusion

- Desian Recruitment Ltd promotes equal opportunities and does not discriminate based on protected characteristics under the Equality Act 2010.
- Selection decisions are based solely on merit, qualifications, and suitability.

#### Data Protection and Confidentiality

- Personal data is processed lawfully and transparently
- Data is stored securely with restricted access
- Information is shared only as necessary
- Data subject rights are respected under UK GDPR

**Complaints Procedure**

Complaints must be submitted in writing  
Acknowledgement within two working days  
Investigation by senior management  
Written outcome within ten working days

**Policy Review**

This policy will be reviewed annually or earlier in response to legislative or regulatory changes.

Approved by: Andrew Wainwright

Position: Operations Director

Effective Date: 01/05/26

Next Review Date: 01/05/27