



Desian Recruitment Ltd Safeguarding & Vetting Information

At Desian Recruitment Ltd, we take our safeguarding responsibilities extremely seriously. Our commitment is to ensure unsuitable individuals are prevented from working with children. We believe that schools, colleges, nurseries, and childcare organisations must feel completely confident that the service we provide always prioritises children's safety. To achieve this, we carry out thorough vetting of every candidate. Our policies and procedures are designed and maintained with this safeguarding focus in mind.

All candidates supplied by Desian Recruitment Ltd undergo strict vetting processes in line with the Department for Education's Keeping Children Safe in Education (KCSIE) guidance.

Supporting Safer Recruitment

Pre-Screening

Every candidate is pre-screened by a Desian consultant before registration. This process considers both the content of their CV and an initial telephone pre-screening conversation. During this call, an experienced educational recruitment consultant evaluates the candidate's skills, suitability, and availability. Candidates must demonstrate relevant experience and provide appropriate references in order to progress to registration. If the consultant determines that the applicant meets specific job criteria, additional details relevant to that role may be requested.

Face-to-Face Interview

Candidates who pass the pre-screening are invited to a face-to-face registration interview. During this meeting, candidates discuss:

- Experience and background
- Aptitude and skills
- Relevant qualifications
- Salary expectations
- Reference details
- Compliance requirements

Our consultants are trained in competency-based interviewing, ensuring candidates demonstrate the qualities required for success in their role.

Following the interview, the application form, alongside notes from both the telephone screening and face-to-face discussion, are stored in the candidate's file.

Quality Assurance

Vetting: Pre-Employment Checks

Our safer recruitment procedures are delivered through rigorous screening, vetting, and aftercare for all candidates. This is supported by robust processes and regular staff training.



Our Expertise

All members of staff at Desian Recruitment Ltd complete mandatory compliance training to ensure they fully understand safeguarding rules, responsibilities, and limitations when placing candidates. At the end of training, staff sign a declaration acknowledging that failure to comply with these requirements may result in disciplinary action.

We recognise that recruitment compliance and legislation can be complex. Once all required documentation is received — including references, police checks, and qualification verification — the consultant submits the case to the Desian Compliance and Management Team for review.

Meeting Your Requirements

We understand the compliance expectations set by Ofsted, the DfE, and statutory law. On a candidate's first day, we provide schools with a record of all vetting checks undertaken, ensuring the information needed for the Single Central Record is available.

Candidates are also encouraged to bring their DBS certificate, photo identification, and evidence of qualifications on their first day.

Details confirmed in writing will include:

- Right to work verification
- Identity and proof of address
- Enhanced DBS result
- Overseas police check/letter of good conduct (if applicable)
- Prohibition from teaching status

All candidates are required to complete the following checks:

- Online application form.
- Full CV/career history from age 18 onwards, with all gaps accounted for.
- Face to Face interview with a Desian Recruitment Ltd consultant.
- Health declaration.
- Proof of eligibility to work in the UK, in line with Home Office requirements.
- Official photographic identification and proof of current address.
- Originals of all documents must be provided; clear copies are taken and stored on the candidate's record.
- Enhanced DBS check, or verification against the DBS Update Service.
- Overseas police clearance/letter of good conduct for those who have lived or worked abroad within the past 5 years.
- Professional standing letter for teachers who have worked in the EEA.
- Confirmation from the DfE Teacher Record Service covering:
 - o Qualified Teacher Status (QTS)
 - o Any prohibition from teaching
 - o Any active suspension or conditional order imposed by the former GTCE
 - o Incomplete induction or probation
 - o Section 128 directions
- Childcare disqualification declaration (where relevant).
- EWC registration check (if applicable).
- Verification of additional professional qualifications (if relevant).



- At least two references, including one from the current or most recent employer.
 - Online search carried out, where required.
- Referral to our external occupational health provider, Healthier Business, where medical fitness to work needs to be confirmed.

Note: For permanent candidates, DBS and health checks are not conducted.

DBS Checks

Employers may request a criminal records check as part of the recruitment process. These checks are carried out by the Disclosure and Barring Service (DBS). For certain posts, this includes a search of the children's and adults' barred lists as well as relevant police-held information.

Desian Recruitment Ltd processes DBS applications through Matrix Screening, one of the UK's largest criminal records providers.

As most of our candidates work in regulated activity, an Enhanced DBS certificate (including relevant barred list information) is obtained. Candidates complete the application, and our compliance team verifies supporting documents before submission.

We encourage all candidates to register with the DBS Update Service, which allows employers to run instant online status checks at no additional cost. The benefits of this service — cost savings, flexibility across clients, and maintaining an up-to-date DBS — are explained at registration and throughout their placement.

Our Expectations – Code of Conduct

All candidates have access to our Code of Conduct and expectations, which is designed to support them during their placements and demonstrate our commitment to quality. While it cannot cover every possible situation, it complements the individual policies of the schools and organisations where candidates are placed. If concerns arise, candidates are advised to contact their consultant or the setting's designated contact.

The Code of Conduct covers:

Our Service

- Assignment expectations
- Professional conduct during assignments
- Requirement to report changes to suitability for work
- Training opportunities

Professional Standards

- Teacher Standards

Policies and Procedures

- Disciplinary process



- Complaints procedure
- Health and safety responsibilities
- Safeguarding concerns

Our Training

All Desian candidates have access to a wide range of training courses to support their professional development and classroom success.

In line with DfE KCSIE guidance, all candidates are required to complete online Safeguarding and Child Protection training.

We also provide an extensive catalogue of professional development courses, updated regularly to ensure relevance and quality.

Approved by: Andrew Wainwright
Position: Operations Director
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