Safer Recruitment Policy Sept 2026

Inspire EHC is committed to safeguarding and promoting the welfare of Children and Vulnerable Adults and all our agency staff to share this commitment. The purpose of this policy is to ensure all staff are aware of our commitments to safer recruitment as an employment business.

Inspire EHC operates in the Education, Public, Health and Social Care sectors therefore we interact indirectly with child or vulnerable adults via the placement of our temporary and permanent candidates delivering services into these settings.

Inspire EHC fulfils its statutory duty to refer individuals to the Disclosure and Barring Service (DBS) where a worker has been removed from, or would have been removed from, regulated activity with children and/or vulnerable adults due to having caused harm or posing a risk of harm. All applicants are vetted in accordance with the Rehabilitation of Offenders Act 1974 and are therefore required to declare any spent or unspent convictions, cautions, or bind-overs that are not protected under current filtering rules. In addition, all applicants must hold a valid Enhanced Disclosure and Barring Service Certificate.

Inspire EHC is committed to safeguarding children and vulnerable adults. We operate a thorough vetting process for all the candidates we work with. Below is a checklist that Inspire EHC ltd undergoes with all temporary staff prior to them being made available to work:

- Face to face in person or video interview
- Photographic proof of identification
- YOTI Verification
- Proof of Eligibility to work in the UK
- Enhanced DBS Check with Children's and/or Adult Barred List Checks (Formerly list 99)
- Referencing - minimum of two professional references covering 2 years (including most recent) and any gaps in employment
- Teacher Reference Number (if applicable) check if applicable.
- Proof of Qualification and Professional Registration checks
- Prohibition Checks
- Section 128 checks if applicable.
- 2 additional proofs of address, one dated within the last 3 months.
- Proof of National Insurance number.
- Up to date CV containing 10 years of employment history with any employment gaps verified.
- Completed health and medical questionnaire.
- Overseas Trained Teachers (in addition to the above documents)
- Overseas police check for any staff member who has spent 6 months or more overseas in the last 5 years
- UK ENIC Certificate (This must show the degree is comparable to a UK teaching degree)
- Have a valid VISA to work in the UK or hold an EU passport
- Online Checks
- Childcare Disqualification Check
- Safeguarding 25/26 Training
- Keeping Children Safe in Education 25/26 Training
- Prevent 25/26 Training

We ask all our supply staff to take their original DBS and photo ID on the first day of each assignment. If you require any other documents to be provided by the staff member, please let us know at the point of booking.

DBS Information:
Inspire EHC carries out periodic DBS Updates checks for all our placed Agency Staff and is committed to carrying out these checks on a 6 monthly basis.

Vetting Document:

In completion of the satisfactory above checks, an Inspire EHC Vetting form will be completed and sent to the Hirer once confirmation of placement has been received.

All our staff are recruited in line with Keeping Children Safe in Education, and our Safer Recruitment Policy is shared with staff and can be found on our website.

Staff Training

The following staff have undertaken the NSPCC Safer Recruitment Training;

- Jessica Ferreira - Administration Manager
- David Robson – Company Director

All employees employed by Inspire EHC have completed annual training on the below, as a statutory requirement;

- Keeping Children Safe in Education
- Prevent
- Safeguarding

Date: 01/09/26
Review Date: 01/08/26
Name: David Robson