

CLEARSPACE LEARNING LTD

Safer Recruitment Policy

Policy Owner	Stuart Knox, Director
Date Adopted	September 2026 · Last Updated: October 2026
Review Date	October 2027
Version	2.1
Related Policies	Safeguarding & Child Protection Policy; Data Protection Policy

1. Purpose and Scope

Clearspace Learning Ltd is committed to safeguarding and promoting the welfare of children and young people. This policy sets out our approach to safer recruitment to ensure that all individuals working with or on behalf of Clearspace Learning Ltd are suitable to work with children and young people.

This policy applies to:

- Stuart Knox as Director and sole practitioner
- Any associate practitioners, subcontractors or volunteers engaged by Clearspace Learning Ltd
- Any individual who may in future be employed or contracted by Clearspace Learning Ltd

2. Safer Recruitment Principles

Clearspace Learning Ltd is committed to:

- Treating the safeguarding of children and young people as a priority in all recruitment and engagement decisions
- Following safer recruitment best practice in line with Keeping Children Safe in Education (KCSiE) 2026
- Ensuring all practitioners hold a valid enhanced DBS check with children's barred list check before beginning any work with children
- Verifying identity, qualifications and professional references before engagement
- Maintaining accurate and up-to-date records of all compliance documentation

3. Pre-Engagement Checks

Before any individual undertakes work with children and young people on behalf of Clearspace Learning Ltd, the following checks must be completed and documented:

3.1 Identity Verification

- Proof of identity (passport or driving licence plus a document confirming address)

- Verification that the individual is who they claim to be

3.2 DBS Check

- An enhanced DBS check with children's barred list check is required for all practitioners
- Clearspace Learning Ltd will not engage any individual until a satisfactory DBS check is in place
- DBS certificates must be dated within three years or the individual must be registered with the DBS Update Service
- Where an individual is registered with the Update Service, an annual status check will be completed

3.3 Qualifications and Professional Registrations

- Original certificates of relevant qualifications will be requested and verified
- Where relevant, registration with professional bodies (e.g. Teaching Regulation Agency) will be checked
- Evidence of continued professional development relevant to working with SEND and neurodivergent learners will be considered

3.4 References

- A minimum of two professional references will be obtained before engagement begins
- At least one reference should be from the most recent employer or professional setting involving children
- References will be taken up before engagement commences, not after
- References will be followed up verbally where there is any doubt or ambiguity

3.5 Right to Work

- Clearspace Learning Ltd will verify the right to work in the UK before engagement
- Relevant documentation will be copied and retained securely

3.6 Prohibition Checks

- A check against the Teacher Prohibition list will be completed where relevant
- Section 128 checks will be completed where management responsibilities are involved

3.7 Overseas Checks

- Anyone who has lived or worked outside the UK will have additional checks, in line with Keeping Children Safe in Education, for example a certificate of good conduct or equivalent from the relevant country where one is available

3.8 Independent Checking

- Checks are never carried out by the person being checked. Checks on associate practitioners are carried out by Stuart Knox. Checks on Stuart Knox are carried out by Dr David Bromiley (Deputy DSL). Original documents are seen in person

4. Self-Declaration

All individuals engaged by Clearspace Learning Ltd will be required to complete a self-declaration form prior to engagement, confirming:

- That they are not barred from working with children
- Any cautions, convictions or reprimands (spent or unspent) that may be relevant to working with children
- Any disciplinary proceedings in previous roles relating to children or young people
- Any reason why they may not be suitable to work with vulnerable individuals

Self-declarations will be reviewed confidentially and in accordance with the Rehabilitation of Offenders Act 1974 and DBS filtering rules.

5. Interview and Assessment Process

Where Clearspace Learning Ltd engages associate practitioners or subcontractors:

- A structured conversation or interview will take place to assess values, attitudes and understanding of safeguarding
- Candidates will be asked values-based questions relating to child protection and professional boundaries
- Any gaps in employment history will be explored and explained
- The outcome of the interview process will be recorded

6. Induction

All new practitioners engaged by Clearspace Learning Ltd will complete an induction that includes:

- A briefing on Clearspace Learning's Safeguarding and Child Protection Policy
- Familiarity with the role of the Designated Safeguarding Lead (Stuart Knox, DSL Level 3)
- Clarity on reporting procedures and lines of responsibility
- Review of relevant policies including Online Safety, Data Protection and Behaviour Management
- Confirmation that induction has been completed will be recorded in writing

7. Ongoing Monitoring and Review

Clearspace Learning Ltd is committed to maintaining ongoing oversight of all practitioners:

- DBS certificates will be reviewed annually for Update Service registrants, or renewed every three years
- Any changes in circumstance that may affect suitability to work with children must be reported immediately to Stuart Knox
- Allegations or concerns about a practitioner's conduct will be handled in line with the Safeguarding Policy and reported to the LADO (Local Authority Designated Officer) where required

- This policy will be reviewed annually or following any significant change in legislation or guidance

8. Record Keeping

Clearspace Learning Ltd maintains a secure Single Central Record (SCR) which documents all pre-engagement checks for each practitioner. This record includes:

- Date and type of each check completed
- Name of the person who verified each document
- DBS certificate number, level of check, issue date and date seen. The certificate itself is not copied. For Update Service registrants, the status-check printout is kept
- Reference details
- Right to work documentation
- Copies of identity and other documents are stored on an encrypted drive, with access limited to the Director and Deputy DSL. Any file sent electronically is password-protected, with the password sent separately

Records are held securely in accordance with the Data Protection Policy and retained for the period required by law.

9. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for Clearspace Learning Ltd is:

Name	Stuart Knox
Role	Director & DSL
Qualification	DSL Level 3
Contact	stuart.knox@clearspacelearning.com

Any concerns relating to safer recruitment or the suitability of a practitioner should be raised with the DSL immediately.

10. Related Legislation and Guidance

- Keeping Children Safe in Education (KCSiE) 2026
- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- Rehabilitation of Offenders Act 1974
- UK GDPR and Data Protection Act 2018
- Working Together to Safeguard Children 2023
- The Disclosure and Barring Service Code of Practice

11. Governance and Advisory Panel Members

Members of the Governance and Advisory Panel are unpaid, independent and advisory. They do not work with children, but they see summaries of the safeguarding log and complaints, so proportionate checks apply. Where a panel member also delivers sessions, the practitioner checks in section 3 apply as well.

- Identity seen in original (passport or photo driving licence)
- Basic DBS certificate seen: number, issue date and date seen recorded, certificate not copied
- Signed self-declaration form
- Signed conflict of interest and confidentiality declaration
- Briefing on the panel's role and the Safeguarding Policy, including how to raise a concern about the Director
- Recorded in a separate Governance section of the Single Central Record. Declarations are re-signed annually and the basic DBS renewed every three years

Policy Sign-off

Signed	
Name	Stuart Knox, Director
Date	October 2026