

LUMA EDUCATION

Safer Recruitment Policy

Public-facing recruitment and suitability-check policy for education, tuition and alternative provision

Document control	Details
Organisation	Care and Horizon Ltd trading as Luma Education
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Policy owner	Designated Safeguarding Lead / Director
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Status	Public website policy

Plain English summary

We recruit staff, tutors and contractors carefully because they may work with children, young people and vulnerable learners. Suitability checks, safeguarding questions, DBS checks and induction are part of our safer recruitment approach.

1. Purpose

Luma Education is committed to safer recruitment. Recruitment decisions must consider safeguarding suitability, professional boundaries, competence, identity, right to work and the needs of learners, not only qualifications or experience.

This policy supports our Safeguarding and Child Protection Policy and applies to employees, tutors, directors, volunteers, agency workers, contractors and any person who may work with or around children, young people or vulnerable learners.

2. Recruitment principles

- the welfare of children and learners is paramount;
- roles involving work with children will clearly state safeguarding responsibilities;
- applicants will be assessed for suitability to work with children, not just technical ability;
- unexplained gaps, inconsistent history or safeguarding concerns will be explored;
- no person will work unsupervised with children until required checks are completed or a written risk assessment is approved;
- recruitment will be fair, consistent and non-discriminatory.

3. Recruitment process

Stage	What Luma Education will do
Advertising and role information	State safeguarding responsibilities and the expectation that staff are suitable to work with children and vulnerable learners.
Application and shortlisting	Review employment history, qualifications, gaps, inconsistencies and role suitability.
Interview	Ask questions about safeguarding awareness, professional boundaries, behaviour management, SEND/vulnerable learners and role competence.
Pre-employment checks	Complete identity, right to work, enhanced DBS, barred list check where applicable, references, qualification/professional checks, overseas checks where needed and online checks where appropriate and proportionate.
Before unsupervised work	Confirm checks are complete and recorded, or approve a written risk assessment with supervision controls where legally permissible.
Post-appointment	Complete induction, safeguarding training, probation, supervision, performance review and ongoing suitability monitoring.

4. Minimum checks

Check	Expectation
Identity	Original or verified identity evidence will be checked.
Right to work	Right to work in the UK will be checked before work starts.
DBS	Enhanced DBS checks will be required for relevant roles. Children's barred list checks will be completed where the role is regulated activity and legally eligible.
References	References will be requested, including the most recent relevant employer where possible. Concerns will be followed up.

Check	Expectation
Qualifications and professional status	Qualifications, teaching status or professional registration will be checked where required for the role.
Overseas checks	Additional checks or certificates of good conduct may be requested where the applicant has lived or worked overseas.
Online checks	Proportionate online checks may be carried out for shortlisted candidates where relevant to safeguarding suitability.
Single Central Record	Relevant checks will be recorded on the Single Central Record or equivalent compliance record.

5. Agency staff, contractors and third parties

Where agency staff, contractors or third-party workers are used, Luma Education will seek appropriate confirmation that required suitability checks have been completed. People who have not been verified must not have unsupervised access to children.

6. Alternative provision, home tuition and online work

Additional safeguards may be applied for AP pupils, SEND learners, home tuition, outreach and online provision. These may include learner-specific risk assessments, supervision checks, approved communication channels, no personal social media contact, agreed attendance reporting and clear escalation routes.

7. Induction and ongoing suitability

- new staff and tutors must receive safeguarding induction before unsupervised work;
- staff must understand the Safeguarding and Child Protection Policy, staff code of conduct, allegations process, low-level concerns and whistleblowing route;
- training and supervision will be refreshed according to role, risk and local authority/commissioner requirements;
- concerns about conduct, professional boundaries or suitability will be recorded and addressed promptly;
- Luma Education may suspend, supervise, restrict duties, investigate or terminate engagement where safeguarding or suitability concerns arise, subject to lawful process and LADO advice where required.

8. Equal opportunities and privacy

Safer recruitment must be carried out fairly and consistently. Checks will be proportionate to the role and handled confidentially. Recruitment information will be processed in line with the Privacy Policy and data protection law.

9. Connection to safeguarding

This policy should be read with Luma Education's Safeguarding and Child Protection Policy. If a concern arises that an adult working with children has harmed a child, may have harmed a child, may pose a risk of harm, or may not be suitable to work with children, the allegations/LADO route in the safeguarding policy must be followed.

Approval and review

Approval item	Details
Approved by	Aiden Bayati, Director / Designated Safeguarding Lead
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