

# **NUDGE**

## **EDUCATION**

### **Recruitment, Selection & Sub-contracting Policy**

**December 2025**

**Review Date: December 2026**

#### **Scope of Document**

This policy applies to all employees and subcontractors of Nudge Education regardless of employment status

## Purpose

This policy is drafted to ensure two key principles:

1. That people who are recruited or sub-contracted to work with Nudge Education are fully assessed and vetted to ensure a safe environment to provide engagement, education and empowerment for our students.
2. That the processes we use provide a fair, transparent and inclusive opportunity to work in an organisation committed to safeguarding, equality and diversity.

This policy is linked to several other key documents including:

- Safeguarding & Child Protection Policy
- Confidentiality Policy
- Information Security, Data Protection and GDPR Policy
- Social Media Policy
- Equality and Diversity

This policy is informed by:

- Keeping Children Safe in Education 2025 (KCSIE 2025)
- Working Together to Safeguard Children 2023
- Prevent Duty Guidance: England and Wales (March 2023)

It should also be read in conjunction with our Child Protection and Safeguarding Policy ([hyperlink](#)).

## **Recruitment and Subcontracting Process:**

We use the same high levels of scrutiny for all new staff and associates, whether recruited directly or through a subcontracting arrangement.

Every person who is successfully recruited and onboarded will have:

- Produced valid documentation proving their identity, including photo ID.
- Provided evidence of the right to work in the UK.
- Provided a full employment history, with reasonable written explanations for any gaps.
- Undertaken an Enhanced DBS check with children's barred list information (or provided evidence of Update Service status). This must be renewed every three years if not on the Update Service. If recruiting from overseas (or where a candidate has worked abroad in the last 5 years), additional checks will be required, including criminal record checks from the relevant jurisdiction.
- Supplied at least two satisfactory references, one of which must be from the most recent employer/line manager.
- Provided evidence of relevant training and qualifications (original certificates only).
- Been checked via the Department for Education's Employer Access Service to confirm they are not subject to a prohibition, sanction, restriction or interim prohibition order. This is whether they disclose they are a qualified teacher or not to ensure that anyone providing us with false or inaccurate information is identified.
- A record or statement detailing any other positions of trust they may hold elsewhere (i.e. School Governor, Football Coach)

In addition to the mandatory checks, Staff and associates will have to undergo a thorough interview and assessment process to be recruited or on boarded:

- In line with KCSIE 2025, we will carry out online searches for shortlisting candidates to help identify any incidents or issues that might need to be discussed at interview.
- Where appropriate, social media accounts and online presence may be reviewed to judge suitability.
- Initial CV and Telephone screening/Online awareness session where we can check initial suitability
- Live interview via a software platform that allows us to record the meeting and add notes
- Competency-based assessment tasks
- Online induction/ on-boarding session.

The above process will always be overseen by at least one person who has completed Safer Recruitment in Education training within the last three years. It is our standard Practice, however, for all members of our Recruitment and HR Team to undertake Safer Recruitment refresher

## **Advertising Jobs and Pre Interview Screening**

- All adverts will explicitly state Nudge Education's safeguarding commitment, the requirement for a DBS check, and our Safer Recruitment approach.
- CVs alone will not be accepted; all applicants must complete our application form.
- At interview, safeguarding questions will always be asked, including whether there is any reason the applicant cannot work with children.
- References will be verified by phone/email/letterhead, and discrepancies will be followed up.

Providing false or misleading information may result in:

- rejection of the application,
- withdrawal of any offer,
- summary dismissal if already employed/engaged, and
- referral to relevant regulatory or safeguarding bodies (including the LADO, police, DBS and Teaching Regulation Agency, where appropriate).

## **Record Keeping**

- Notes will be kept of all recruitment decisions and interview responses, including explanations of employment gaps.
- Records will be retained securely for at least 7 years in line with our Data Protection policy.

## **Dealing with Convictions**

If a candidate and/or a DBS certificate reveals convictions, the HR Team will:

- consider the nature, relevance and seriousness of the offence(s),
- review how long ago the offence occurred,
- consider whether it was isolated or repeated,
- take into account evidence of change, rehabilitation and remorse,

- escalate the case to the HR Lead and/or Operations Manager to complete a Risk Assessment.

A written statement will be obtained from the candidate to establish the facts and nature of the offence(s). This will then be passed to the HR Lead and Operations Manager (or other suitable SLT members) to evaluate all of the risk factors above before a position is offered or confirmed. The statement will be held on file for as long as that information is deemed to be relevant. (7 years if the applicant is hired)

If a candidate wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the candidate would otherwise be offered a position were it not for the disputed information, Nudge Education may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Where convictions raise safeguarding concerns, consultation with the LADO will take place before any decision is made.

### **Post recruitment/ sub-contracted stage**

After a staff member or sub-contractor successfully completes the selection and induction stage as detailed above, the standard protocol is that this person will be supported by a Regional Team during the course of their first interventions to assess quality.

There will be a regular observation schedule communicated to all Education Experts in addition to a raft of unplanned visits to ensure quality is upheld as well as safeguarding. We use the background data about an Education Expert as well as reviewing their performance on intervention when we undertake the matching process for future students.

### **Training and Professional Development**

Throughout their time within the Nudge Education network, we will ensure that all of our staff and associates are up to date with relevant training and guidance. We provide a thorough induction and training programme for all staff who begin working with Nudge Education on the principles of working 1:1 with disengaged students

Before being deployed to work with young people, we expect staff and associates to have undertaken the following courses via our e-learning portal -( our staff receive a login for this during onboarding) ([Tes Develop: Log in to the site \(myeducare.com\)](#)/) unless they can provide evidence that they have completed the same course in the current academic year.

- Prevent Duty **(Educare)**
- Safeguarding Children and Young People **(Educare)**
- First Aid **(Educare)**

Safeguarding Children and Young People and First Aid needs to be renewed annually on Educare unless staff have completed a Level 2 or above training through another organisation(s), which should specify an expiry date.

We also encourage our associates and staff to attend any LA safeguarding training courses in areas we are commissioned to work so we have area specific information and training.

## **Volunteers**

Nudge Education do not currently use volunteers in any capacity however reasonable checks as detailed above will be undertaken should it be judged that having a volunteer or guest speaker would be beneficial to a student's development.

## **Misconduct**

All staff and associates are bound by our policies. Breaches will be managed by line managers and HR, with escalation to the Senior Leadership Team where necessary. Safeguarding-related breaches will always be referred to the LADO.

## **Right to Withdraw**

Employment or engagement offers remain conditional until all pre-employment checks are satisfactorily completed. Offers may be withdrawn where conditions are not met.