



Safeguarding Policy

Edvantro Ltd — Teacher Recruitment Agency

Version 1.0 | April 2026 | Annual Review

DOCUMENT CONTROL

Field	Detail
Policy Title	Safeguarding Policy
Organisation	Edvantro Ltd
Applies To	All staff, consultants, and candidate workers placed by Edvantro
Review Frequency	Annually, or following a significant incident or legislative change
Next Review	April 2027
Policy Owner	Director / Designated Safeguarding Lead

SECTION 1 — INTRODUCTION AND POLICY STATEMENT

Edvantro Ltd ("Edvantro") is a UK-registered teacher recruitment and staffing agency operating across primary and secondary education. We place supply, long-term, and permanent teaching staff with schools across England. Edvantro is registered at 20 Wenlock Road, London, N1 7GU.

Edvantro is fully committed to safeguarding and promoting the welfare of children and young people. We recognise that working within the education sector places us at the heart of environments where children are present, and that this carries both a legal and moral responsibility to ensure the highest standards of safer recruitment, candidate vetting, and safeguarding practice.

This policy applies to all Edvantro employees, directors, contractors, and candidates placed by Edvantro with client schools. It sets out our obligations, procedures, and expectations in respect of safeguarding children in line with current legislation and statutory guidance.

1.1 Legislative and Regulatory Framework

This policy has been developed with reference to the following legislation and guidance:

- Children Act 1989 and Children Act 2004
- Keeping Children Safe in Education (KCSIE) 2025 – DfE statutory guidance (in force from 1 September 2025)
- Working Together to Safeguard Children 2026 – HM Government (published March 2026)
- Education (Independent School Standards) Regulations 2014
- The Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- UK GDPR and Data Protection Act 2018
- Disclosure and Barring Service (DBS) Code of Practice
- Teachers' Standards 2012 (DfE)
- Children's Wellbeing and Schools Bill (pending Royal Assent, April 2026 — Edvantro will update this policy upon enactment)

1.2 Scope

This policy covers all activities carried out by Edvantro that relate to the placement of candidates in educational settings and the ongoing management of those placements. It applies equally to short-term supply placements and long-term or permanent positions.

SECTION 2 — OUR COMMITMENT TO SAFEGUARDING

Edvantro places children's welfare at the centre of everything we do. Our commitment is demonstrated through:

- Rigorous safer recruitment and pre-employment vetting of all candidates before placement
- Clear safeguarding responsibilities for all Edvantro staff and placed candidates
- Ensuring all candidates understand their safeguarding obligations in schools
- Maintaining accurate records of all compliance checks and DBS disclosures
- Responding promptly and appropriately to any safeguarding concerns or allegations
- Providing clear channels for reporting concerns to the relevant authorities
- Reviewing and updating this policy at least annually

2.1 Designated Safeguarding Lead (DSL)

Edvantro has appointed a Designated Safeguarding Lead (DSL) who holds responsibility for safeguarding at a strategic and operational level within the agency. The DSL ensures that this policy is implemented, that staff receive appropriate training, and that any concerns are handled in accordance with statutory guidance.

The DSL can be contacted via info@edvantro.com or 020 3740 1448. In the DSL's absence, the Deputy DSL assumes responsibility for safeguarding matters.

SECTION 3 — SAFER RECRUITMENT AND PRE-EMPLOYMENT VETTING

Edvantro operates a rigorous and consistent pre-employment vetting process for all candidates. No candidate will be placed in a school until all mandatory compliance checks have been completed and verified to Edvantro's satisfaction. The following checks are completed for every candidate before placement:

Check	Detail / Standard
Enhanced DBS	Enhanced Disclosure and Barring Service check with a Children's Barred List check. Must be registered on the DBS Update Service, or a fresh enhanced check obtained before placement.
DBS Update Service	Candidates must subscribe to and actively maintain their DBS Update Service registration, logging in annually to renew (updated DBS requirement from 2025). Edvantro performs a status check before each new placement.
Right to Work	Original documents verified in line with Home Office guidance. No candidate will be placed without confirmed right to work in the UK.
QTS / Teacher Status	Qualified Teacher Status verified via the DfE's Teachers' Services portal. Unqualified teachers are flagged to schools accordingly.
Identity Verification	Photographic ID checked and verified in person or via a certified identity verification process.
References	Minimum two professional references obtained, including at least one from the most recent employer in education. References are verified directly with referees.
Prohibition Check	Teachers checked against the DfE Prohibition Orders list to confirm they are not prohibited from teaching.
Section 128 Check	Candidates applying for management roles are checked against DfE Section 128 directions (prohibition from management).
Overseas Checks	For candidates who have lived or worked outside the UK, equivalent overseas police checks or certificates of good conduct are obtained as required.
Medical Fitness	Candidates confirm they are medically fit to work with children. Where required, Edvantro may request an occupational health declaration.
National Insurance	NI number verified to confirm identity and employment history consistency.
Induction Status	For NQTs/ECTs, induction status and registration with the appropriate body (e.g. Teaching Regulation Agency) is confirmed.

3.1 Single Central Record (SCR)

Edvantro maintains its own Single Central Record (SCR) for all candidates registered with the agency. The SCR records the date each check was completed, the outcome, and who carried out the check. Edvantro provides evidence of completed checks to client schools so that they may update their own SCR in accordance with KCSIE requirements.

3.2 Gaps in Employment

All gaps in employment history of six months or more must be satisfactorily explained by the candidate. Edvantro will probe unexplained gaps during the registration interview and will not place a candidate where gaps cannot be accounted for to a satisfactory standard.

SECTION 4 — ROLES AND RESPONSIBILITIES

4.1 Edvantro Staff

All Edvantro employees are responsible for:

- Completing their own DBS check and safeguarding training before working in or visiting educational settings
- Following this policy and associated procedures at all times
- Reporting any safeguarding concern or allegation to the DSL immediately
- Not investigating allegations themselves or promising confidentiality to candidates or third parties regarding safeguarding concerns
- Completing mandatory safeguarding training as required by the DSL

4.2 Placed Candidates

All candidates placed by Edvantro in schools are required to:

- Comply with the safeguarding policy of the school in which they are placed
- Act in accordance with KCSIE 2025 and the school's child protection procedures
- Report any safeguarding concerns immediately to the school's Designated Safeguarding Lead
- Not investigate any allegation or concern themselves
- Notify Edvantro of any safeguarding concern or allegation made against them or arising during a placement
- Maintain professional boundaries with pupils at all times
- Complete any safeguarding induction or briefing required by the school before commencing work

4.3 Client Schools

Edvantro provides client schools with full documentation of compliance checks completed for each placed candidate. Schools remain responsible for:

- Updating their Single Central Record with evidence of checks received from Edvantro
 - Providing all placed candidates with a safeguarding induction, including sharing their safeguarding policy
 - Reporting any safeguarding concern or allegation involving an Edvantro-placed candidate to Edvantro immediately
 - Ensuring placed candidates are appropriately supervised, particularly in their first days at the school
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SECTION 5 — REPORTING SAFEGUARDING CONCERNS AND ALLEGATIONS

Any safeguarding concern or allegation must be reported immediately. The following procedure applies whether the concern relates to the conduct of a placed candidate, a member of Edvantro staff, or a concern identified during the course of agency business.

5.1 Concerns About a Child's Welfare

If an Edvantro employee or placed candidate becomes aware of a concern about the welfare or safety of a child:

- The concern must be reported immediately to the school's DSL (for placed candidates) or to Edvantro's DSL (for agency staff)
- Edvantro's DSL will liaise with the school's DSL and, where appropriate, with the relevant Local Authority Children's Social Care (LACSC) team
- Where there is an immediate risk of harm, the police (999) or LACSC Emergency Duty Team must be contacted without delay
- All concerns will be recorded in writing by Edvantro's DSL as soon as practicable

5.2 Allegations Against a Placed Candidate

If an allegation is made against a candidate placed by Edvantro:

- The school must notify Edvantro's DSL immediately upon becoming aware of the allegation
- Edvantro will immediately suspend the candidate from all placements pending investigation — this is not a presumption of guilt
- The matter will be referred by the school to the Local Authority Designated Officer (LADO) in accordance with KCSIE
- Edvantro will cooperate fully with any investigation by the school, LADO, police, or children's social care
- Edvantro will not approach the alleged victim, their family, or witnesses directly
- Edvantro will make a referral to the DBS and/or the Teaching Regulation Agency (TRA) if the candidate is dismissed or would have been dismissed, or if the person resigns before a conclusion is reached

5.3 Allegations Against Edvantro Staff

Where an allegation is made against a member of Edvantro staff, the DSL will refer the matter to the LADO for the area in which the concern arose and will follow the LADO's guidance. The DSL will inform the Edvantro Director and will ensure the matter is managed in accordance with KCSIE Chapter 2 requirements.

Key Safeguarding Contacts	
Edvantro DSL:	info@edvantro.com 020 3740 1448
NSPCC Helpline:	0808 800 5000
Police (Emergency):	999
Police (Non-Emergency):	101
DBS Barring Referrals:	01325 953 795
Teaching Regulation Agency:	0207 593 5393
Childline (children):	0800 1111

SECTION 6 — SAFEGUARDING TRAINING

6.1 Edvantro Staff

- All Edvantro staff complete safeguarding awareness training at induction, covering recognition of abuse, reporting procedures, and safer recruitment principles
- The DSL completes DSL-level safeguarding training (Level 2 or equivalent) and refreshes this every two years
- All staff complete annual safeguarding refresher training
- Training records are maintained by the DSL

6.2 Placed Candidates

- All candidates are required to have completed safeguarding training appropriate to their role (minimum Level 1 / awareness level) before being placed
- Candidates are directed to their host school's safeguarding induction on arrival

- Edvantro may require candidates to complete specified safeguarding training as a condition of registration
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SECTION 7 — CONFIDENTIALITY AND DATA PROTECTION

Edvantro handles all safeguarding-related information in accordance with UK GDPR and the Data Protection Act 2018. Edvantro is registered as a Data Controller with the Information Commissioner's Office (ICO).

Information about safeguarding concerns will be shared on a need-to-know basis only and in accordance with the principle that the welfare of the child overrides considerations of confidentiality. Information will be shared with the school, LADO, LACSC, DBS, TRA, or police as required by law or statutory guidance.

Safeguarding records will be retained securely. Records relating to allegations will be kept until the subject reaches age 75, or for a minimum of 10 years from the date of the allegation, whichever is longer, in line with DfE guidance.

SECTION 8 — ONLINE SAFETY AND CONDUCT

Edvantro expects all placed candidates to adhere to the highest standards of professional online conduct. Candidates must not:

- Contact pupils or parents through personal social media accounts or messaging apps
- Accept friend or follow requests from pupils on any personal social media platform
- Share personal contact details (personal mobile, personal email) with pupils
- Use school devices or accounts for personal communications
- Take, store, or share photographs or videos of pupils on personal devices

Any online safeguarding concern — including cyberbullying, inappropriate contact, or online grooming concerns — must be reported to the school's DSL immediately.

SECTION 9 — WHISTLEBLOWING

Edvantro encourages a culture of openness and transparency. All staff and placed candidates have a responsibility to raise concerns about the practice of colleagues or others where those concerns relate to the safety or welfare of children.

Concerns can be raised confidentially with the Edvantro DSL. Where concerns relate to the conduct of the DSL, they should be raised directly with the Edvantro Director. Staff who raise genuine concerns in good faith will not be penalised in any way.

If a concern cannot be resolved internally, it should be referred to the LADO, Ofsted, or the NSPCC Whistleblowing Helpline (0800 028 0285).

SECTION 10 — POLICY REVIEW AND MONITORING

This policy will be reviewed annually by the Edvantro DSL and Director. It will also be reviewed and updated:

- Following any significant safeguarding incident or near-miss
- Upon publication of updated statutory guidance (e.g. new edition of KCSIE)
- Following any legislative change
- At the request of the DSL, Director, or an external inspection body

All staff and registered candidates will be notified of material updates to this policy. The current version of this policy will be made available to client schools upon request.

APPROVAL

Approved By	Signature	Date
Director, Edvantro Ltd		April 2026

Designated Safeguarding Lead		April 2026
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