ABtec Computer Solutions Ltd

Safe Recruitment Policy

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Approved by	Board of Directors, 06/11/2026
Policy owner	Barry Taylor, Director
Date of issue	06/11/2026
Date of next review	06/11/2027

1. Purpose

ABtec Computer Solutions Ltd ("ABtec") is committed to safeguarding children (anyone under 18) and adults at risk. Many of our engineers work in schools, colleges and academy trusts and can have access to pupils, premises and systems that hold safeguarding data. This policy sets out how we recruit safely, to deter and prevent unsuitable people from working with children and adults at risk.

Everyone involved in recruiting and selecting staff must read and follow this policy.

2. Legislation and guidance

This policy reflects:

- Keeping Children Safe in Education 2026 (KCSIE), in force from 01/09/2026, in particular Part three on safer recruitment and its requirements for contractors and supply staff.
- Working Together to Safeguard Children 2023.
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, and the Crime and Policing Act 2026 changes to regulated activity.
- Prevent duty guidance for England and Wales (2023).
- Disclosure and Barring Service (DBS) guidance and code of practice.
- Immigration, Asylum and Nationality Act 2006 (right-to-work checks).
- Equality Act 2010 and UK GDPR / Data Protection Act 2018.

3. Equality

This policy is applied consistently to all applicants and staff regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Our aims are to recruit the best people on merit, treat every applicant fairly and consistently, and complete every pre-employment check required for the role.

4. Recruitment process

- Adverts and job descriptions state our commitment to safeguarding and say whether the role requires an enhanced DBS check.

- All applicants complete our standard application process, giving full employment history (paid and voluntary), education and qualifications. CVs alone are not accepted as the final record.
- Applicants are asked to self-declare any unspent convictions or cautions and, for roles needing an enhanced check, any that are not protected (filtered). Self-declarations are seen only by those involved in the decision.
- We may carry out online searches on shortlisted candidates, in line with KCSIE. Candidates are told in advance that this may happen.
- We ask for an explanation of any gaps or repeated changes in employment history.
- Interviews include questions that explore the candidate's attitudes and values towards safeguarding.

5. Interviews

Interviews are face to face (in person or by video) wherever possible, with at least two interviewers. At least one member of the panel will have completed safer recruitment training within the last three years. The panel will explore any gaps, anomalies or disclosed information before making a decision.

Candidates invited to interview must bring original evidence of identity, address, right to work and relevant qualifications. Copies are kept securely. Documents for unsuccessful candidates are securely destroyed six months after the recruitment campaign ends.

6. Pre-employment checks

All offers are conditional on satisfactory completion of:

- Identity and right-to-work checks.
- At least two references, one from the most recent employer. References are sought before interview where possible and are always verified directly with the referee. Open references or testimonials are not accepted.
- Verification of qualifications that are relevant to the role.
- An enhanced DBS check, with children's barred list check where the role is regulated activity (see section 7).
- Health and fitness questions, asked only after an offer has been made.
- For anyone who has lived or worked outside the UK, overseas criminal records checks or certificates of good conduct where available.

7. DBS checks

Any individual who will work in regulated activity with children or adults at risk must complete an enhanced DBS check with the relevant barred list check before starting. Any individual whose role involves working with children or adults at risk but is not regulated activity must complete an enhanced DBS check (without barred list) before starting.

Staff are asked to join the DBS Update Service. We re-check status at least every three years, and immediately when someone moves into a role that involves regulated activity.

We keep a single central record of the checks completed for every member of staff, so we can give schools the written confirmation KCSIE requires.

8. Working in customer schools and colleges

Under KCSIE 2026, schools must get written confirmation that contractor staff have had the appropriate checks, and must see a copy of any DBS certificate that discloses information before that person starts. ABtec will:

- Provide written confirmation of each engineer's DBS level and date on request, before the first visit.
- Make sure engineers carry photo ID and present it on arrival.
- Follow each school's signing-in, visitor and safeguarding procedures.
- Require any subcontractor we use in a school to meet the same DBS standards as our own staff, and confirm this in writing.

9. Where a DBS check reveals information

If a DBS check discloses information, the applicant will be asked to show us the original certificate. A director will review the information and the applicant's explanation, taking into account the nature of the role, the relevance and seriousness of the offence and how long ago it happened. A disclosure will not automatically bar someone from employment. If the certificate is not provided, or the risk cannot be managed, we may withdraw the conditional offer.

10. Induction and probation

All new staff complete induction, which covers our safeguarding policies, how to report concerns, online safety and their responsibilities when working on customer sites. New staff complete a probationary period during which conduct, performance and attendance are reviewed.

11. Review

This policy is reviewed every year, and whenever KCSIE or other relevant legislation or guidance changes.

Approval

Signed	Barry Taylor
Print name	Barry Taylor
Position	Director
Date	06/11/2026

Electronically signed by Barry Taylor, Director, on 06/11/2026 following Board approval.

Amendment history

Version	Date	Modified by	Comments
1.0	July 2024	—	Last reviewed July 2024
2.0	06/11/2026	Barry Taylor	Approved by the Board 06/11/2026. Updated for KCSIE 2026, Working Together 2023, Prevent 2023 and Crime and Policing Act 2026; added contractor confirmation, online searches, Update Service, central record and references section