



Five Education Letter of Assurance September 2026

Five Education confirms that, for each candidate supplied to a nursery, school or college, we carry out and record the pre-appointment and pre-placement checks that the school or college would otherwise be required to perform. The school or college remains responsible for checking that the person presenting for work is the same person on whom the checks were carried out.

This assurance has been updated with reference to Keeping Children Safe in Education 2026, the Safeguarding Vulnerable Groups Act 2006 as amended by the Crime and Policing Act 2026, current Disclosure and Barring Service guidance, current Home Office right-to-work guidance, the Equality Act 2010 and relevant teacher-status / induction guidance. Five Education operates as an employment business within the meaning of the Employment Agencies Act 1973 and complies with the Conduct of Employment Agencies and Employment Businesses Regulations 2003. Five Education will update its processes if statutory guidance changes.

Right to Work

- Identity is verified using original or approved identity evidence, including current and former names where relevant.
- Right to work is checked before a candidate is cleared to work. Depending on the individual, this may be completed through the Home Office online service using a right-to-work share code, a compliant manual document check, or an approved digital verification route for eligible British and Irish passport holders.
- Where a candidate has time-limited permission to work, follow-up checks are completed as required by Home Office guidance.
- Five Education currently uses TrustID where an eligible digital identity / right-to-work route is appropriate. The candidate is matched to the identity evidence before clearance.

DBS Checks and Barred-List Checks

- Candidates are subject to an Enhanced DBS with child and adult or child only workforce check. Some of the settings we work with are for young adults aged 18 and over. Where the role is regulated activity with children, the check includes children's barred-list information.
- The original DBS certificate is inspected. If Five Education relies on the DBS Update Service, we obtain the candidate's consent, verify identity, confirm that the certificate is for the correct workforce and level, inspect the original certificate and complete an online status check.
- Candidates can join the DBS Update Service when the application is made or within 30 calendar days of the certificate issue date.
- Where the role also meets eligibility for the adult workforce, the appropriate adult-workforce / barred-list requirements are considered separately.

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Speak to team 0117 422 6167
info@fiveeducation.co.uk

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- A Five Education DBS certificate that is not registered with the Update Service is renewed at least every two years.
- Where an appropriate DBS certificate from another organisation is relied upon, Five Education requires it to be registered with the Update Service and carries out status checks at least every three months.
- For enhanced DBS checks, our written confirmation confirms that the appropriate certificate has been obtained.
- If an enhanced DBS certificate contains disclosed information, Five Education will provide the school or college with the certificate / relevant information required for it to discharge its KCSiE responsibilities before the individual starts work.

Regulated Activity (Change in Legislation from 1st Sep 2026)

- Any candidate we are arranging to work or volunteer regularly with children will be subject to an Enhanced DBS with child workforce, including children's barred-list information.

Keeping Children Safe in Education (KCSiE)

- Candidates working in nurseries, schools and colleges are required to read and understand Part One of KCSiE 2026.
- Candidates sign a declaration as part of their application form to confirm that they have read and understood this.
- Candidates who worked for us in the 2025/26 academic year are sent the new KCSiE Part 1 and asked to declare that they have read and understood the new guidance, before working in September 2026.

Application Information, Self-declaration and Online Checks

- Five Education obtains complete employment / education history and scrutinises gaps and inconsistencies.
- Criminal-record and self-declaration information is requested at shortlisting or the equivalent pre-interview stage.
- Only information that can lawfully be requested under current disclosure and filtering rules is sought.
- A proportionate online search is undertaken on shortlisted candidates as part of due diligence. Searches focus on publicly available information relevant to safeguarding or suitability; any relevant concern is raised with the candidate before a decision is made.



- Where a candidate may work in relevant childcare provision, Five Education will establish that they are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018. This includes candidates working with children up to and including Reception age, and candidates providing before or after school care for children under the age of eight.

References and Employment History

Five Education obtains a minimum of two references for every worker, covering at least the previous two years. A reference is always sought from the current or most recent employer. Where a worker has previously worked with children or vulnerable adults, a reference is sought from the most recent setting in which they did so, even where that post falls outside the two-year period. Wherever possible, references are obtained before a final suitability decision is made.

References are requested directly from the referee on Five Education's own reference form. Where the referee is a school, college, nursery, children's home or care setting, the reference is provided by the setting itself — by its HR, compliance or personnel function, or by the headteacher, principal, registered manager or a member of the senior leadership team — rather than by an individual colleague acting personally. The name and job title of the person completing each reference is recorded.

Every reference request asks the referee to confirm dates of employment, job title and duties including whether the role involved work with children; attendance and disciplinary record; the reason for leaving; whether the worker has been subject to any substantiated safeguarding allegation or disciplinary action relating to the safety and welfare of children, including any where the worker resigned before proceedings concluded; whether the referee has any concerns about the worker's suitability to work with children; and whether they would re-employ.

References are verified before they are accepted. They are obtained from professional email addresses, the referee's identity and role are confirmed, and the content is checked against the worker's application and employment history. Open references, including those addressed "to whom it may concern", are not accepted as evidence of suitability, and references are not accepted from anyone related to the worker or from a partner or close friend. Where a setting provides a factual-only reference, the safeguarding and suitability questions are put to that setting separately in writing, and a factual-only reference is not treated on its own as evidence of suitability to work with children.

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All gaps in employment or activity are explored with the worker and satisfactorily explained before clearance. Where a reference discloses a safeguarding concern, a disciplinary matter or an unexplained discrepancy, it is referred to Five Education's Designated Safeguarding Lead before any placement decision, and no worker is cleared for placement until the matter is resolved to the Designated Safeguarding Lead's satisfaction. Any departure from these requirements must be authorised in writing by the Designated Safeguarding Lead.

Copies of references are available to client settings on request, subject to the referee's consent to disclosure.

Overseas Police Check

Candidates who have lived or worked outside the UK undergo the same UK checks as other candidates.

- All candidates who have lived or worked overseas for six continuous months or more within the last five years will be asked to produce a criminal record check for that country at the pre-interview check stage.
- Where a check cannot reasonably be obtained — for example because the country's process is impractical, the certificate cannot be issued from the UK, or conditions in that country prevent it — additional assurance is sought instead. This may include a letter of good conduct from a former overseas employer, received directly from a verified professional email address, together with further references covering the overseas period. The reason the check could not be obtained, the alternative evidence relied on and the clearance decision are recorded on the candidate's file and authorised by the Designated Safeguarding Lead.

Teacher Status, Qualifications and Professional Checks

- Five Education uses the Department for Education's Check a teacher's record service, where applicable, to verify relevant teacher status information such as QTS, induction / probation status, prohibitions, sanctions and restrictions.
- Candidates' induction status is recorded and candidates who have not completed their induction within five years may not be able to be placed as supply teachers. This is checked on a case-by-case basis and the school will only receive candidates that are appropriate for their needs. The candidates may be able to work as an unqualified teacher if they choose to do so.
- All candidates are checked against the list of people who are prohibited from working with children. Candidates in consideration for a Leadership role have the Section 128 list checked as well. Any candidate flagged on these lists would not be able to be placed.

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Overseas-Trained Teachers

- Teachers who qualified outside the UK may, where they meet the statutory criteria, teach in England for up to 4 years without holding English Qualified Teacher Status (QTS) under the overseas-trained teacher “4-year rule”. To qualify for this exemption, the individual must have qualified as a teacher outside the UK and successfully completed teacher training recognised by the relevant teaching regulator in the country in which they qualified. The exemption does not apply to pupil referral units, alternative provision academies or alternative provision free schools, where QTS is required from the start of employment.

Health, Fitness and Reasonable Adjustments

- All candidates are asked on their application form to confirm if they have any health conditions that will require additional adjustments. Any follow up questions are limited to circumstances where they are legally permitted, such as identifying reasonable adjustments for the recruitment process or establishing whether an applicant can carry out a function that is intrinsic to the role.
- Where fitness information is required, it is considered at the appropriate pre-appointment stage. Health information is not routinely disclosed to a school. Where an adjustment or safety-related piece of information needs to be shared, this is done lawfully, proportionately and only to the extent necessary.

Additional Controls

- Candidate files are independently cross-checked by compliance staff before final clearance.
- Recruitment decisions, risk assessments, exceptions and the rationale for clearance are recorded so that the process is auditable.

Training

- All candidates complete:
 - Essentials in Child Protection
 - Prevent Awareness
 - Allergy Awareness
- Candidates with less than one month's experience in a UK school within the last two years are required to complete Five Education's SEND supply induction training before working.



Ongoing Suitability, Allegations and Low-level Concerns

- Five Education considers new information that may affect a candidate's suitability, including safeguarding allegations, low-level concerns, client feedback, professional restrictions and relevant DBS Update Service changes. Low-level concerns received about supply staff are recorded and reviewed for patterns across placements.
- Five Education will cooperate with the school or college, LADO, police, local authority children's social care and other relevant bodies as required, and will make DBS and / or Teaching Regulation Agency referrals where the statutory criteria are met.

Information Provided to Partner Settings

- Before a candidate is supplied, Five Education provides written confirmation that the checks applicable to that person and role have been carried out and the appropriate certificates obtained. This includes confirmation that the enhanced DBS certificate with children's barred-list information has been obtained. Where an enhanced DBS certificate contains disclosed information, the school or college will be provided with the copy so that it can make its own safeguarding decision.
- Five Education supplies sufficient identity information to allow the setting to verify the individual on arrival.

Kind regards,
Matthew Webber
Director
Five Education

Designated Safeguarding Lead and Data Protection Lead

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Data protection enquiries: dataprotection@fiveeducation.co.uk

Regulatory Information

Information Commissioner's Office registration: ZA436126.
Employers' liability and public liability insurance are in force. Certificates are available on request.

Document control

Letter of Assurance — version 1.0. Issued September 2026. Next review September 2027. Issued with reference to Keeping Children Safe in Education 2026.

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