

Safer Recruitment Letter of Assurance

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Operated by: Nudge Education Ltd · **Version:** Aug 2026 · **Owner:** Director,
Nudge Education Online & Head of School

Nudge Education Ltd

2 Sirius House, Amethyst Road, Newcastle upon Tyne, NE4 7YL

Company Number 10192753

August 2026

To whom it may concern,

Safeguarding and Safer Recruitment: Letter of Assurance

This letter is provided as commissioner-facing assurance that Nudge Education Ltd, operator of both the Nudge Education face-to-face intervention service and Nudge Education Online (NEO), applies safer recruitment standards consistent with the statutory guidance Keeping Children Safe in Education (KCSIE), as amended from time to time (currently the 2026 edition, in force 1 September 2026), Part Three, alongside the wider statutory framework set out in the Protection of Freedoms Act 2012, the Safeguarding Vulnerable Groups Act 2006, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and the UK General Data Protection Regulation.

I confirm that Nudge Education undertakes the following safer recruitment, vetting and barring checks for every member of staff, contractor, agency-supplied worker, and regular volunteer engaged in regulated activity with children, across both face-to-face provision and NEO online provision:

- Verified identity, with documentation checked in line with DBS Code of Practice
- Right to work in the United Kingdom, with documentation retained per Home Office guidance
- Enhanced Disclosure and Barring Service (DBS) check, including a check against the Children's Barred List for all roles in regulated activity

- Prohibition from Teaching check via the Teacher Services / Employer Access Service, for all teaching and teaching-management roles
- Section 128 check via the Employer Access Service, for management appointments (good practice for NEO given the OEAS accreditation route)
- Overseas police checks or equivalent for any member of staff who has lived or worked outside the UK for three months or more in the last five years
- Childcare Disqualification declaration where the role brings the post-holder into contact with learners under the age of eight
- Two written references, including one from the current or most recent employer, sought directly from the referee using a structured Reference Request Form that includes KCSIE-aligned safeguarding questions
- Online searches on shortlisted candidates as part of due diligence, in line with KCSIE expectations
- Verification of professional qualifications, with originals seen
- A signed Criminal Convictions Self-Declaration, completed at shortlist stage and signed in wet ink at panel interview
- A full employment history with all gaps explained

Every recruitment panel includes at least one member who holds current safer recruitment training, in line with KCSIE Part Three.

All pre-employment checks are recorded on a Single Central Record. For NEO, the Single Central Record is maintained within a restricted-access Google Workspace environment underpinned by a Data Protection Impact Assessment. The Single Central Record is audited termly by the Designated Safeguarding Lead and annually by the Proprietor.

Recruitment records for unsuccessful candidates are retained for twelve months and are then permanently destroyed. Recruitment records for successful candidates transition to the employment record and are retained in line with our published retention schedule.

Nudge Education Online is pursuing accreditation under the Online Education Accreditation Scheme (OEAS). NEO is not registered with the Department for Education as an independent school and is not subject to Independent Schools Inspectorate (ISI) inspection. However, NEO applies KCSIE as the operating standard for safer recruitment regardless of its specific statutory status, and this is reflected in the Recruitment, Selection and Sub-Contracting Policy with

its NEO Online Addendum, both publicly available at policies.nudgeeducation.online.

If you require any further information about our safer recruitment practice, please contact recruitment@nudgeeducation.online or write to the address above.

Yours faithfully,

Director, Nudge Education Online & Head of School Nudge Education Ltd

Document control

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