



Safer Recruitment Policy

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Coyle Education Safer Recruitment Policy

All candidate who apply to our Coyle Personnel Ltd will undergo the following checks before they are sent out to work:

- **Identify Checks** – All candidates must provide two documents confirming their identity.
- **Address Checks** – All candidates must provide two proofs of address.
- **Right to Work Check** – All candidates must provide valid and up to date right to work documentation. Either a UK passport or Visa.
- **DBS Checks** – All candidates must either provide, or apply for, an Enhanced DBS that must be clear and on the National Update Service.
- **Safeguarding** – All candidates must complete a Level 2 Safeguarding course and a prevent awareness course before they can be sent out for work. They are also provided with a detailed Safeguarding and Expectations document to refer back to.
- **References** – All candidates must provide at least 2 references. All referees are sent a form to complete regarding the candidate. These must be completed via DocuSign before the candidate is sent out to work.
- **Social Media** – Each candidate is subject to a social media check during the application process.
- **Qualifications** – where necessary we ensure the validity of the qualifications held by our staff. Whether these are QTS qualifications or higher education qualifications.

Checks that are carried out Monthly or Weekly:

- Ensuring any expiring DBS's are renewed and put on the national update service.
- Alerting candidates a month in advance that their right to work documents are close to expiring and that they will need to be renewed.

For any enquiries regarding our Safer Recruitment Policy then please contact either of the following:

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