

Letter of assurance

Fusion Staffing Ltd | Revised September 2026 | Review by September 2027

Fusion Staffing Ltd is committed to safeguarding children and supplying suitable teaching and support staff. This letter sets out our recruitment checks, placement assurances and continuing safeguarding responsibilities for schools and colleges in England, including education delivered online.

Our procedures follow Keeping children safe in education 2026 (KCSIE), particularly Parts one, three and four, alongside relevant legislation and Working Together to Safeguard Children. KCSIE applies to England. Placements in Wales must separately meet Welsh Government Keeping Learners Safe guidance and the applicable Welsh requirements.

We follow the REC Code of Practice for education recruitment. Recruitment, placement and safeguarding procedures are reviewed at least annually and whenever relevant guidance or legislation changes.

Recruitment and selection

- **Telephone assessment.** Pre-vet candidates through a telephone assessment.
- **Application and employment history.** Obtain a completed application covering education, employment and voluntary work since leaving school, reasons for leaving posts and explanations for gaps. A CV alone is insufficient.
- **Shortlisting and interview.** At least two people review shortlisting decisions. Conduct a structured face-to-face or Teams interview covering experience, suitability, professional boundaries and safeguarding. Recruiters receive appropriate safer recruitment training.
- **Suitability declaration.** Obtain a signed criminal-record and suitability declaration from shortlisted candidates, subject to the rules on protected convictions and cautions. Protected information is neither required nor taken into account.
- **Online searches.** Inform shortlisted candidates about searches of publicly available information. Explore relevant concerns fairly at interview and record decisions.
- **References.** Seek references before interview where possible and resolve concerns before placement. Cover at least the last two years as a company minimum, together with the current employer or most recent relevant employment and the last employer involving work with children where applicable.
- **Reference verification.** Obtain references directly, authenticate them with referees and compare them with the application. Open or applicant-supplied references are not substitutes. School references are confirmed by the headteacher or principal as accurate concerning disciplinary investigations.

Identity and professional eligibility

- **Identity.** Verify current and previous names, photographic identification and address.
- **Right to work.** Verify permission to work in the UK using the appropriate prescribed process.
- **Qualifications.** Verify qualifications required for the role and, where applicable, QTS and induction through DfE's Check a teacher's record.
- **Teaching restrictions.** Check teaching prohibition and interim prohibition orders and current GTCE sanctions or restrictions, where applicable.
- **Section 128.** Complete checks for relevant management roles in independent schools, including academies and free schools.
- **Fitness for the role.** Verify mental and physical fitness for the specific duties, respecting Equality Act 2010 restrictions on pre-offer health questions and considering reasonable adjustments. A health declaration does not replace consideration of suitability for the actual role.

DBS and barred list checks

- We determine the required check from the actual role, setting and duties. For regulated activity with children, an enhanced DBS certificate including children's barred list information is required. We apply the current definition in KCSIE 2026 and do not rely on the former supervision exemption. Barred list information is requested only where the role is eligible.
- Fusion's policy is not to place an educator until the required checks are complete and the appropriate enhanced DBS certificate has been obtained. A pending application alone is not clearance. A barred person must never be supplied for regulated activity. In EYFS settings, the setting must receive the enhanced DBS certificate, including barred list information, before the individual begins work.
- **Update Service.** Before relying on a status check, we obtain the individual's consent, inspect the original physical certificate, match it to their identity and confirm the correct workforce, level of check and barred list information for the role. We record the check and result. If the service indicates a change, the subscription has lapsed or the certificate is unsuitable, we obtain a new appropriate DBS certificate before placement.
- **Disclosure information.** Relevant information is assessed individually, with the candidate's explanation, and the suitability decision is recorded. Where the enhanced certificate discloses any matter or information, or relevant information has been supplied to the employment business, the receiving school or college is provided with a copy of the certificate in accordance with KCSIE paragraph 365 before placement. Information is transferred securely to authorised recipients.

Overseas history

- Candidates who have lived or worked outside the UK undergo the same UK checks, including the appropriate enhanced DBS check, plus further checks appropriate to their overseas history. We do not limit these checks to the last five years or to stays of six months or more.
- Further enquiries include overseas criminal-record checks where available and, for teaching roles, evidence from the relevant professional regulator in countries where the person has worked about sanctions, restrictions or suitability to teach. Holding a teaching qualification does not by itself establish safeguarding suitability.
- Where evidence is unavailable, we seek alternative checks and document a risk assessment, the evidence obtained and the reasons for the suitability decision. Relevant limitations and the assessment are shared with the receiving school or college before it decides whether to accept the placement. A risk assessment cannot replace a legally required check.

Childcare disqualification

- We establish whether the Childcare Disqualification Regulations 2018 apply to the role. Checks cover relevant early years provision, including reception, relevant wraparound childcare for children under eight, and those directly concerned in managing that provision. This is not a blanket requirement for every role involving children under eight. A disqualified person is not placed in relevant provision unless an applicable Ofsted waiver permits it and its conditions are met.

Written assurance before each placement

- Before an educator starts, we provide the receiving school or college with written, individual-specific confirmation that all checks required for the role have been completed and the appropriate certificates obtained. This general policy does not replace that notification.
- The notification identifies the educator and role, records the relevant checks and completion dates, and confirms that the enhanced DBS certificate has been obtained by Fusion Staffing Ltd or another employment business. It includes the certificate details and, where applicable, the Update Service check and children's barred list confirmation. Role-specific checks and any relevant suitability information or overseas evidence limitations are included.

- The school or college records receipt of the notification on its single central record and checks that the person arriving is the person who was checked. Educators must bring suitable photographic identification. We resolve any mismatch or missing assurance before work begins. The school or college retains responsibility for its own safeguarding arrangements and acceptance of the placement.

Safeguarding knowledge and induction

- All educators must read KCSIE 2026 Part one in full and confirm their understanding. The overview is a supplementary reference, not a substitute. Staff working directly with children also read the relevant further safeguarding information in Annex A. We support understanding through induction, training and opportunities to raise questions.
- Educators receive safeguarding and child protection training at induction, including online safety and their responsibilities for filtering and monitoring. Training is refreshed regularly and safeguarding updates are provided as needed and at least annually.
- Updates address the current guidance, including harmful sexual behaviour and child-on-child abuse, AI-generated sexual imagery, prejudice-based harm, exploitation and modern slavery, and local Family Help and referral arrangements. Educators follow the placement's rules on mobile phones, technology, professional conduct and reporting concerns.
- Before starting work, educators must receive the placement's child protection and behaviour policies, staff code of conduct, arrangements for children absent from education, and the identity and contact arrangements of the designated safeguarding lead (DSL) and deputies. Induction must cover allegations, low-level concerns, whistleblowing and the reporting route when the usual contact is unavailable. Fusion liaises with the setting to secure this induction.

Acting on a concern about a child

- Educators act immediately on safeguarding concerns, follow the setting's procedures and report to the DSL or a deputy. If neither is available, they seek help from senior staff or children's social care without delaying necessary action. Anyone may make a referral. Immediate danger or risk of harm requires an immediate referral to children's social care and, where appropriate, the police; call 999 in an emergency.
- Educators listen carefully, reassure the child, avoid promising secrecy and make an accurate, timely record. Information is shared with those who need it to safeguard the child. Reporting to Fusion must not delay the setting's safeguarding response or a necessary referral.

Continuing checks and suitability

- As a company policy, Fusion carries out annual DBS Update Service checks for registered educators or requires a new enhanced DBS certificate at its 12-month renewal point where a suitable Update Service check cannot be used. This is an additional company control; KCSIE does not impose a universal annual DBS expiry date.
- Before further placement following a break in service of 12 weeks or more, we undertake the required renewed checks, using an eligible Update Service check where appropriate or obtaining a new certificate. New checks are also required where duties change into regulated activity or information raises concerns about suitability. We do not wait for the annual review to act on new information.
- Right-to-work follow-up checks are completed when required for time-limited permission. Educators must promptly report changes affecting their eligibility or suitability, including relevant restrictions, disqualification and safeguarding concerns. Decisions, checks and actions are documented.

Allegations and low level concerns

- Concerns about an educator must be reported without delay through the school or college's staff-allegation route and to Fusion's safeguarding lead or senior management. If a concern involves that person, it must be escalated to an uninvolved senior manager. Where a child is at immediate risk, emergency safeguarding action takes priority.

- The harm threshold includes behaviour that harmed or may have harmed a child, a possible offence against or related to a child, behaviour indicating a risk of harm, or behaviour suggesting the person may be unsuitable to work with children, including outside work. The case manager liaises promptly with the local authority designated officer (LADO); uncertainty about the threshold is discussed with the LADO.
- The school or college normally leads fact gathering and the safeguarding process, working closely with Fusion, which normally leads employment or disciplinary action. We cooperate with the LADO, police and children's social care, share relevant information across placements and agree protective measures. Ending an assignment or the educator leaving does not end the investigation or remove referral duties. Suspension is considered on the facts and is not automatic.
- Low-level concerns are recorded, shared appropriately with Fusion and reviewed for patterns across placements. Concerns meeting the harm threshold are escalated. We support lawful whistleblowing and do not permit confidentiality or settlement arrangements to prevent safeguarding disclosures or referrals.
- Fusion fulfils its legal duty as a personnel supplier to refer to the DBS when the statutory criteria are met, including where an individual is removed from regulated activity, or would have been removed had they not left, because of relevant conduct, the harm test or a relevant offence. We also consider referral to the Teaching Regulation Agency where a teacher's services cease, or would have ceased, for serious misconduct.

Records and review

- Vetting, suitability decisions and safeguarding records are held securely with restricted access and a documented retention schedule. Criminal-record information is handled under the DBS Code of Practice and applicable data protection law, including the Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025. Necessary safeguarding information is shared lawfully and promptly; consent is not always required.

Reference: Department for Education, Keeping children safe in education 2026, September 2026. Key provisions: Part one; Part three, paragraphs 285–367 and 421–436; Part four, especially paragraphs 455–459 and 505–528; Annex C summary of changes.

Official guidance: Keeping children safe in education on GOV.UK