



Safer Recruitment Register

Pocket Money Adventures CIC

Version 1.0

Effective date: 24 April 2026

Review date: Entries signed off at point of appointment. Register reviewed quarterly.

Approved by: Nathan Waldron, Director, on behalf of the Board of Directors (Pocket Money Adventures CIC)

Pocket Money Adventures CIC

Registered office: 68 Nottingham Road, Eastwood, Nottingham, NG16 3NQ

Company No. 16994988 • ICO Registration No. ZC124930

General contact: hello@pocketmoneyadventures.co.uk

Safeguarding contact: support@pocketmoneyadventures.co.uk

Designated Safeguarding Lead: Nathan Waldron

Deputy DSL: Bernadette Houlton

Purpose:

This register is the single controlled evidence record that every person who works for PMA in a role with access to children has completed all required pre-appointment safer recruitment checks before they start. It is the document an inspector, DfE official, or partner school will ask to see.

Legal framework:

Keeping Children Safe in Education 2025 Part 3 (Safer Recruitment). Children Act 1989. Safeguarding Vulnerable Groups Act 2006. Protection of Freedoms Act 2012.

Scope:

Every new director, employee, contractor, volunteer, illustrator (if they attend schools), trainer, or researcher who has direct or indirect access to children or to identifiable children's data. Roles with no child access (for example a back-office accountant) complete a reduced version — basic DBS, references, right to work — and are recorded in the HR file rather than this register.

Required checks — every row before cleared-to-start is ticked:

1. Enhanced DBS with children's barred list (dated within the last 3 years; or portable DBS on the Update Service with online check performed)
2. Two written references, at least one from the most recent employer. No references from family or friends. Telephone follow-up where the reference is non-specific.
3. Photographic identity (passport or photo driving licence) plus separate proof of address
4. Right to Work check under Home Office rules (online share code for visa holders, or passport/BRP inspection)
5. Qualification verification where the role requires one
6. Overseas checks for any period of residence outside the UK of more than 6 months in the last 5 years (police certificate from the country in question)

7. Prohibition from Teaching check via DfE's Teacher Services where the role involves teaching
8. Section 128 check for any leadership or governance role
9. Safeguarding induction completed on or before day one (record attendance in HR file)
10. Signed acknowledgement of Safeguarding Policy, Whistleblowing Policy, Complaints Policy, Data Protection Policy

Register:

Complete one row per person. File supporting evidence (DBS certificate number, reference letters, ID copy with redactions per ICO guidance, RTW evidence, signed induction slip) in the HR file under the candidate's name.

| Candidate full name | Role applied for | Application received | Enhanced DBS (dated) | Two references verified | Identity verified (photo ID + address) | Right to Work check + evidence | Cleared to start |
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Sign-off:

Each completed row is signed off by the Director and countersigned by the Deputy DSL. The candidate's start date cannot be earlier than the signed sign-off date.

Reviewing Director: Nathan Waldron

Deputy DSL: Bernadette Houlton

(Sign and date for each new appointment.)

Linked policies and references:

- Safer Recruitment Policy v1.0
- DBS and Safer Recruitment Procedure v1.3
- Children and Adult Safeguarding Policy v1.2
- Operational Reference Hub — Safer Recruitment register (OPREF row)

Version history:

- v1.0 — 24 April 2026. Initial register. Companion to Safer Recruitment Policy v1.0 and DBS and Safer Recruitment Procedure v1.3.

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