



Safer Onboarding Policy

How Kalendit vets every educator on our platform

1. Eligibility Requirements

- Only individuals 18 years of age or older are eligible to work via our platform
- All educators must have the legal right to work in the UK
- Educators must provide a valid form of identification
- Educators must pass all required background checks and verification processes before being activated on the platform

2. Reference Requirements

- All educators must provide at least two professional references covering the last 3 years of their professional or academic career
- An up-to-date CV is required with precise start and end dates for each role – all employment gaps must be listed and explained
- References must be obtained via professional domain-name email addresses and verified by a Kalendit agent
- Kalendit reserves the right to reject applications if references are deemed unsatisfactory

3. Background Check Requirements

- All educators must hold a valid enhanced DBS check for the Child/Children Workforce
- All educators must be registered on the DBS Update Service with a clear status – this is automatically checked weekly
- Educators can obtain an enhanced DBS through Kalendit's partnership with Care Check

Educators with any conviction or caution relating to children, violence or sexual offences cannot work on the platform under any circumstances. All other disclosed information is assessed on a case-by-case basis by a senior Kalendit agent before a decision is made.

- Educators who have lived outside the UK for a cumulative period of 12 or more months within the past 10 years must provide an overseas criminal record check or certificate of good conduct from each relevant country

Where no formal overseas check exists, Kalendit documents the steps taken to obtain available evidence and assesses risk accordingly before the educator is placed.

4. Identity Verification

- Kalendit performs an ID check for every educator using our partner LEM Verify
- Results of ID checks are reviewed by a Kalendit agent and saved in the educator's file
- Photo IDs, right to work documentation, and enhanced DBS certificates are stored securely on the educator's platform profile

5. Qualification Verification

- All early years qualifications are verified against the government's official register: gov.uk/government/publications/early-years-qualifications-achieved-in-england
- Valid qualifications are recorded on the educator's Kalendit profile
- All qualifications are reviewed annually by a team of senior Early Years experts
- Educators who obtained their early years qualification after 30 June 2016 must provide a 12-hour paediatric first aid training certificate to be counted in early years ratio – without this, they are listed as unqualified
- All first aid and food safety & hygiene certificates are verified by a Kalendit agent

6. Preparation, Assessment and Knowledge Requirements

- All educators must hold a valid Level 1 Safeguarding in Early Years certificate, issued within the last 2 years, in line with the latest EYFS statutory framework
- All educators accepting Kitchen Assistant shifts must hold a valid Level 2 Food & Hygiene certificate
- Educators accepting shifts that include feeding responsibilities must hold a Level 2 Food & Allergies or Safer Food certificate

All educators must complete an in-app Safeguarding & Best Practices assessment.. A minimum 90% pass rate is mandatory for onboarding – this is significantly above the sector standard.

- All educators must read our 'Nursery Yes and No' and 'Starter's Guide' materials before activation, covering: positive language, open-ended questioning with children, feeding guidelines, and key terminology (LSCB, MASH, LADO, Prevent, etc.)

7. Final Approval Process

- All educators must pass an onboarding video call conducted by a trained Kalendit agent
- Agents assess motivation, social and communication skills, and sector knowledge
- During this call, educators are asked additional safeguarding questions and the escalation process for reporting concerns about potential child abuse is explained
- Once all checks are completed, the educator's profile is reviewed by a senior agent for final quality assurance
- Upon approval, the profile is activated

8. Ongoing Compliance

- An educator's profile is automatically suspended if any key document expires – DBS, ID, right to work, or certificates
- Profiles remain suspended until new documents are provided and verified by a Kalendit agent or accredited third party
- Educators who have been inactive on the platform for 2+ years must complete the full onboarding process again
- Revalidation is also required when: Kalendit's internal policies change, the educator obtains a new DBS, or right to work status is renewed

9. Ratings and Performance

- Every educator's performance is rated by the nursery after every shift
- Educators receive performance incentives for maintaining a 5-star rating
- Educators are automatically suspended from the platform if their rating falls below 3 stars
- Educators have a clear progression path: consistent performance leads to Favourites status, repeat bookings, and the possibility of being offered a permanent position by a nursery partner

Our commitment to safer staffing

Every educator on Kalendit has been through the same rigorous vetting process as a permanent hire. We believe that safer onboarding is not a compliance exercise – it is the foundation of every trusted placement we make.