Teachers 4 U Ltd

Privacy, Equality, Ethical Recruitment & Safeguarding Policies

Part A — Privacy and data protection policy

Purpose and scope

Teachers 4 U Ltd handles personal information in connection with recruitment, school and college placements, business enquiries and website use. This notice explains the categories of information we may collect, why we use it, when it may be shared and the rights available to individuals. The video visibly included headings about data protection laws, rights, the types of data held and the purposes for processing.

Who we are and how to contact us

Teachers 4 U Ltd is responsible for its own recruitment data processing where it determines the purposes and means of processing. Privacy queries and rights requests should be sent using the contact details published on the company website. Insert the current postal address and privacy email before issue.

Personal data we may collect

Depending on the relationship, this may include names, contact details, employment history, CVs, qualifications, references, work eligibility, availability, assignment details, payroll information and correspondence. Where necessary and lawful, we may process special-category information and criminal-record information for recruitment, equality monitoring and safeguarding purposes, subject to additional safeguards.

How and why we use information

We use personal data to respond to enquiries; register, assess and place candidates; verify suitability and legal eligibility; liaise with schools and colleges; administer contracts and payments; meet statutory obligations; maintain records; protect children and vulnerable people; and manage complaints and security. Processing must have a documented UK GDPR lawful basis and, where applicable, a separate special-category or criminal-offence data condition.

Sharing and international transfers

Information may be shared on a need-to-know basis with prospective or host schools and colleges, vetting and payroll providers, professional advisers, regulators and public authorities where lawful. We require appropriate confidentiality and security arrangements. Any restricted international transfer must have a valid legal transfer mechanism and assessment where required.

Retention and security

Personal information is kept only as long as needed for its documented purposes, legal obligations and legitimate claims, in accordance with a written retention schedule. Access controls, secure systems, staff training and breach procedures should be maintained. Specific retention periods must be verified against actual company practice before publication.

Individual rights

Subject to statutory conditions and exemptions, individuals may request access, rectification, erasure, restriction, portability, object to certain processing and challenge qualifying solely automated decisions. Requests should be handled within the applicable statutory timescale. Complaints may also be raised with the Information Commissioner's Office (ICO).

Website, cookies and marketing

Where the website uses cookies or similar technologies, provide an accurate cookie notice and obtain consent for non-essential technologies where required. Direct electronic marketing must comply with the Privacy and Electronic Communications Regulations and UK GDPR. The live website configuration and consent mechanism require separate verification.

Accuracy and updates

Candidates and contacts should inform Teachers 4 U Ltd when relevant details change. This notice should be reviewed after material changes to recruitment practices, data-sharing arrangements, technology or applicable law.

Part B — Equality, employment, ethical recruitment and safeguarding

1. Scope and accountability

Applies to directors, employees, temporary agency workers, contractors, applicants and recruitment activity involving clients, schools and colleges. The director/appointed compliance lead is responsible for implementation, annual review, complaints oversight, records and staff training. Client schools retain their own statutory safeguarding responsibilities.

2. Equality, diversity, inclusion and non-discrimination

Teachers 4 U Ltd provides fair access to employment, assignments, training and progression. We prohibit direct and indirect discrimination, harassment and victimisation based on age, disability, gender reassignment, marriage or civil partnership (where protected), pregnancy or maternity, race, religion or belief, sex or sexual orientation. Decisions must be based on objective job-related criteria. Reasonable adjustments will be considered and made where legally required for disabled applicants and workers. Genuine occupational requirements may only be applied where lawful, necessary and proportionate. Complaints will be investigated promptly without retaliation.

3. Equal pay and transparent remuneration

Men and women are entitled to equal pay for equal work in accordance with the Equality Act 2010, subject to lawful material-factor defences. Pay, placement rates, benefits and opportunities must not be determined by sex or other unlawful discriminatory criteria. Rates will be reviewed using objective factors including duties, qualifications, experience and applicable collective or contractual terms. Workers may discuss pay to identify potential discrimination. Agency Workers Regulations 2010 rights, including relevant equal-treatment rights after the qualifying period, will be respected.

4. Anti-harassment and sexual harassment

Bullying, unwanted conduct, sexual harassment and harassment by clients, parents, visitors or other third parties are not tolerated. Following the changes effective 30 October 2026, the company will take ALL reasonable steps to prevent sexual harassment and to prevent actionable third-party harassment. Controls include written risk assessments, induction and refresher training, clear reporting routes, prompt intervention, client escalation and proportionate disciplinary or contractual action. Reports may be made to the compliance lead or a director; an

alternative contact must be available where the complaint concerns that person. Confidentiality will be protected as far as reasonably practicable, without promising absolute secrecy.

5. Modern slavery, trafficking and ethical labour supply

We oppose forced labour, servitude, debt bondage, human trafficking, child labour and coercive recruitment. No worker will be charged unlawful work-finding fees, compelled to surrender original identity documents, threatened or prevented from leaving work in accordance with applicable notice requirements. We verify lawful recruitment arrangements, monitor unusual control by intermediaries and escalate suspected exploitation promptly, including to police or relevant authorities where appropriate. Section 54 Modern Slavery Act 2015 requires a formal annual statement only where the applicable turnover and other statutory criteria are met; this policy is not a substitute for such a statement if required.

6. Safer recruitment and safeguarding

For school and college placements in England, recruitment will follow applicable law, client requirements and Keeping Children Safe in Education 2026. Checks will be role-specific and may include identity, right to work, qualifications, employment history, references, appropriate enhanced DBS and children's barred-list checks where legally eligible, overseas checks and prohibition-from-teaching checks where applicable. No barred-list check will be sought without legal eligibility. The agency will provide accurate written confirmation of checks to the school and clarify any checks the school must complete itself. Concerns about children must be reported without delay to the school designated safeguarding lead and, where necessary, statutory agencies. Allegations about adults must follow appropriate safeguarding and referral procedures, including DBS referrals where the legal criteria are met.

7. Recruitment integrity, worker rights and pay

We will comply with the Employment Agencies Act 1973 and Conduct of Employment Agencies and Employment Businesses Regulations 2003, including applicable terms, suitability and recordkeeping requirements. We will provide legally required assignment information and terms; comply with minimum wage, holiday pay, working-time, pension, tax and National Insurance obligations where applicable; and not make unlawful deductions. Employment status and responsibility for payments will be assessed based on the actual contractual arrangement. Right-to-work checks will be conducted consistently without discriminatory assumptions.

8. Data protection, confidentiality and information security

Personal data, including candidate records and criminal-record information, will be processed in accordance with UK GDPR, the Data Protection Act 2018 and applicable PECR requirements. We will identify lawful bases and additional conditions for special-category or criminal-offence data where required; issue accurate privacy information; apply data minimisation, access controls, retention periods, secure disposal and breach-response procedures; and honour data-subject rights. Safeguarding information will be shared only on a lawful, necessary and proportionate basis. A separate full privacy notice, retention schedule and cookie assessment remain necessary.

9. Whistleblowing and speaking up

Workers may raise concerns about unlawful conduct, safeguarding failures, exploitation, harassment, financial misconduct or other qualifying wrongdoing. Disclosures meeting the statutory conditions will receive protection under the Employment Rights Act 1996 as amended, including the 2026 protection concerning sexual harassment disclosures. Concerns may be raised with a director or an appropriate prescribed person. Victimisation for protected disclosures is prohibited.

10. Health, safety and wellbeing

We will take reasonably practicable steps to protect the health, safety and welfare of our employees and workers within our control, coordinate with host organisations and communicate relevant site risks, emergency procedures and incident-reporting arrangements. Pregnancy, disability-related adjustments, stress and lone-working risks will be assessed where applicable. School-site safety responsibilities must be agreed with clients.

11. Complaints, grievances and disciplinary response

Complaints may be made in writing or verbally to the compliance lead or director. We will acknowledge concerns, assess immediate safeguarding or safety risks, investigate impartially, give relevant parties an opportunity to respond, record outcomes and allow review by an uninvolved senior person where feasible. Serious matters may require suspension of placement, client notification or referral to authorities. No person will be penalised for raising a concern in good faith.

12. Monitoring, training and review

Recruitment staff will receive appropriate equality, safer-recruitment, data protection, modern-slavery and harassment-prevention training. The company will periodically review recruitment outcomes, pay practices, complaints, supplier arrangements and policy effectiveness. This supplement will be reviewed at least annually and sooner following material legislative or guidance changes.

13. Related legislation and guidance

Equality Act 2010; Employment Rights Act 1996; Employment Rights Act 2025 (provisions in force by 18 November 2026); Worker Protection (Amendment of Equality Act 2010) Act 2023; Modern Slavery Act 2015; Agency Workers Regulations 2010; Employment Agencies Act 1973; Conduct of Employment Agencies and Employment Businesses Regulations 2003; UK GDPR and Data Protection Act 2018; Working Time Regulations 1998; National Minimum Wage Act 1998; Health and Safety at Work etc. Act 1974; Keeping Children Safe in Education 2026; applicable DBS and safeguarding requirements.

14. Management implementation checklist

Before issue: appoint named reporting contacts; insert company contact details; verify the company's turnover against modern-slavery reporting threshold; check current contracts, pay practices, DBS processes and candidate privacy notices; complete sexual-harassment and third-party risk assessments; establish training and complaint logs; confirm website cookie compliance; obtain legal/HR review. Do not describe this supplement as proof that every operational obligation is already satisfied.