

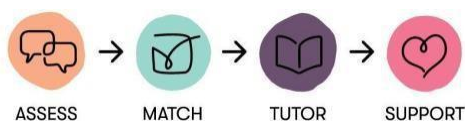
Safer Recruitment Policy Tutor Doctor Essex



Version: July 2026

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1. Introduction

Tutor Doctor provides tuition to students of all ages in the home, in schools and online. We are committed to safeguarding and promoting the welfare of children and young people and to ensuring that all staff, tutors and associated adults working for or with Tutor Doctor are suitable to do so.

This Safer Recruitment Policy forms part of Tutor Doctor's wider safeguarding framework and sets out the procedures we follow to ensure that robust checks are undertaken to deter, identify and prevent unsuitable individuals from working with children and young people.

This policy applies to all staff, tutors, volunteers and any other adults engaged by Tutor Doctor Essex.

This policy takes account of the following key documents:

- *Working Together to Safeguard Children (2023)*
- *Keeping Children Safe in Education (2025)* all parts
- NSPCC Safer Recruitment Guidance
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

Tutor Doctor is committed to inclusive and non-discriminatory practice and to providing equal opportunities in recruitment.

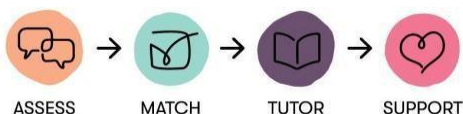
This policy will be reviewed annually by 1 September and updated to reflect changes in legislation, statutory guidance, best practice and the requirements of the Local Safeguarding Partnership.

2. Applications

2.1 Planning for Safer Recruitment

Tutor Doctor recognises the importance of careful planning at all stages of the recruitment process. All appointments will follow a consistent, fair and well-documented approach.

This includes: - ensuring detailed job descriptions and person specifications are in place and regularly reviewed - ensuring selection criteria support safeguarding and anti-discriminatory practice - working to agreed recruitment timelines - using appropriate selection methods at all stages, including shortlisting and interview - ensuring at least one person with Safer Recruitment training is involved in the process - considering safeguarding and training needs relevant to the role - undertaking online searches of shortlisted candidates as part of pre-recruitment due diligence, in line with *Keeping Children Safe in Education (2025)*



2.2 Advert and Application Pack

All roles involving work with children will be advertised and will include a clear safeguarding statement. Applicants will receive: - a job description - a person specification - a Tutor Doctor application form - a self-disclosure form - a reference proforma - details of the safer recruitment process

2.3 Job Descriptions

Job descriptions and person specifications will include: - required skills, experience, values and behaviours - a clear commitment to safeguarding children and young people

2.4 Application Forms and CVs

All applicants must complete a standard application form and provide a full CV including complete employment history. Any gaps in employment must be explained.

2.5 Self-Disclosure Form

Self-disclosure forms must be completed electronically and submitted securely.

Only the self-disclosure forms of candidates issued with a conditional offer will be accessed. All information disclosed will be handled confidentially and in accordance with data protection legislation.

3. Selection and Shortlisting

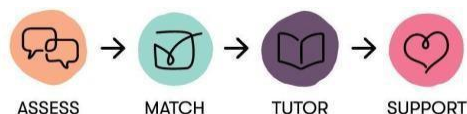
3.1 Selection Panel

Those involved in shortlisting (minimum 2 persons) will also be involved in selection. At least one panel member must have completed Safer Recruitment training.

3.2 Shortlisting Process

Applications will be reviewed independently and scrutinised for: - suitability for the role - suitability to work with children - unexplained gaps in employment history

Decisions will be recorded to ensure fairness and transparency.



3.3 Selection Methods

An initial phone interview and second face-to-face interview (in person or via video) is required for all roles involving work with children. Safeguarding-related questions will always be included. Interview notes will be retained.

4. Pre-Employment Checks

4.1 Conditional Offers

All offers of employment are conditional upon satisfactory completion of all required vetting checks. No individual may begin work with children until checks are complete.

4.2 Vetting Checks

The following checks will be completed: - identity and right to work in the UK - references - enhanced DBS check with barred list information - overseas criminal record checks where applicable - verification of qualifications - Teacher Services checks - Social Media Screening via check form

4.3 Self-Disclosure Handling

Self-disclosure information will only be accessed following a conditional offer and will be assessed fairly, proportionately and confidentially.

4.4 DBS and Update Service

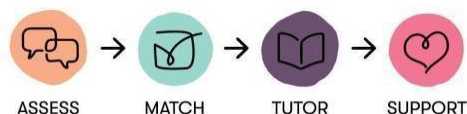
Roles involving regular unsupervised work with children are likely to constitute regulated activity and therefore require an enhanced DBS check with barred list information.

Where a candidate is registered with the DBS Update Service, Tutor Doctor will verify status online and retain a record of the date and outcome. Where not registered, a new DBS check will be obtained.

4.5 Overseas Criminal Record Checks

In accordance with *Keeping Children Safe in Education (2025)*, individuals who have lived or worked outside the UK must undergo the same checks as all other staff.

Tutor Doctor will require overseas criminal record checks where appropriate, taking a risk-based approach. This may include individuals who have lived or worked overseas for three months or more within the last three years.



The completion of overseas criminal record checks is the responsibility of the candidate.

4.6 References

At least two references will be obtained, one of which should be from the most recent employer and, where possible, one that comments on suitability to work with children.

Only references received directly from referees will be accepted. Phone checks can be completed to verify the referee's identity.

4.7 Identity and Right to Work

Tutor Doctor will obtain, check and retain copies of documentation in line with Home Office guidance, using List A or List B documents as appropriate.

4.8 Qualifications and Teacher Services Checks

Evidence of relevant qualifications will be obtained and retained. Tutor Doctor will also check Teacher Services for prohibitions, sanctions or restrictions.

4.9 Formal Offer

A formal offer will be issued only once all checks have been satisfactorily completed. Where checks cannot be completed prior to start, a documented risk assessment will be undertaken.

5. Induction and Probation

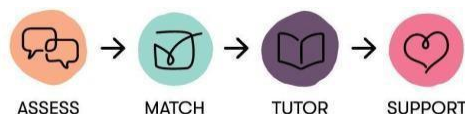
All staff and tutors will complete a safeguarding induction prior to commencing work. This will include: - safeguarding Level 2 training completed within the last year - reading and acknowledging the Tutor Doctor Safeguarding Policy - reading and acknowledging Part 1 of *Keeping Children Safe in Education (2025)*

All staff and tutors must formally confirm annually that they have read and understood current safeguarding guidance.

Tutor Doctor Essex recognises the importance of maintaining an ongoing safeguarding culture.

Staff and tutors are expected to report any safeguarding, conduct or low-level concerns promptly in accordance with the Safeguarding Policy and Tutor Code of Conduct.

Low-level concerns may include behaviour which is inconsistent with expected professional standards,



causes a sense of unease or demonstrates poor judgement, even where the behaviour does not meet the threshold for harm.

Recording and reviewing low-level concerns supports safer working practice and helps identify patterns of behaviour at an early stage.

6. Information Sharing, Recording and Storage

All recruitment and vetting information will be stored in a single central record (SCR), shared and disposed of in accordance with Tutor Doctor's Data Protection Policy.

6.1 The SCR is maintained to ensure the compliance of active tutors. The SCR is automated to highlight document expiry to prompt renewal.

7. Temporary and Returning Staff

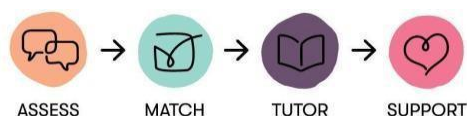
For temporary or returning staff, Tutor Doctor will ensure safeguarding standards are maintained. This may include: - verifying DBS status and Update Service checks - checking the Teacher Services prohibition list - obtaining updated references - reviewing induction and refresher training needs

8. Working with Other Organisations

Where tutors work within schools or other organisations, Tutor Doctor will provide a Letter of Assurance confirming that all safer recruitment checks have been completed in line with statutory guidance and this policy.

9. Related Policies and Procedures

- Safeguarding Policy
- Tutor Code of Conduct
- Whistleblowing Policy
- Data Protection Policy



10. Review Arrangements

This policy has been developed in consultation with the NSPCC and will be reviewed annually by **1 September**.

The review will ensure alignment with legislation, statutory guidance, best practice and Local Safeguarding Partnership requirements.

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