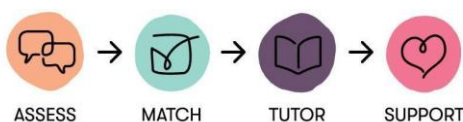


**Safer Recruitment Policy September 2024**  
**KTC Education Services Ltd ta Tutor Doctor Richmond,  
Twickenham, Putney and Wandsworth**

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## 1 - Introduction

Tutor Doctor provides tuition to students of all ages in home and at school, both in person and online. We are committed to ensuring children are kept safe by having a safeguarding policy which complies with statutory guidance and reflects best practice in the sector. In addition, our safer recruitment procedures will ensure that we attract, recruit and retain colleagues that share this commitment.

Tutor Doctor will ensure that our policies and procedures safeguard and protect all children and young people that we work with. As such this policy, and our related Safeguarding policy, applies to all staff, tutors and associated adults that work for or with Tutor Doctor.

Our safeguarding commitment applies to all children and reflects our commitment to inclusive and non-discriminatory practice. Similarly, our procedures will aim to attract a diverse range of candidates and we are committed equal opportunities for all.

This policy takes account of the following key documents:

- [Working Together to Safeguard Children \(2018\)](#)
- [Keeping Children Safe In Education \(2022\)](#)
- [NSPCC Safer Recruitment Guidance](#)
- [Rehabilitation of Offenders Act 1974](#)

In addition, we will comply with all relevant requirements and codes of practice for recruitment and vetting.

Tutor Doctor will demonstrate a commitment to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction process which includes safeguarding training and a commitment to our safeguarding policy

Our recruiters have undertaken Safer Recruitment in Education training

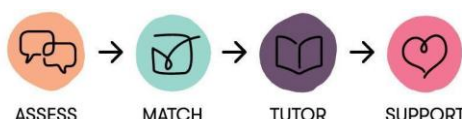
Our safer recruitment leads are:

- **Bill Clark**
- **Austin Mackle**

This policy will be reviewed annually by **Bill Clark** and will be updated to take account of new legislation, guidance or best practice.

## 2 - Applications

### 2.1 Planning for Safer Recruitment



To ensure that our recruitment processes are sound it is essential that all stages of the process are carefully planned. We will ensure that we follow the relevant stages as outlined and that all appointments will follow a consistent path.

This will include:

- Ensuring detailed job descriptions are in place and that these are regularly reviewed
- Ensuring that appropriate person specifications are in place and that these comply with legislation and guidance, including those that support anti-discriminatory practice.
- Working to an agreed timeline for each post
- Using appropriate selection methods at all stages, including shortlisting and interview
- Ensuring at least one person with Safer Recruitment training is part of the panel
- Considering relevant training needs for each appointment

## 2.2 Advert and application pack

All posts that involve working with children must be advertised, and this presents an opportunity to use our messaging to deter unsuitable candidates.

When advertising for posts we will ensure that this includes a clear statement that highlights our commitment to safeguarding children, and to our safer recruitment processes. The following is an example:

*“Tutor Doctor is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. Appointment will be subject to references, which are satisfactory for the advertised post, enhanced DBS with barred list information and identity checks.*

All applicants will receive:

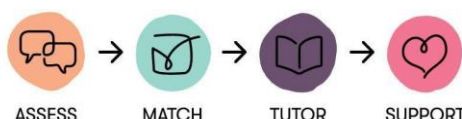
- A copy of the job description
- A person specification
- A Tutor Doctor application form (online)
- A self-disclosure form
- A reference proforma
- Details of the selection process and our commitment to safer recruitment

## 2.3 Job descriptions

Tutor Doctor will ensure that job descriptions and person specifications include:

- The skills, abilities, experience, attitude, and behaviours required for the post
- A commitment to safeguarding the welfare of children and young people
- The expected values and behaviours that will be demonstrated by successful applicants

## 2.4 Application Forms and CVs



Tutor Doctor recognise the importance of a standard application form. This should be completed by all applicants. We will also expect a full CV which includes all employment history in order that we can identify any unexplained gaps.

Our application form will expect:

- A statement of suitability for the role advertised
- Full employment history
- Reasons for leaving previous posts
- An account of any gaps in employment

A copy of our application form is available [here](#).

## 2.5 Self-disclosure form

Most of our roles involve working with children and as such are exempt from the Rehabilitation of Offenders Act 1974. Successful applicants for posts will be eligible for a standard or enhanced DBS check. However, a self-disclosure form presents candidates with an opportunity to provide detail and context around their criminal record and to answer questions about the changes they have made since that time.

Self-disclosure forms should be completed and sealed in a separate envelope. Only the forms of those given a conditional offer will be opened and read. All other self-disclosure forms will be destroyed or returned unopened.

A copy of our self-disclosure form is included in the Appendix below

## 2.6 References

All applicants will be required to provide two references, one of which should be from their most recent employer. Tutor Doctor use a standard pro-forma for references which allow us to ask specific questions about a candidates suitability for working with children and young people.

In some cases, Tutor Doctor will also accept Academic references, for example from those who have recently left Higher Education and may not yet have a relevant employment history.

We will not accept generic 'to whom it may concern' references.

A copy of our reference pro-forma is included in the Appendix below

## 3 - Selection and shortlisting

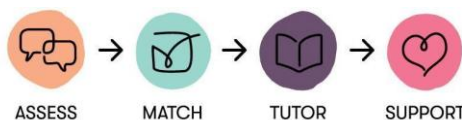
### 3.1 Selection panel

There is an expectation that:

- those involved in shortlisting will also be involved in the selection process
- at least one person will have completed Safer Recruitment training

### 3.2 Shortlisting process

Shortlisting criteria will be developed in line with the details stated in the job description and person specification.



Those shortlisting will review applications independently of each other and be expected to scrutinise each application for:

- Suitability for the post offered
- Suitability for a role involving working with children
- Any unexplained gaps in employment or career history

Decisions as to who to invite for interview should be recorded separately for fairness and consistency. Notes should also be made on any details in need of follow up at interview.

### 3.3 Selection methods

A face-to-face interview is required as a minimum for any roles that involve working with children. All candidates will be asked the same questions at interview, although it may be appropriate to ask specific follow-up questions that differ for each candidate. Questions will always be included that aim to explore the candidates knowledge, values and behaviours with regard to safeguarding children.

Each person involved in the interview will keep separate notes in the interest of fair and transparent decision making.

## 4 - Pre-employment checks

### 4.1 Conditional offers

Following interview all offers of employment are conditional upon the completion of satisfactory vetting checks. Candidates will be unable to start work until all of the required checks are completed.

### 4.2 Pre-employment & vetting checks

The following vetting checks will be completed:

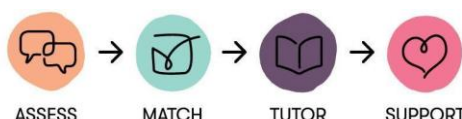
- Identity and Right to Work check
- References from previous employers
- Criminal Record Checks – Disclosure and Barring Service
- Overseas criminal record checks
- Proof of qualifications
- Teacher List check

### 4.3 Self-disclosure forms

Self-disclosure forms should be completed and sealed in a separate envelope. Only the forms of those given a conditional offer will be opened and read. All other self-disclosure forms will be destroyed or returned unopened.

A copy of our self-disclosure form is included in the Appendix below

### 4.4 Criminal checking and DBS





All roles that involve working with children and young people require a criminal records check. Tutoring is a regulated activity and as such Tutor Doctor will request an 'enhanced with barred list' check from the disclosure and barring service.

If candidates have an existing DBS we will check this document and record the relevant details.

If a candidate has a DBS certificate registered with the update service, we will not need a new DBS check, but we will need the certificate number for verification.

#### 4.5 Overseas checks

Overseas criminal record checks will be required where a candidate:

- Has been resident overseas for three months or more within the past five years
- Has ever worked overseas with children
- Was born overseas and stayed beyond the age of 16

The completion of overseas criminal records check is the responsibility of the candidate. Guidance on this process are available from Tutor Doctor Office at 020 8215 0514/020 3633 7991

#### 4.6 Reference checks

Tutor Doctor recognise the importance of referencing and we require that references must be sought for all preferred candidates.

At least two references are required but further references may be requested where necessary.

Referees must include the most recent employer and at least one referee must be able to comment on suitability for work with children (where possible).

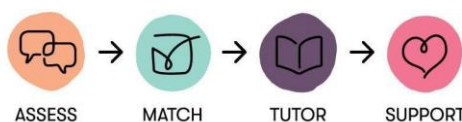
We will only accept references directly from the referee.

#### 4.7 Identity and right to work

In order to verify the identity of candidates, and the right to work in the UK, we will ask for relevant documentation in line with [Home Office Guidance](#). This means that we will obtain, check and retain copies of documents from either List A or List B which are in the Annex below.

- List A contains the range of documents we may accept for a person who has a continuous right to work in the UK (including British and Irish citizens).
- List B contains a range of documents we may accept for a person who has a temporary right to work in the UK.

#### 4.8 Qualifications & Teacher List Check



Once a conditional offer has been made successful candidates will be asked to provide evidence of the relevant qualifications for the role. Tutor Doctor will scan and retain a copy of these documents.

We will conduct additional checks to verify any documents, if necessary.

Tutor Doctor will also contact Teacher Services to check for:

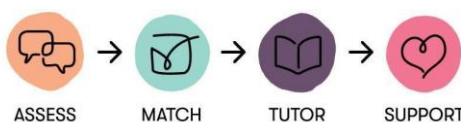
- the award of qualified teacher status (QTS)
- completion of teacher induction
- prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions

For further information about Teacher Services please contact Tutor Doctor office on 020 8215 0514/020 3633 7991.

#### 4.9 Formal offer

Once all of the relevant checks have been completed, and are satisfactory, Tutor Doctor will issue a formal offer and Service Level Agreement. Only at this point will successful candidates be able to work directly with children.

Where it has not been possible to obtain conditional checks, we will conduct a risk assessment to consider any risk and mitigating factors, as well as relevant actions that can be applied.



## 5 - Induction & Probation

### 5.1 Induction

All roles will be subject to a safeguarding induction process. This will involve completion of safeguarding training, or evidence that this has been completed within the past year. All staff will be expected to acknowledge they have read our safeguarding policy, and Part 1 of Keeping Children Safe in Education.

A copy of the relevant document is included in the Appendix below.

## 6 - Information sharing, recording and storage

Sharing, recording, storage and disposal of data pertaining to tutors that we work with follow the same rules and controls as set within the company's Data Protection Policy, re-issued every 2 years and accessible for all tutors to reference.

## 7 - Temporary and Returning staff

The nature of our work means that there will be some tutors who work with us on a temporary basis, or who return to us after a period of other employment.

In such cases Tutor Doctor recognise the importance of ensuring that relevant checks are completed to ensure that colleagues continue to meet the standards required for safe working with children.

As such we will:

- Check and verify DBS Status
- Check the Teacher Services List – prohibition from teaching
- Require updated references if appropriate
- Review induction and training needs

## 8 - Working with other organisations

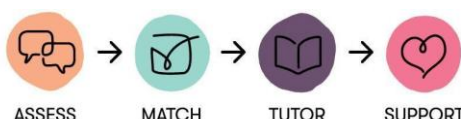
In some cases tutors will work within other organisations such as a school or college. In these situations there is a requirement that Tutor Doctor provide a letter of assurance to confirm that we have undertaken all of the necessary checks as outlined in this policy.

A copy of our Letter of Assurance is included in the Appendix below.

## 9 – Review Arrangements

Our policy has been developed in consultation with the NSPCC. This policy will be reviewed each year by 1st September and ensure appropriate action is taken to reflect any changes in legislation and/or government guidance, and any requirements of the Local Safeguarding Children Board.

### Next review by





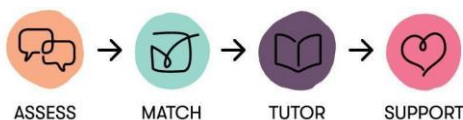
Signed: **Designated Person and Safeguarding Lead:** Bill Clark

email: bclark@tutordocor.co.uk  
mobile: 07848 116 896

### **Safer Recruitment Leads**

Name: Austin Mackle  
Email: amackle@tutordocor.co.uk

### **Appendix (i) Safeguarding agreement**



**All adults working with Tutor Doctor must know the name of the Designated Person for Child Protection and Safeguarding and know and follow relevant child protection and safeguarding policy and procedures. All staff have a duty to report any child protection concerns to the Designated Person for Child Protection and Safeguarding.**

I acknowledge receipt of a copy of the Tutor Doctor Child Protection and Safeguarding Policy. I confirm that I have read their contents. I understand my commitment to the protection and safeguarding of children detailed in the paragraph above.

Name:

Signed:

Date:

Please complete and return to:

Name:

Email:



ASSESS



MATCH



TUTOR



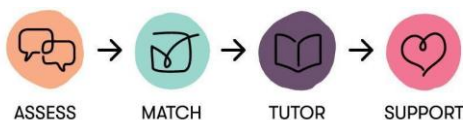
SUPPORT

## Appendix (ii) **Self-disclosure form: Part 1**

### **Private and confidential** - For completion by the organisation

This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

Name of candidate/person:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	Male / Female
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK passport with details of issuing office <b>or</b> non-UK passport with work permit/visa	
2. UK photo-card driving licence and paper counterpart	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	
<b>Signature of authorised employing officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	



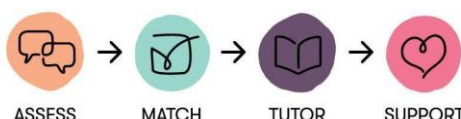
## Self-disclosure form: Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
<b>Confirmation of declaration</b> (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature of candidate:</b>	
<b>Print name:</b>	
<b>Date:</b>	



## Appendix (iii) Identity and Right to Work Checks

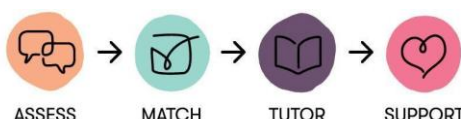
### Identity and Right to Work Checks – [Home Office Guidance](#)

#### List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer<sup>1</sup>.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. 1
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK,

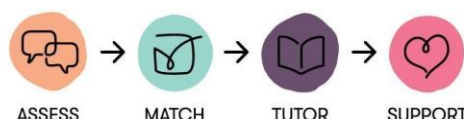




and is allowed to do the type of work in question, together with an official document giving proof of person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 2 – documents where a time-limited statutory excuse lasts for six months

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.



## Appendix (iv) Sample Letter of Assurance

### (Mailing Address)

Date

School Contact  
 School Address  
 School Postcode

Dear XXXXX,

### Safer Recruitment in Education

I can confirm that this organisation fully complies with the Department for Education's "Keeping Children Safe in Education" (Part 1, Sept 2022) guidance and recommended practices and that as a result, all the tutors working with young people are subject to rigorous personal checks including:

- **Identity checks** which include requesting photographic ID documents.
- An **enhanced DBS disclosure** including a **Barred List check**. (*We understand that should we accept a previously issued DBS we are required to check if there has been a 3 month break in service, as per DBS regulations*).
- Immigration and **eligibility to work in the UK**
- Further checks on employees who have lived or worked outside the UK (**criminal records checks for overseas applicants**); this includes where appropriate teacher sanctions and restrictions.
- **Two references** relating to previous employment and/or training
- **Appropriate professional qualifications**

The following individual has been subject to these checks:

Tutor Name			
Date of Birth			
DBS		Issue:	ON UPDATE SERVICE <input checked="" type="checkbox"/>

Start date for online tuition for your school **w/c XX**. We can confirm that the tutor will bring photographic ID with them to show at the first session, the school has been given a scan of the ID.

I understand that this letter is a legally binding declaration confirming that this organisation fully complies with safer recruitment procedures as listed in this letter of assurance.

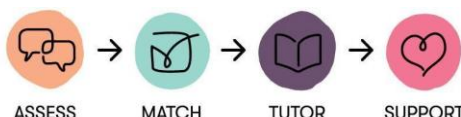
Yours sincerely

### Signature

### (Name, Title, Address, Doing Business Name)

e:

t:



## Appendix (v) Reference Form

As part of our work with schools we are required to keep current references for our in-school tutors. As XXX has been with the company for more than 5 years we were wondering if you would be willing to provide XXX with a reference for our records.

Could you please confirm that you vouch for XXX by completing the form on the following link as soon as possible.

If you experience any problems via the below link then please complete the set of questions that are pasted at the bottom of this email.

**CLICK HERE**

If you have any questions or would like to comment about this tutor, please do not hesitate to contact us.

Thank you very much for your cooperation.

Kind regards,

xxxxx

Reference for (Applicant's Name):

Referee's Name:

How long have you known the applicant?

In what capacity do you know the applicant eg. friend, colleague, employer etc.?

Please rate the applicant for each of the following statements with a score 1-6, based on the following scale:-

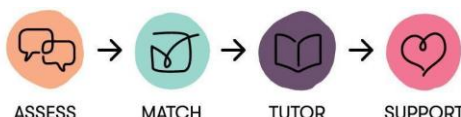
- 1 Strongly agree
- 2 Agree
- 3 Neither agree nor disagree
- 4 Disagree
- 5 Strongly disagree
- 6 Unable to answer

The applicant is an organised person.  
The applicant is reliable and good at time keeping.  
The applicant is honest and trustworthy.  
The applicant has a good relationship with children.  
The applicant is good at motivating others.  
The applicant works well under pressure.  
The applicant has a good relationship with adults.  
The applicant is able to employ a variety of teaching styles  
The applicant has a good attendance record at work.  
You would be willing to have the applicant tutoring your child.

How would you rate their performance at work? 1= poor 10=Excellent

Has the applicant been subject of any child protection concerns?

Does the applicant have any disciplinary offences relating to children?



Any other comments:

Under the Data Protection Act (UK) the applicant above would normally have access to the information provided here if requesting it from the receiving organisation (Tutor Doctor Cambridge). The organisation providing the reference is exempt under the Data Protection Act - but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee, etc) please state them here.

For your information the law relating to data protection and references is explained at [www.ico.gov.uk](http://www.ico.gov.uk). Please be aware also that references are subject to legislation relating to equality and discrimination, which from 1st October 2006 also includes age.

