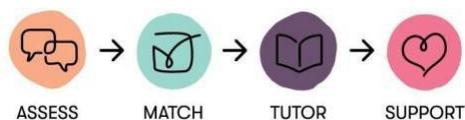


## Safer Recruitment Policy Tutor Doctor Essex

<a href="#">1 - Introduction</a>	2
<a href="#">2 - Applications</a>	3
<a href="#">3 - Selection and shortlisting</a>	4
<a href="#">4 - Pre-employment checks</a>	5
<a href="#">5 - Induction &amp; Probation</a>	7
<a href="#">6 - Information sharing, recording and storage</a>	7
<a href="#">7 - Temporary and Returning staff</a>	7
<a href="#">8 - Working with other organisations</a>	8
<a href="#">9 – Review Arrangements</a>	8
<a href="#">Appendix (i) Safeguarding agreement</a>	9
<a href="#">Appendix (ii) Self-disclosure form</a>	10
<a href="#">Appendix (iii) Identity and Right to Work Checks</a>	13



## 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)*
- NSPCC Safer Recruitment Guidance
- Rehabilitation of Offenders Act 1974

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 Children Board.

---

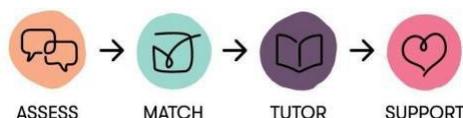
## 2. Applications

### 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 will also be involved in selection. At least one panel member must have completed Safer Recruitment training.

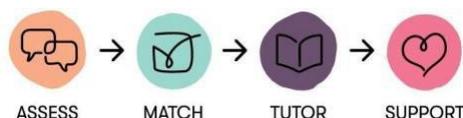
---

## 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

A 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

---

### 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

All roles involving work with children constitute regulated activity and require an enhanced DBS check with barred list information.

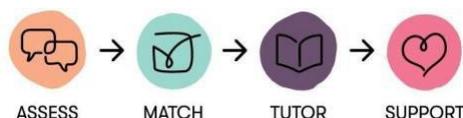
Where a candidate is registered with the DBS Update Service, Tutor Doctor will verify status online and retain a record of the date and outcome. Where not registered, a new DBS check will be obtained.

---

### 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.

---

## 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

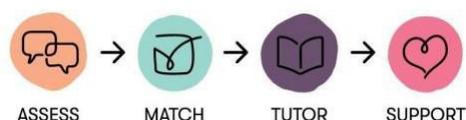
All staff and tutors will complete a safeguarding induction prior to commencing work. This will include: - safeguarding training completed within the last two years - reading and acknowledging the Tutor Doctor Safeguarding Policy - reading and acknowledging Part 1 of *Keeping Children Safe in Education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

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

---

## 6. Information Sharing, Recording and Storage

All recruitment and vetting information will be stored, shared and disposed of in accordance with Tutor Doctor's Data Protection Policy.



---

## 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. 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 Children Board requirements.

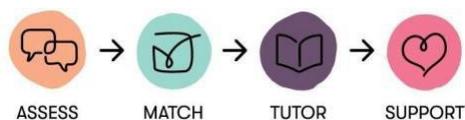
Signed: **Designated Person and Safeguarding Lead:**      **Laura Adams**

email: ladams@tutordoctor.co.uk  
mobile: 07870 573904

Signed: **Safer Recruitment Lead:**      **Viv Durham**

email: vdurham@tutordoctor.co.uk  
mobile: 07450 825188

*Safer Recruitment Policy – Tutor Doctor Essex v 2.1 Sept 2025*



## Appendix (i) Safeguarding agreement

### Child Protection and Safeguarding Policy

#### Keeping Children Safe in Education: Information for all tutors and staff.

**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:

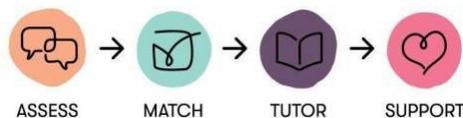
Signed:

Date:

Please complete and return to:

Name: Laura Adams

Email: ladams@tutordoctor.co.uk



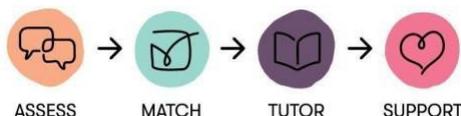
## Self-disclosure form: Part 1

*For completion by the organisation*

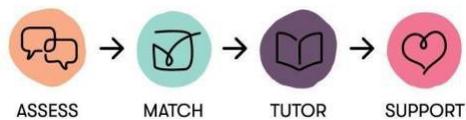
This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

### Private and confidential

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>	



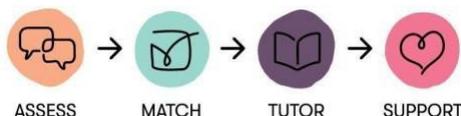
## Self-disclosure form: Part 2

*For completion by the candidate/person named in Part 1*

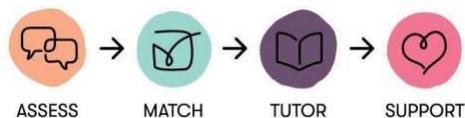
If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check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



	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>	

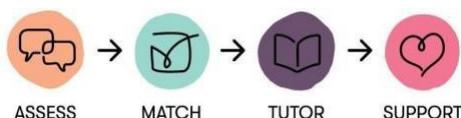


## Appendix (iii) Identity and Right to Work Checks

### Identity and Right to Work Check – 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 the 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.

