Safer Recruitment Policy 2026
Tutor Doctor York

1. Introduction

Tutor Doctor York provides tuition to students of all ages, in homes, schools, and online. We are committed to safeguarding children and young people, promoting their welfare, and providing a safe learning environment.
This policy outlines how we:

- Recruit safely and fairly, attracting staff who share our safeguarding values.
- Uphold **Equality, Diversity, and Inclusion** in all recruitment and employment practices.
- Protect children, young people, and vulnerable learners in line with statutory guidance.

This policy applies to:

- All employees, tutors, volunteers, contractors, and associated adults working with Tutor Doctor York.

This policy takes account of the following key documents:

- Working Together to Safeguard Children (2026)
- Keeping Children Safe In Education (2026)
- NSPCC Safer Recruitment Guidance
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013)
- DBS Guidance on Regulated Activity

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

2. Equality, Diversity, and Inclusion

Tutor Doctor York is committed to promoting **equality of opportunity** and **diversity** at all stages of recruitment, selection, training, and employment.

- All candidates will be treated fairly, without discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, or sexual orientation.
- Recruitment materials, job descriptions, and interviews are designed to attract a diverse pool of candidates.
- Decisions are based on **skills, qualifications, and suitability** for the role and for working safely with children.
- Any concerns regarding discrimination or unfair treatment during recruitment are addressed through a formal complaints and grievance procedure.

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3. Recruitment Planning

3.1 Job Descriptions & Person Specifications

- All roles have clear, detailed **job descriptions** and **person specifications**.
- Roles include a clear statement about safeguarding responsibilities.
- Job descriptions highlight the skills, knowledge, values, and behaviours required for safe working with children and young people.

3.2 Advertisements

- All positions working with children are advertised externally.
- Job adverts clearly state Tutor Doctor's safeguarding and safer recruitment commitments, e.g.:

"Tutor Doctor is committed to safeguarding children and expects all staff to share this commitment. Appointments are subject to references, DBS checks (enhanced with barred list), identity verification, and qualifications checks."

3.3 Application Process

- All candidates complete a standard application form plus a full CV.
- Candidates provide explanations for any gaps in employment.
- Roles exempt from the Rehabilitation of Offenders Act 1974 require **self-disclosure** forms in addition to DBS checks.

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4. Selection & Interviewing

4.1 Shortlisting

- Shortlisting is based solely on **job-related criteria**.
- At least one panel member has completed **Safer Recruitment in Education training**.
- Unexplained gaps or anomalies in applications are noted for discussion in interviews.

4.2 Interviews

- Face-to-face or Online interviews are required for all roles involving children.
- Questions explore knowledge, values, and behaviours regarding safeguarding.
- All candidates are asked the same core questions; follow-up questions may vary based on experience.
- Interview notes are kept independently by all panel members for transparency.

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5. Pre-employment Checks

All offers of employment are **conditional on the following checks**:

1. **Identity & Right to Work** – verified in line with Home Office guidance.
2. **References** – minimum two, including most recent employer and, where possible, suitability for working with children.
3. **DBS Check** – enhanced with barred list. Existing DBS certificates on the Update Service are verified.
4. **Overseas Criminal Records Checks** – for candidates living or working outside the UK.
5. **Qualifications Check** – verification of relevant professional qualifications.
6. **Teacher Services Check** – for QTS, induction, and any prohibitions.

Candidates cannot start working with children until all checks are completed satisfactorily.

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6. Induction & Probation

- All new staff and tutors undergo a **safeguarding induction**, including:
  - Completion of Safeguarding Training (or evidence of recent completion).
  - Completion of Allergy Awareness Training (for All tutors undertaking tuition within school settings)
  - Reading and acknowledging **Keeping Children Safe in Education, Part 1**.
  - Acknowledgment of Tutor Doctor's Child Protection and Safeguarding Policy.
- Staff are subject to a **probation period** during which suitability and training needs are reviewed.

7. Ongoing Monitoring & Returning Staff

- Temporary or returning staff undergo **updated DBS, references, and Safeguarding Training checks** as required.
- Continuous compliance ensures all staff meet safeguarding standards throughout employment.

8. Online Tuition Safeguards

For online tutoring:

- Tutors are verified through **identity checks** before any session.
- Sessions comply with safeguarding best practice: secure platforms, parental oversight, and clear communication protocols.
- Online interactions are monitored for any safeguarding concerns.

9. Information Sharing, Recording & Storage

- All recruitment and staff records are managed in accordance with **Data Protection legislation**.
- Confidential information (DBS, self-disclosures, references) is securely stored and accessed only by authorised personnel.
- Retention and disposal of documents follow company data retention schedules.

10. Working with Other Organisations

- When tutors work in schools or external organisations, a **Letter of Assurance** confirms all safer recruitment checks have been completed.

11. Policy Review

- This policy is reviewed **annually** or sooner if statutory guidance changes.
- Responsibility for review lies with **Designated Safeguarding Lead(s) and Recruitment Leads**.

Next review date: 1 September 2027

Signed: **Designated Person and Safeguarding Lead: Mia O'Malley**

email: york@tutordoctor.co.uk
telephone: 01904 230437

Safer Recruitment Lead

Name: Jon O'Malley
Email: jomalley@tutordoctor.co.uk

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 York 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:

Appendix (ii) Self-disclosure form

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):	
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 **or** 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	
Signature of authorised employing officer:	
Print name:	
Date:	

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:	

Confirmation of declaration (tick box below)	
	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.
	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.
	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.

Signature of candidate:	
Print name:	
Date:	

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[1].

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.

Appendix (iv) Sample Letter of Assurance

Dear [Recipient Name],

To ensure the effective safeguarding of students at [School / Local Authority / Trust Name], this letter provides assurance that Tutor Doctor York has appropriate safeguarding procedures in place, and that all safer recruitment checks have been carried out on our staff, both employees and contractors.

Our Safeguarding Policy and Safer Recruitment Policy & Procedures have been renewed and verified by the NSPCC in September 2026 in line with Keeping Children Safe in Education 2026.

I, Jon O'Malley, as Safer Recruitment Lead, confirm that Tutor Doctor York has completed the following safer recruitment checks pre-employment and on an on-going basis:

- Verification of identification checks
- Evidence of right to work in the UK undertaken
- Evidence of further checks undertaken on individuals who have lived or worked outside the UK
- Evidence of relevant professional qualification / registration checks (where relevant)
- Employment history and reference checks
- Enhanced DBS check (or equivalent criminal records check for the relevant jurisdiction)
- Barred list check for those engaged in regulated activity
- Tutors undertake Safeguarding, Allergy Awareness and Prevent training as required by commissioning Local Authority

All staff have been informed that it is an offence to be deployed to work with students if they are disqualified under the Childcare Act 2006 (Disqualification) Regulations 2018 (or equivalent legislation in the relevant jurisdiction).

All staff have a contractual obligation to inform Tutor Doctor York if, during the course of their engagement, they receive a reprimand, final warning, caution or conviction from the Police or Courts.

We recognise that in some cases additional information or checks are required beyond those listed above. Where this applies, such requests will be satisfied through our onboarding process and/or via additional documentation provided on request, in line with the specific requirements of the school, local authority or trust.

Further confirmation of pre-employment and on-going employment checks can be obtained at any time by contacting the Tutor Doctor York Safer Recruitment Lead at jomalley@tutordoctor.co.uk

Yours sincerely,

Jon O'Malley

Director & Safer Recruitment Lead

Tutor Doctor York
e: jomalley@tutordoctor.co.uk
t: 01904 230437

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.



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. Please be aware also that references are subject to legislation relating to equality and discrimination, which from 1st October 2006 also includes age.