
SAFER RECRUITMENT POLICY / DBS POLICY

Purpose and Scope of this Policy Statement

Tailored Tuition is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for providing unsupervised tutoring, while keeping children and young people safe from maltreatment, neglect, violence and exploitation.

This document has been produced with consideration of the Department for Education (DfE) guidance:

- 'Keeping Children Safe in Education' (September 2024)
- 'After-school clubs, community activities, and tuition; safeguarding guidance for providers' (September 2023)
- 'Disqualification under the Childcare Act 2006' (August 2018)
- The 'Prevent Duty Guidance for England and Wales' (2021)
- And guidance published by the Disclosure and Barring Service (DBS)

The purpose of this policy is to set out the minimum requirements of the recruitment process for employees of Tailored Tuition that aims to:

- Attract the best possible applicants to vacancies
- Identify and reject applicants who are unsuitable for work with children and young people
- Ensure that volunteers, paid employees, and lone providers apply for the level of DBS check they're eligible for

1. Recruitment Training

- 1.1 All staff involved with recruiting and selecting staff are trained in child safeguarding and the requirements and behaviours required to ensure safe and fair recruitment
- 1.2 Each member of the recruitment team has successfully completed accredited training in safe recruitment procedures (CPD accreditation, run by the NSPCC)

2. Recruitment Procedures

- 2.1 Recruitment adverts include a role description including the qualities and standards required in the successful candidate, and details of the checking procedures to be carried out
- 2.2 The advert will make clear the safeguarding responsibilities of the post as per the job description
- 2.3 To ensure equality of opportunity, Tailored Tuition will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement using a range of media

- 2.4 Applicants that disclose that they have been employed by us before are cross-checked on our system
- 2.5 Hiring decisions are carried out by the facilities manager Dr. Rhian Taylor, and any interviewer or staff member must declare if they know the applicant prior to interview
- 2.6 The interview will include identity checks and strengths-based questions. The applicant will be asked what attracted them to the post being applied for and their motivation for working with children.
- 2.4 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (2018)
- 2.5 Tailored Tuition will respond to any concerns raised during the recruitment process about the suitability of applicants

3. Verification

- 3.1 Any gaps in employment are investigated and verified where necessary
- 3.2 Where required for the purposes of the role, qualifications are evidenced
- 3.3 Identity documentation checks are carried out for all new employees. Where birth certificates are available, the candidate's name will be checked against the name on their birth certificate
- 3.4 The individual's right to work in the UK is verified and documentation securely retained
- 3.5 Where any doubts remain as to the safety of the recruiting the individual, the principle of child safety first is followed

4. DBS (Disclosure and Barring Service) Check

- 4.1 It is Tailored Tuition's policy that the DBS disclosure must be obtained and that all DBS certificates are re-checked every three years
- 4.2 Tutors may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £16 per annum, which is payable by the applicant.
 - This allows for the portability of a Certificate across employers, where we will:
 - 4.2.1 obtain consent from the applicant to carry out an update search
 - 4.2.2 confirm the Certificate matches the individual's identity
 - 4.2.3 Examine the original certificate to ensure that it is the appropriate level of check
- 4.3 The Update Check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued.
- 4.4 Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

5. Probation

- 5.1 Staff are subject to a probationary period. This is 3 to 6 months, depending on the role.

6. Staff Induction

- 6.1 Once recruited, all staff receive written policies and procedures to ensure they remain fully aware of our Safeguarding Policies & Procedures.

- 6.2 All staff have access to written guidelines on safer working practices, reporting procedures if they suspect that a child or young person is at risk of harm, and managing allegations against members of staff and whistleblowing.

7. Working with third party service providers

- 7.1 Staff are responsible for ensuring that any individuals coming into contact with children and young people to provide activities or other services are subject to the same safeguarding requirements.
- 7.2 Written assurances of the above are gained from third part providers in advance of any service being agreed.

Signed:

Policy prepared by: Rhian Taylor



Policy reviewed by: Kay Flower



Policy adopted by Tailored Tuition on: 26/03/2019