

Tailored Tuition

Safer Recruitment Policy

1. Policy Statement

Tailored Tuition is committed to safeguarding and promoting the welfare of all children and young people who access our provision. We recognise that safer recruitment is a fundamental part of safeguarding and plays a vital role in preventing unsuitable individuals from working with children and young people.

Safeguarding considerations are embedded throughout every stage of the recruitment process, from role design through to induction and ongoing supervision. All recruitment decisions will prioritise the safety and wellbeing of children and young people.

Tailored Tuition delivers educational provision to learners in both England and Wales and will ensure that recruitment practices reflect the relevant legislation, statutory guidance and local safeguarding requirements applicable to our provision.

2. Scope

This policy applies to all individuals engaged by Tailored Tuition, including self-employed tutors, volunteers, contractors, agency staff and any other individuals working on behalf of the organisation.

No individual is exempt from safer recruitment requirements where they may have contact with children and young people or access to sensitive information.

3. Principles

Tailored Tuition is committed to ensuring that safeguarding is central to all recruitment decisions. Recruitment processes are designed to deter, identify and reject individuals who may pose a risk to children and young people.

Candidates will be assessed not only on their qualifications and experience, but also on their attitudes, values and ability to safeguard children and maintain appropriate professional boundaries.

Recruitment decisions will be fair, transparent and based on recorded evidence, while promoting equality of opportunity and ensuring safeguarding requirements are not compromised.

4. Roles and Responsibilities

The Proprietor is responsible for ensuring that safer recruitment procedures are implemented consistently throughout the organisation and that all required pre-engagement checks are completed before an individual begins work.

The Designated Safeguarding Lead (DSL) provides advice and guidance on safeguarding matters arising during recruitment and will ensure that any safeguarding concerns are managed appropriately.

Those involved in recruitment must understand their safeguarding responsibilities. Where possible, recruitment decisions will involve more than one member of staff, and at least one person involved in the recruitment process will have completed Safer Recruitment Training.

5. Recruitment Process

All roles will have a clear description of duties and responsibilities, including the safeguarding responsibilities associated with the position. Recruitment information will make it clear that Tailored Tuition is committed to safeguarding children and young people and that successful applicants will be subject to appropriate safeguarding checks.

Applicants are required to complete Tailored Tuition's application form and may also be asked to submit a curriculum vitae (CV). Applications will be reviewed carefully to identify any unexplained gaps in employment, inconsistencies or other matters requiring clarification.

Shortlisted candidates will be invited to interview, where their experience, suitability and understanding of safeguarding responsibilities will be explored. Interviews will also consider the candidate's ability to maintain professional boundaries and respond appropriately to safeguarding concerns.

References will normally be obtained for shortlisted candidates before appointment. A minimum of two satisfactory references will be sought, including one from the applicant's most recent employer or most recent role working with children where possible.

6. Pre-Engagement Checks

Before commencing work with Tailored Tuition, all appropriate pre-engagement checks will be completed and verified. These will normally include:

- verification of identity using two forms of identification;
- confirmation of the individual's right to work in the United Kingdom;
- an enhanced Disclosure and Barring Service (DBS) check, including a children's barred list check where required;
- verification of relevant qualifications where appropriate; and

- receipt of satisfactory references.

Where an applicant has lived or worked overseas, additional checks may be undertaken where appropriate.

No individual will begin working with children and young people until all required safeguarding checks have been completed satisfactorily.

7. Single Central Record

Tailored Tuition maintains an accurate and up-to-date Single Central Record (SCR) of all required safeguarding and recruitment checks. The record will be reviewed regularly to ensure that information remains accurate and complete.

8. Volunteers and Contractors

Volunteers and contractors are subject to safeguarding requirements appropriate to the nature of their role and level of contact with children and young people.

Where services are commissioned from external providers, Tailored Tuition will seek assurance that appropriate safeguarding checks have been completed and that safeguarding arrangements meet the standards expected by the organisation.

9. Online and Remote Provision

Safer recruitment principles apply equally to staff delivering online or remote learning. Tailored Tuition will ensure that individuals delivering online provision are appropriately recruited and vetted and that professional boundaries are maintained at all times.

10. Ongoing Suitability

Safeguarding is an ongoing responsibility. Staff will receive appropriate induction, safeguarding training and supervision throughout their engagement with Tailored Tuition.

Tutors are supervised by senior members of staff and are expected to disclose any change in circumstances that may affect their suitability to work with children and young people. Any concerns regarding conduct or behaviour will be addressed promptly and appropriately.

11. Record Keeping and Data Protection

Recruitment records will be stored securely and processed in accordance with the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and Tailored Tuition's Privacy Policy.

Documentation will be retained only for as long as necessary, and recruitment decisions will be recorded to ensure transparency and accountability.

12. Policy Review

This policy will be reviewed regularly to ensure it reflects current legislation, statutory guidance and organisational practice.