



Safer Recruitment Policy

Responsible for review of the Policy	Date of Approval	Date of Review (annual)
Fay Morris	01.09.2023	31.08.2024
Fay Morris	01.09.2024	31.08.2025
Fay Morris	01.09.2025	31.08.2026

Kernow Tuition Limited is dedicated to safeguarding and promoting the well-being of its students and staff. This commitment is upheld by all Kernow Tuition Limited employees and tutors approved by the company, who are expected to share and honour this responsibility. Additionally, Kernow Tuition Limited is committed to fostering a supportive and adaptable working environment for both its tutors and staff members.

The aims of Kernow Tuition Limited's approach to tutor approval and staff recruitment are as follows:

- **Merit-Based Selection:** To ensure that tutors approved by Kernow Tuition Limited are selected based on their qualifications, skills, and suitability for tutoring, with a particular focus on their attitudes toward safeguarding and their ability to work with students (including children and young people) in a manner that prioritizes their safety and well-being.
- **Commitment to Equality:** To guarantee that no tutor or staff member is subjected to unfair treatment on any grounds, including race, color, nationality, ethnic or national origin, religion or belief, gender, sexual orientation, marital or civil partner status, disability, or age.
- **Compliance with Standards:** To adhere to best practices in line with applicable legislation, recommendations, and guidance, including directives from the Department for Education (DfE), the most recent version of *Keeping Children Safe in Education* (KCSIE), and guidance issued by the Disclosure and Barring Service (DBS).
- **Safeguarding Through Pre-Employment Checks:** To ensure that all necessary pre-employment checks are conducted, and that the selection processes for approving tutors and recruiting staff are designed to minimize the risk of unsuitable individuals working with students.
- **Transparency and Fairness:** To promote transparency and fairness in the processes of tutor approval and staff recruitment within Kernow Tuition Limited.

All staff and the Founder of Kernow Tuition Limited, Fay Morris, are required to be familiar with and to comply with the provisions of this policy.

Index

1. Tutors

1.1 Registration and Selection Procedure for Tutors

1.2 Face-to-Face Interview

1.2.1 Matters Addressed in the Interview

1.2.2 Further Issues Explored in the Interview

1.2.3 Safeguarding Matters Addressed in the Interview

1.2.4 Expectations of Tutors

1.3 Post-Interview

1.3.1 Enhanced Disclosure and Barring Service (EDBS)

1.3.2 References

1.3.3 Further Induction Material for Tutors

1.4 Single Central Register

1.5 Induction

1.6 Advertising

1.7 Confidential Information, Data Protection, and Retention of Records

1.8 Ongoing Review and Standards for Tutors

2. Kernow Tuition Limited Staff

1. Tutors

1.1 Registration and Selection Procedure for Tutors

Tutors apply to Kernow Tuition Limited by send a full curriculum vitae form on Kernow Tuition Limited' job vacancy management system. The application process requests helpful background information on the individual and ensures a common set of core data is obtained from all applicants.

To ensure confidentiality, only authorised Kernow Tuition Limited office staff (and the applicant) have access to tutor contact information, employment history, and qualification details. Applicants are asked to upload a teaching CV with their employment history. Any applicant who fails to complete mandatory fields is contacted and asked to add further information. Kernow Tuition Limited reserves the right to undertake reasonable pre-employment checks, including internet and social media searches. Tutors are informed that pre-employment checks could include online background searches as part of our due diligence on shortlisted candidates.

All information is reviewed by Kernow Tuition Limited's Tutor Director, who decides whether the tutor is of the appropriate calibre and experience and has the required and relevant skill sets to be invited for a face-to-face interview. If questions or contradictions are identified in the application process so far, the Director will contact the tutor to discuss those issues before issuing an invitation to interview.

Several documents are provided in advance of the interview, including tutor specification, and information on what to do if a Disclosure of Abuse is made to a tutor. Tutors are also asked to self-disclose in advance any issues on any EDBS they may have. This may raise issues that result in the applicant going no further in the process.

1.2 Face-to-Face Interview

1.2.1 Matters Addressed in the Interview

Selected tutors are required to attend a face-to-face interview at Kernow Tuition Limited's offices. The formal interview discusses the tutor's relevant skills and experience in detail. The interviewer is the Director, who undertakes Safer Recruitment training annually. In some circumstances, the applicant may also meet other members of Kernow Tuition Limited staff.

Kernow Tuition Limited uses a standard checklist for interviews to record which original documents have been seen, when, and by whom. Copies of key documents are

uploaded to the tutor's profile on the management system, together with the completed checklist. Original EDBS certificates are processed and checked, and a note is made of when the original was seen and by whom and whether the tutor is on the Update service. Copies of EDBSs are not retained for more than six months, as required by legislation.

1.2.2 Further Issues Explored in the Interview

The interview explores issues such as:

- Motivation to work with young people
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Skills and experience
- Any particular successes they have had with teaching
- Emotional resilience in dealing with challenging behaviour
- An assessment of the candidate's mental and physical ability to perform the duties of a self-employed tutor
- Any gaps in employment history or discrepancies in the CV
- Safeguarding knowledge, assessed through at least one child protection/safeguarding question

1.2.3 Safeguarding Matters Addressed During the Interview

During the interview, the following safeguarding matters are addressed:

- Providing an introduction to the Designated Safeguarding Lead (DSL) and Deputy, including their roles and responsibilities, and outlining the steps to take if the tutor has a safeguarding concern about a student.
- Emphasising the importance of reporting any child protection or safeguarding concerns immediately to Kernow Tuition Limited, or contacting the police directly if the situation is urgent.
- Confirming that the tutor has reviewed Kernow Tuition Limited's Safeguarding Policy and the *Keeping Children Safe in Education* (KCSIE) guidance, and obtaining their signature to acknowledge this.
- Securing consent to refresh Enhanced DBS checks through the Update Service, where applicable.

1.2.4 Expectations of Tutors

The following expectations are communicated during the interview process and reinforced during the induction:

- Adhering to Kernow Tuition Limited's Safeguarding Policy and complying with the guidance outlined in *Keeping Children Safe in Education (KCSIE)*.
- Ensuring that a responsible adult is present during all lessons, with the understanding that the tutor will leave if the responsible adult departs the premises.
- Meeting students only at pre-agreed venues.
- Reporting any concerns regarding the location or safety of lessons to Kernow Tuition Limited without delay.
- Refraining from contacting students outside of lessons except through their parents or carers.
- Preparing and planning lessons in alignment with the specific objectives provided by the client.

1.3 Post-Interview

A tutor cannot be approved unless Kernow Tuition Limited has received the new EDBS or reviewed their original EDBS (if on the update service) and received two satisfactory references.

1.3.1 Enhanced Disclosure and Barring Service (EDBS)

Kernow Tuition Limited requires an Enhanced DBS with a Children's Barred Check List and Child Workforce designation from:

- Kernow Tuition Limited (tutors are encouraged to sign up to the Update Service)
- The Update Service, if the EDBS was issued by an education-related entity

Kernow Tuition Limited checks EDBSs annually through the Update Service. Tutors not on the Update Service are required to reapply for a new EDBS every three years and are encouraged to join the Update Service at that time.

1.3.2 References

Kernow Tuition Limited obtains a minimum of two references for each tutor. One reference must be from the applicant's current or most recent employer (or a referee who worked with students or young adults, if applicable).

1.3.3 Further Induction Material for Tutors

Approved tutors are provided additional induction material, including:

- Key Information for Tutors
- Instructions on lesson entry into the management system
- Copies of Kernow Tuition Limited's Safeguarding Policy and Child Protection Policy

1.4 Single Central Register

If approved, the tutor's information is entered into Kernow Tuition Limited's Single Central Register, maintained and updated by administrative staff. Regular checks ensure timely renewals of EDBS.

1.5 Induction

For students taught at Kernow Tuition Limited offices, an induction procedure covers:

- Introduction to staff and tutors
- Office safety, including fire procedures and first aid contacts
- Expectations regarding behaviour and attendance
- Mobile and laptop usage policies

1.6 Advertising

All advertisements for tutor applicants include statements about Kernow Tuition Limited's commitment to equality, diversity, and safeguarding.

1.7 Confidential Information, Data Protection, and Retention of Records

Tutor information is stored securely on Kernow Tuition Limited's management system. Access is restricted to authorised staff. Data is permanently deleted upon request or when a tutor is no longer engaged with Kernow Tuition Limited.

1.8 Ongoing Review and Standards for Tutors

At Kernow Tuition Limited, we take pride in maintaining a safe, supportive, and professional working ethos for both our students and tutors. As a close-knit team, we hold regular meetings to review matters relating to our tutors. These discussions include sharing positive feedback received from clients, parents, carers, or students, as well as addressing any concerns brought to our attention. Agreed actions are promptly implemented, with the Tutor Supervisor and Director ensuring clear and constructive communication with the tutors involved.

We uphold the highest standards of teaching and professional conduct. Tutors who do not meet these expectations are removed from our database and are not considered for future opportunities with Kernow Tuition Limited. This approach reflects our unwavering commitment to excellence and the well-being of those we serve.

2. Kernow Tuition STAFF

At Kernow Tuition Limited, our recruitment process is tailored to the specific requirements of each role, with a strong emphasis on safer recruitment practices. Vacancies are typically advertised locally, with all advertisements explicitly reflecting our commitment to Equality and Diversity. Suitable candidates are invited to participate in face-to-face interviews conducted by key staff members, and appropriate references are sought as part of the selection process.

All staff at Kernow Tuition Limited are required to hold a current Enhanced DBS (EDBS) check and be registered with the Update Service. The Director of Kernow Tuition Limited also holds a current EDBS. Upon appointment, each staff member is provided with a detailed job description and must familiarize themselves with and adhere to all Kernow Tuition Limited policies and procedures.

Our recruitment process ensures fairness and inclusivity, selecting candidates solely based on merit and suitability for the role, without discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation, marital or civil partnership status, disability, or age. This approach underscores our dedication to creating a safe, equitable, and professional environment for both staff and students.