

Safer Recruitment Policy and Procedures

Contents

1. Context
2. Policy Aims and Objectives
3. Best Practice Guidance: Recruitment Procedures
4. Induction Training
5. Observations and Ongoing Appraisals
6. Recruitment Process Map
7. Single Central Record
8. Safeguarding

1. Context

Tutors Green is committed to safer recruitment, and is committed to safeguarding children and adults at risk. Tutors Green has implemented robust safer recruitment practices to ensure applicants are suitable to work with children and adults at risk. This policy should be read alongside our Child Protection Policy and Procedures.

2. Policy Aims and Objectives

The aim of the Tutors Green Safer Recruitment Policy and Procedures is to help deter, reject or identify people who are unsuited to working with children and young people by having appropriate procedures for appointing staff. The objectives of the Tutors Green Recruitment Policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- to ensure that Tutors Green meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

3. Best Practice Guidance: Recruitment Procedures

The following procedures should be used for recruitment:

1. If the role has safeguarding responsibilities these should be clearly set out in the role profile when advertising the role. The job advert should also include:
 - Job description; which clearly and accurately sets out the main duties and responsibilities of the job role, as well as the job title of the line manager and probation period.
 - Person specification; which details the skills, experience, qualifications, abilities and qualities that are required to do the job.

- A link to our Standard Application Form, to be returned to Tutors Green
 - A reiteration of Tutors Green's commitment to the safeguarding of children and young people.
2. As we work primarily with children and young people at Tutors Green, all roles within Tutors Green require an Enhanced DBS check. This should be clear in the job advert.
 3. Shortlisting applicants for interview should ideally be conducted by at least two people. Each application form should be scrutinised according to how well it meets the requirements set out in the job description and person specification.
 4. An applicant must submit the details of two referees to be contacted for references. These references will be contacted before interview. The referees will be asked about the applicant's suitability for the role they have applied for.
 - One should be from most recent employer
 - Reference request is sent with a copy of the Job Description attached
 - Referee's opinion about candidate's suitability for the role
 - Referee's opinion on the candidate's suitability working with children and young people
 - Referees are asked to confirm whether the candidate has been subject to any disciplinary procedures.
 5. At least two people are on the interview panel, including a senior staff member with a qualification in 'Safer Recruitment in Education'. The interview should be conducted face to face. Video conferencing can be used in exceptional circumstances (this must be agreed with a senior manager). In interviews:
 - Core interview questions are followed.
 - Extra interview questions that arise from the candidate's Standard Application Form/referees are considered and included.
 - Interview questions ask for examples of the candidate's competency.
 - Candidates are tested via an assessment in the subject that they teach.

- The candidate's attitudes/behaviours are explored, as well as their motivations for working with children and young people.
 - At least one question during the interview should be related to safeguarding.
 - Anything concerning said by the candidate must be explored in more detail with further probing, for example, if a candidate fails to satisfy regarding gaps/inconsistencies on their application form.
6. All applicants being interviewed should be asked the same questions and scored accordingly.
7. Candidates' identity is checked at the interview. The following should be brought and scanned by Tutors Green:
- Photographic evidence to compare details on application form
 - Documents to prove eligibility to work in the UK
 - Originals of their qualification certificates
 - Enhanced DBS certificate
 - Proof of address
8. A selection decision is made by at least two members of the recruitment panel. The decision should be informed by:
- A review on how the candidate's qualifications, skills, experience and competencies compare with those in the job description.
 - A review on how the candidate's personal qualities and attributes compare to the ideal in the person specification.
 - A review on interview notes.

Unless the candidate can satisfy everyone on the recruitment panel, their application should be rejected.

9. When an offer is made to the applicant, it should be made clear that this is subject to satisfactory completion of the vetting process.
10. Criminal records checks are submitted for successful applicants or volunteers. The Designated Safeguarding Lead (DSL) will work with the applicant to apply for the Enhanced DBS certificate.

11. The Disclosure and Barring Service (DBS) will process the criminal records check and whether the applicant has been barred from working with children.
12. Applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by Tutors Green.
13. Should the certificate return a result that indicates the applicant has a criminal record they will be asked to explain to the DSL and their proposed line manager the details of the offence. The DSL and line manager will then decide as to whether the matter needs referring to an external organisation for further advice, support and guidance on employability of the applicant. Applicants are encouraged to be honest as to whether they have a criminal record that will show on the DBS certificate. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:
 - the nature, seriousness and relevance of the offence
 - how long ago the offence occurred
 - one-off or history of offences
 - changes in circumstances
 - decriminalisation and remorse's
14. Tutors Green recognises that applicants and employees may have criminal convictions and will not discriminate due to this.
15. At least one member of Tutors Green recruitment panels will have completed accredited Safer Recruitment Training.

4. Induction Training

- All new starters to attend a timetabled induction training programme before they can commence work, which is day-long.
- Rigorous safeguarding training is delivered, including:
 - types of abuse
 - codes of conduct (online/in person/at schools)
 - definitions of misconduct
 - role and responsibilities of the DSL/DDSL
 - responding to a disclosure
 - responding to a concern about child protection
 - completing a safeguarding report form.
- Tutors Green's Child Protection Policy and Procedures is introduced and all tutors are given a copy (either paper or downloadable for their devices) which they must keep with them at all times when working for Tutors Green.
- New starters sign the declaration that they have attended and understood the induction training.

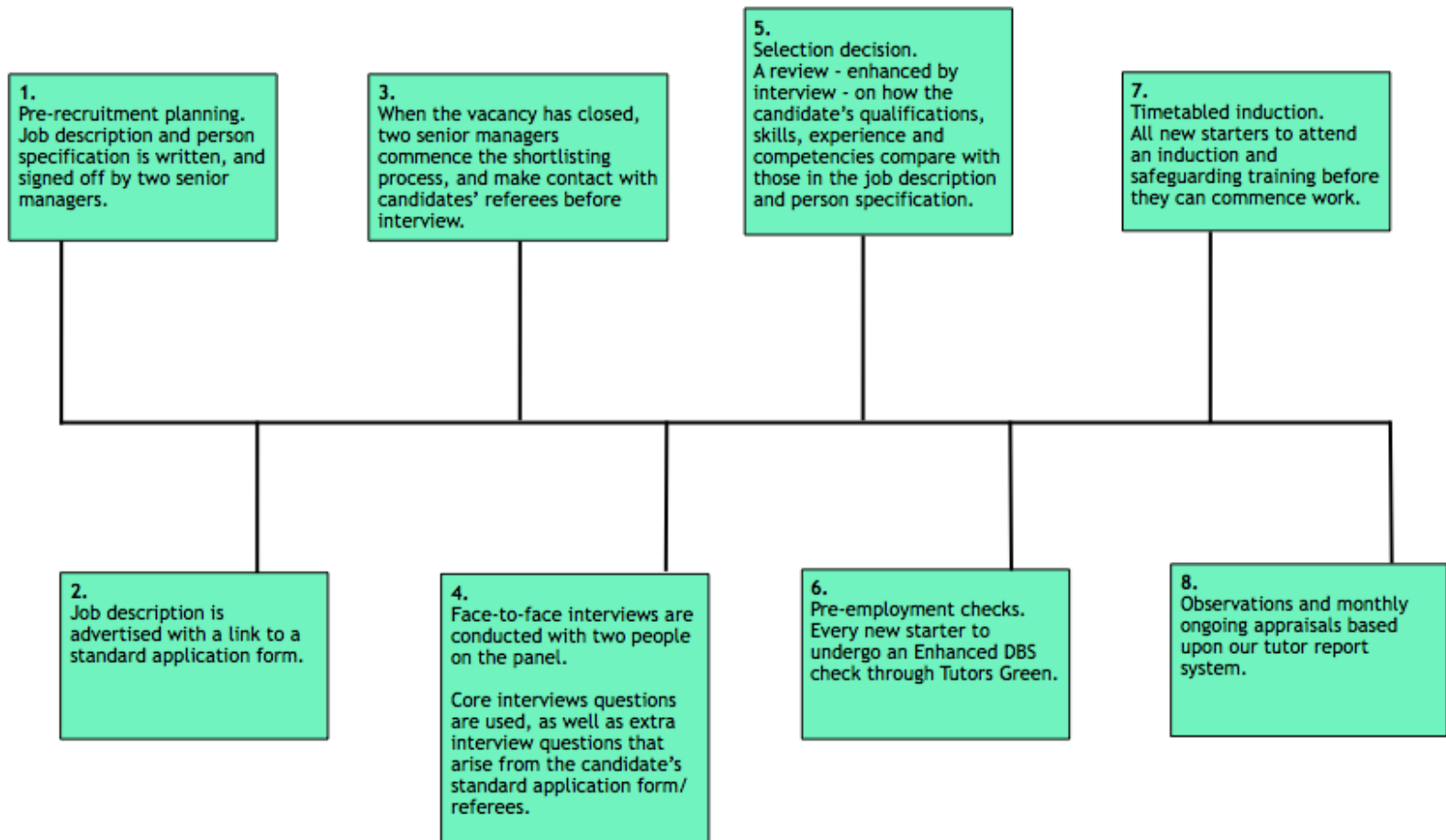
5. Observations and Ongoing Appraisals

It is good practice to do regular appraisals. This ensures that Tutors Green is able to check on staff performance and that their objectives are being met, as well as their attitudes and behaviours with young people.

- Tutors are appraised in a monthly one-to-one by a member of Tutors Green's SLT. Tutors' attitudes and behaviours for working with children and young people are probed as part of this process.
- Tutors Green's SLT speak with tutors, schools and parents/carers weekly to monitor tuition programmes.
- A minimum of five lessons per month are observed by Tutors Green staff to ensure tuition is being delivered to the standards we expect.

Measurable targets are set after each observation, which are linked to appraisals.

6. Recruitment Process Map



7. Single Central Record

A Single Centralised Record of recruitment and vetting checks is kept in accordance with Keeping Children Safe in Education (2016) requirements. This is kept up-to-date and retained by the Designated Safeguarding Lead. The Single Centralised Register will contain details of all employees who are employed to work at Tutors Green. The checks included are:

- an identity check
- a barred list check
- an enhanced DBS check
- a prohibition from teaching check (see below) (NB This is not the same as a barred list check)
 - a prohibition check must be made for anyone undertaking 'teaching work' (with or without Qualified Teacher Status)
- further checks on people living or working outside the UK, including any restrictions placed on teachers from the European Economic Area (EEA is all EU countries, plus Iceland, Liechtenstein, and Norway)
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom.

8. Safeguarding

Tutors Green is committed to safeguarding and ensuring the welfare & protection of children, young people and adults at risk. We believe that all adults working within Tutors Green in any capacity, have a duty and responsibility to safeguard the welfare of children, young people and adults at risk to enable them to enjoy activities in a safe, inclusive and child-centred environment.

Any concerns raised by staff, participants or parents should be reported to the safeguarding team:

Matthew Briars	Designated Safeguarding Lead	matthew@tutorsgreen.com	07946223269
Merenna Wilson	Deputy Designated Safeguarding Lead	merenna@tutorsgreen.com	07447913529