

Teachwise Tutoring (EDU) LTD

Safer Recruitment Policy

1. Policy Statement

Teachwise Tutoring is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment practices are essential to deter, reject, or identify individuals who are unsuitable to work with children.

All recruitment and selection processes at Teachwise Tutoring will be conducted in line with this policy to ensure that those who join our organisation share our commitment to safeguarding.

2. Scope

This policy applies to:

- All employees, tutors, contractors, and volunteers engaged by Teachwise Tutoring.
- All stages of recruitment, selection, and induction.
- Any third parties or partner organisations providing tutoring services on behalf of Teachwise Tutoring.

3. Aims

Through this policy, we aim to:

- Attract and retain high-quality tutors and staff who share our safeguarding values.
- Ensure a safe, fair, consistent, and transparent recruitment process.
- Meet our legal and regulatory safeguarding duties as an education provider.
- Create a culture of vigilance where safeguarding is everyone's responsibility.

4. Advertising & Application

- All job adverts will include a safeguarding statement:
“Teachwise Tutoring is committed to safeguarding and promoting the welfare of children and young people. All applicants will be required to undergo safer recruitment checks.”
- Applicants must complete a structured application form (CVs alone will not be accepted).
- Complete employment history must be provided, with explanations for any gaps.
- References will be requested prior to the interview, where possible.

5. Selection & Interview

- At least one member of the interview panel will have completed accredited safer recruitment training.
- Shortlisted candidates’ applications will be carefully scrutinised for inconsistencies or gaps.
- Interviews will test both professional competence and attitudes towards safeguarding.
- All candidates will be asked specific safeguarding questions, such as:
 - *“What would you do if a student disclosed a safeguarding concern to you?”*
 - *“How do you maintain professional boundaries when tutoring online or in-person?”*

6. Pre-Employment Checks

Before any appointment is confirmed, the following checks must be completed:

- **Enhanced DBS with children’s barred list check.**

- **Identity verification** (e.g., passport, driving licence).
- **Right to work in the UK.**
- **Overseas checks** (where candidates have lived or worked abroad for more than 6 months).
- **Two references**, including the most recent employer, specifically commented on the candidate's suitability to work with children.
- **Qualification checks** were applicable.
- **Health declaration** to confirm fitness to carry out the role.

A **Single Central Record (SCR)** of all checks will be maintained and monitored by the Designated Safeguarding Lead (DSL).

7. Induction & Training

- All new tutors and staff will receive a safeguarding induction, including reading and signing:
 - The Teachwise Tutoring Safeguarding & Child Protection Policy
 - The Tutor Code of Conduct
 - Procedures for reporting concerns
- All tutors will complete annual safeguarding refresher training.

8. Ongoing Culture of Vigilance

- Regular supervision and lesson monitoring will be carried out to maintain safeguarding standards.
- Parents and students will be encouraged to share feedback about tutors.
- Concerns raised about staff or tutors will be investigated promptly in line with Teachwise Tutoring's Safeguarding & Allegations procedures.

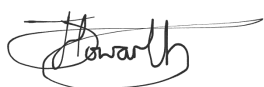
9. Responsibilities

- The **Director & DSL** (Joshua Howarth) has overall responsibility for safer recruitment and ensuring compliance.
- Recruitment panels are responsible for implementing this policy at each stage of the process.
- All staff and tutors are responsible for upholding safeguarding values and reporting concerns.

10. Review

This policy will be reviewed annually by the DSL or sooner if:

- Changes in legislation occur
- There are updates to statutory guidance (e.g., *Keeping Children Safe in Education*)
- Lessons are learned from safeguarding incidents.



Joshua Howarth
Director & Designated Safeguarding Lead
Teachwise Tutoring (EDU) LTD