Safer Recruitment Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/07/2021	Carol Skitt	01/07/2024

Reviews Completed

Role	Name	Signature	Date
Head of PCSR	Carol Skitt	C Skitt	01/07/2023
Managing Director	Vanessa Leach		01/07/2023
Head of PCSR	Carol Skitt	C Skitt	01/07/2022
Managing Director	Vanessa Leach		01/07/2022
Head of PCSR	Carol Skitt	C Skitt	01/07/2021
Managing Director	Vanessa Leach		01/07/2021

Details of Policy Updates

Date	Details
November 2023	Section added for storage of the single central record (SCR)
September 2023	Keeping Children Safe in Education (2023) **Part Three: Safer recruitment** After suggesting in last year's update that schools and colleges perform online searches on potential new employees, this year's update specifies that schools and colleges should "inform shortlisted candidates" that online searches may be carried out in the recruitment process.
September 2023	Candidate web search included in recruitment process stage
September 2023	Below statement added to Tute application from **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**
September 2022	Keeping Children Safe in Education (2022) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges. September 2022
January 2022	Mango Marketing no longer working with Tute
September 2021	Removal of health questionnaire from recruitment process
September 2021	Keeping Children Safe in Education (2021) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

Contents

1   Introduction

Tute puts the student at the core of everything we do and safeguarding them is our absolute priority. Safeguarding and promoting the welfare of children is **everyone's** responsibility.

Every child has the absolute right to a childhood free from abuse, neglect or exploitation. We want students to learn and achieve safely.

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding. In order to fulfil this responsibility effectively, Tute follows a safer recruitment policy, adhering to Part 3: Keeping Children Safe in Education (2023).

2   Purpose and aims

The purpose of this policy is to:

- protect children and young people who receive Tute's services from harm.

- to provide staff, as well as children and young people, with the overarching principles that guide our approach to child protection.

This policy applies to anyone employed or contracted to work at Tute and those who employ or contract them.

The aim of the policy is to ensure that Tute will identify the most suitable applicants for any vacancy and to deter, reject and expose those who may pose a risk to the safety of children. We will not discriminate on any grounds that cannot be demonstrated as directly relevant to the post.

We will do this by:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people.

- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role.
- ensuring all new staff participate in an induction which includes safeguarding training.

3 Legislation and statutory guidance

- **Keeping Children Safe in Education (2023)**

  Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

- **Working Together to Safeguard Children (2023**)

  Sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of schools.

4 Related policies

- Safeguarding Policy
- Whistleblowing Policy
- Allegations Management Policy
- Data Protection Policy
- Safeguarding Training Strategy
- Code of Conduct that sets out behaviours and expectations.

5 Procedure / process – teaching staff

The below details our safer recruitment process.

5.1 Selection process

5.1.1 Job description and criteria

Tute overview – What we do

Define role to include:

- Job title, job summary
- Responsibility and duties
- Qualification required - QTS, Degree.
- Safeguarding statement
- Equality statement

5.1.2 Job advert

- Tute website recruitment page
- Review past applicants for suitability.
- Tute advertising
- Social media posts on Tute page
- Webinars

5.1.3 Application form

- Downloaded from Tute website, completed by applicant and uploaded - CV's will not be accepted.
- Read - ensure all areas for safer recruitment are completed.
- Return if incomplete to candidate, requesting completion.
- Add candidate details to recruitment spreadsheet.
- Experience - Classroom, Online
- Work history review looking for any gaps in employment.
- DBS (Disclosure and Barring Service) status and update service
- Qualifications checked to meet criteria.
- Supporting statement read
- Online search of candidate carried out

5.1.4 Online/face-to-face interview

- Access candidate criteria against job spec
- Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge.
- Safeguarding questions peppered throughout.

5.1.5 IT testing

- Send link to IT questionnaire to ensure requirements are met.
- IT department to approve if connection requirements are met.

5.1.6 Initial teacher training

- Tute pedagogy overview
- Tute lesson structure overview
- Tute learning cloud overview and video.
- Safeguarding
- Send Non-Disclosure Agreement to be signed by candidate.
- NTP Privacy

5.1.7 Lesson delivery (microteach)

- Send specification brief for microteach delivery.
- Set up microteach on learning cloud and send instruction template to candidate on how to access.
- Candidate to deliver to internal teaching team members for quality of delivery and resource-making skills.
- Feedback on lesson given to candidate.

5.2 Pre-employment checks

5.2.1 Proof of identity

- Proof of identity to be verified.

5.2.2 References

- Minimum of 2 references to be sought.
- One reference from current/most recent employer
- Ensure any work dates match with information on application form.

5.2.3 Enhanced DBS with Barred List check

- DBS enhance check to be undertaken.
- Registration to update service by candidate.

5.2.4 Qualification check

- Copies of teaching qualifications

- Qualifications check with Teacher Regulations Agency
- SCR updated.

5.2.5 Right to work in the UK

- Check candidate ID and right to work in the UK.

6 SCR Storage

6.1 Secure Storage of the Single Central Record (SCR) in SharePoint

At Tute, we recognise the critical importance of protecting our Single Central Record (SCR) - a key component of our safeguarding policies. To ensure the highest levels of security for the SCR within our SharePoint system, we have implemented comprehensive and robust measures tailored to preserve the confidentiality, integrity, and availability of these sensitive documents.

6.2 Authentication and access control

Access to the SCR folder on SharePoint is managed through Microsoft's secure authentication systems, which ensure that only credentialed personnel can gain entry. Our authorization framework is meticulously crafted to provide access to the SCR exclusively to authorised individuals based on their role and necessity to interact with these records.

6.3 Role-based permissions and security

The SCR folder is protected by role-based access controls, allowing us to define and enforce who can view, edit, or manage the records contained within. These permissions are regularly reviewed and adjusted in accordance with staff changes and role redefinitions to ensure continuous protection.

6.4 Encryption and Information rights management

All documents within the SCR folder benefit from SharePoint's encryption protocols, safeguarding data at rest and in transit. Additionally, Information Rights Management (IRM) settings are applied to the SCR, preventing unauthorised sharing, printing, or editing of the records, even after they have been downloaded from SharePoint.

6.5   Dedicated SCR security measures

We employ item-level security settings for the SCR folder to control access down to the individual document level. This ensures a granular security posture where only specific users can access particular records, based on their duties and responsibilities.

6.6   Auditing and compliance assurance

Our SharePoint environment is configured to log all interactions with the SCR, providing a clear audit trail of when documents are accessed, modified, or shared. These audit logs are critical for compliance purposes and enable us to swiftly address any potential security incidents.

6.7   Advanced threat protection and continuous monitoring

The SCR folder benefits from SharePoint Online's advanced threat protection features, which proactively identify and mitigate risks from malicious software and other cyber threats. Our IT team continuously monitors these protections to ensure they remain effective against the latest threats.

6.8   Ongoing updates and security management

We maintain the security of our SCR by applying regular SharePoint updates, which include the latest security patches and enhancements. This approach ensures that the SCR folder is not only secure today but is prepared to resist future threats as well.

6.9   Induction

6.9.1   Provide access to Tute

- Create account on platform.
- Provide Office 365 email – personal emails cannot be used.
- Access to intranet (One Drive) including Tute Teachers folder with a plethora of supporting resources.
- Share policy documents
- Share process documents
- Teams channels for general support and updates

6.9.2 Training

- Safeguarding
- Pedagogy
- Observe experienced teacher.
- Breathe HR

6.10 Probation

6.10.1 Monitor quality

- Watch 1st live lesson (head of teaching and learning or member of teaching team)
- Head of Teaching and Learning to provide feedback
- Ongoing support from teaching team and Quality Assessors

6.10.2 Reviews

- Monthly for the first three months

7 Tute Teacher Training

Tute has a thorough and rigorous training and induction package which successfully upskills tutors to ensure consistent, high-quality tuition across all Key Stages and subjects. There are two stages to our training prior to deployment of tutors with schools: recruitment and induction.

All teachers must complete all training before teaching Tute's students.

Candidates who successfully progress through to the microteach stage must first receive online training which is delivered in our learning cloud, this will focus on our Tute pedagogy and lesson structure, all candidates are required to adhere to this structure. This will be delivered by our teacher trainer which is outlined in the below section:

7.1 Microteach training

Tute Pedagogy: strategies to successfully implement our pedagogy when creating and delivering lessons; approaches to providing students with scaffolding and feedback within Bloom's Taxonomy, metacognition and AfL. It informs tutors how

to have greatest impact on student progression and teaches how to adapt content and delivery following assessment of progress and to ensure pupil engagement.

Learning Cloud: interactive training to be fully proficient in the use of the online classroom. After reviewing an instructional video, teachers practise in a live classroom where they access all features that support lesson delivery and promote pupil engagement. Recordings of exemplar lessons are also shared.

7.2 Microteach delivery

All candidates who successfully progress through from the training stage will then be required to deliver an online lesson following the Tute pedagogy and lesson structure training, with members of the Tute team taking the role of students.

Tutors who are successful at microteach will move on to full induction training: this is a series of modules, utilising a blended approach of instructor-led training and completion of our purpose-built asynchronous course which can monitor and track teacher progress. Each module ensures a level of competence in Tute's disciplines, supports throughout the different stages of a teacher's career at Tute and enables a holistic proficiency. An assessment follows each module with outcomes reviewed by our Quality Assurance Executive and further support provided if required.

7.3 Induction Module

The induction modules are listed below and detailed in the module amplification documents.

1. Welcome to Tute
2. Safeguarding at Tute
3. Contacting IT support
4. The Tute curriculum and planning to teach online
5. Delivering a Tute lesson
6. Assessing and evaluating effectively
7. Maintaining high-quality and ensuring good student outcomes
8. Adhering to policies and procedures
9. Completion of induction – assessment and next steps

The above modules are delivered asynchronously and tracked within the online learning platform.

Recruitment

- Tute pedagogy and lesson structure training
- Learning Cloud training
- Microteach

Safeguarding training

- Process and procedure
- KCSIE 2023 part 1
- Safeguarding level 2 training
- Prevent
- CSE
- Sharing expectations

Graduation training

- Live induction session with Head of Teaching and Learning
- Asynchronous induction course

7.4 Pre-employment checks

7.4.1 Proof of identity

- Proof of identity to be verified.

7.4.2 References

- Minimum of 2 references to be sought.
- One reference from most current/recent employer
- Ensure any work dates match with information of application form.

7.4.3 Enhanced DBS with Barred List check

- DBS enhance check to be undertaken.
- Registration to update service by candidate.

7.4.4 Right to work in the UK (CHANGES)

- Check candidate ID and rights to work in the UK.

7.4.5 Health questionnaire

- Completion of health questionnaire by employee

7.4.6 IT test

- Send link to IT questionnaire to ensure requirements are met.

- IT department to approve if connection requirements are met.

7.5 Induction

7.5.1 Provide access to Tute

- Create account on platform.
- Provide Office 365 email – personal emails cannot be used.
- Access to intranet (One Drive) with a plethora of supporting resources.
- Share policy documents
- Share process documents
- Teams channels for general support and updates

7.5.2 Training

- Safeguarding
- All about Tute
- Breathe HR

7.6 Probation

7.6.1 Reviews

- Monthly for the first three months

8 Procedure / process – non-teaching staff

8.1 Selection process

8.1.1 Job description and criteria

Tute overview – What we do

Define role to include:

- Job title, job summary
- Responsibility and duties
- Qualification required - QTS, Degree.
- Safeguarding statement
- Equality statement

8.1.2 Job advert

- Tute website recruitment page
- Review past applicants for suitability.
- Tute advertising via mango marketing
- Social media posts on Tute page
- Webinars

8.1.3 Application form

- Downloaded from Tute website completed by applicant and uploaded - CV's will not be accepted.
- Read - ensure all areas for safer recruitment are completed.
- Return if incomplete to candidate requesting completion.
- Add candidate details to recruitment spreadsheet.
- Experience
- Work history review looking for any gaps in employment.
- DBS (Disclosure and Barring Service) status and update service
- Qualifications checked to meet criteria.
- Supporting statement read

8.1.4 Online/face-to-face interview

- Access candidate criteria against job spec
- Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge.
- Safeguarding questions peppered throughout.
- Online checks on social media

9 Annual Review

The Safer Recruitment policy will be reviewed on an annual basis.

10 APPENDIX A: Part 3: KCSIE

see part 3

11 APPENDIX B: Safer recruitment process summary

		Action
Advertise		**Write job description.** Tute overview – What we do Define role to include: • Job title, job summary • Responsibility and duties • Qualification required - QTS, Degree. • Safeguarding statement • Equality statement
		Advertise role. • Tute website recruitment page • Review past applicants for suitability. • Tute advertising via mango marketing • Social media posts on Tute page • Webinars
Recruitment		**Receive application form.** • Downloaded from Tute website completed by applicant and uploaded - CV's will not be accepted. • Read - ensure all areas for safer recruitment are completed. • Return if incomplete to candidate requesting completion. • Add candidate details to recruitment spreadsheet
		Read application form. • Experience - Classroom, Online • Work history review looking for any gaps in employment. • DBS (Disclosure and Barring Service) status and update service • Qualifications checked to meet criteria. • Supporting statement read • Candidate online search
		Online/telephone interview • Access candidate criteria against job spec • Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge. • Safeguarding questions peppered throughout
		IT testing • Send link to IT questionnaire to ensure requirements are met.

	• IT department to approve if connection requirements are met
	Initial training • Tute Pedagogy overview • Tute lesson structure overview • Tute learning cloud overview and video. • Safeguarding • Send Non-Disclosure Agreement to be signed by candidate. • NTP Privacy
	Microteach Lesson delivery • Send specification brief for microteach delivery. • Set up microteach on learning cloud and send instruction template to candidate on how to access. • Candidate to deliver to internal teaching team members for quality of delivery and resource making skills. • Feedback on lesson given to candidate
	Seek references. • Minimum of 2 references to be sought. • One reference from most current/recent employer • Ensure any work dates match with information of application form
	Enhanced DBS with barred list • DBS enhance check to be undertaken. • Proof of identity to be verified. • Registration to update service by candidate. • SCR (Single Central Record) updated
	Qualification check • Copies of teaching qualifications • Qualifications check with Teacher Regulations Agency • SCR updated • Online checks social media
	Offer role. • Offer letter sent to successful candidate. • Contract sent to successful candidate. • Other Tute paperwork/documentation sent to successful candidate
Induction	**Provide secure email and access to Tute.** • Set up e-mail account. • Set up Tute platform account. • Access to Tute teacher folder • Admin advised for lesson allocation

Add to Breathe HR (Human Resources)
- Set up folder in Breathe for successful applicant

Further training
- Pedagogy
- Watch other teacher lessons.
- Share policy documents
- Internal folder structure tour
- Breathe HR
- Process documents
- GDPR
- Safeguarding

Observe lessons.
- Watch 1st live lesson head of teaching & learning or member of teaching team
- Feedback provided by head of teaching & learning.
- Ongoing support from teaching team

Deliver lessons.
- Admin to allocate lessons into timetable.
- Ongoing lesson monitoring by quality team

Ongoing training and QA
- DBS checks every half term to ensure no issues.
- Lesson observations carried out by quality team.
- Quality of resources reviewed to ensure Tute standards.
- Safeguarding updates
- 121 monthly meetings held.
- CPD opportunities
- Availability updated on monthly basis.
- Ongoing feedback
- Ongoing support from Tute team

12 APPENDIX C: Tute teacher journey summary
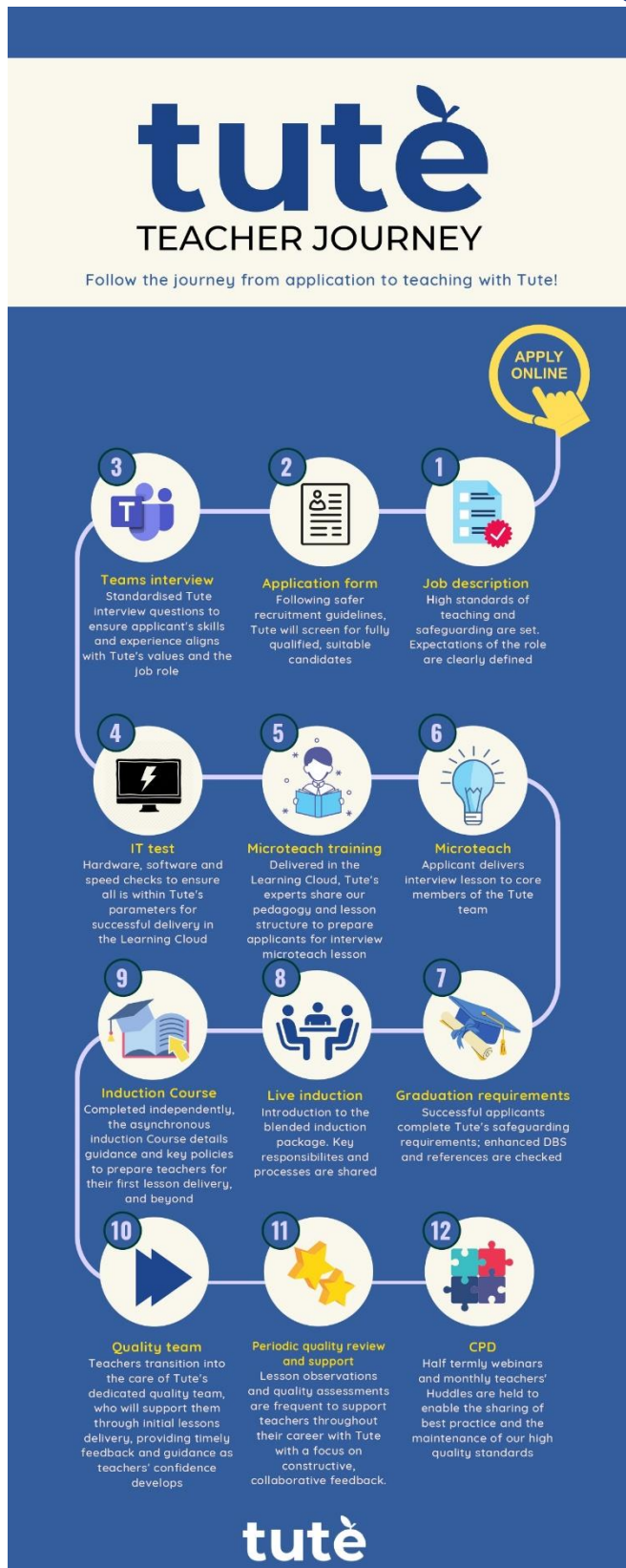
13 APPENDIX D: Application form

See teaching application form at: here

See non-teaching application form: here