
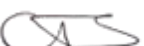

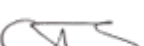

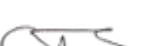

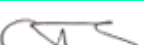


<b>POLICY TITLE</b>	Safer Recruitment
<b>VERSION NUMBER</b>	2.2
<b>APPROVAL DATE</b>	01/07/2024
<b>EFFECTIVE DATE</b>	01/07/2021
<b>POLICY AUTHOR</b>	Carol Skitt
<b>REVIEW DATE</b>	01/07/2025
<b>APPROVED BY</b>	Vanessa Leach
<b>STATUS</b>	Revised
<b>DISTRIBUTION</b>	All company
<b>REVIEW CYCLE</b>	Annual

## COMPLETED REVIEWS

NAME	ROLE	SIGNATURE	DATE
Vanessa Leach	Managing Director		01/07/2024
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2024
Vanessa Leach	Managing Director		01/07/2023
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2023
Vanessa Leach	Managing Director		01/07/2022
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2022
Vanessa Leach	Managing Director		01/07/2021
Carol Skitt	Head of HR and Compliance		01/07/2021

## DETAILS OF POLICY UPDATES

DATE	DETAILS
February 2025	Right to work checks The right to work checks for remote workers are now being processed digitally via Care Check using software Trusted ID Bright Safe – Health and Safety Addition of Bright Safe to induction
September 2024	Keeping Children Safe in Education (2024) 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 2023	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 <a href="#">September 2023</a>
September 2023	Social media checks added to recruitment process
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. <a href="#">September 2022</a>
January 2022	Mango Marketing no longer working with Tute
September 2021	Addition of health questionnaire embedded into 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

CONTENTS .....	3
1 INTRODUCTION .....	5

2	PURPOSE AND AIMS .....	6
3	LEGISLATION AND STATUTORY GUIDANCE .....	6
4	RELATED POLICIES.....	7
5	PROCEDURE/PROCESS TEACHING STAFF .....	7
5.1	Selection process .....	7
5.1.1	Job description and criteria .....	7
5.1.2	Job advert.....	8
5.1.3	Application form/Shortlisting .....	8
5.1.4	Online/face-to-face interview .....	8
5.1.5	IT testing .....	8
5.1.6	Initial teacher training .....	8
5.1.7	Lesson delivery (microteach) .....	9
5.2	Induction .....	9
5.2.1	Provide access to Tute.....	9
5.2.2	Training .....	9
6	Pre-employment checks.....	9
6.1	Overseas Criminal Record Checks.....	9
6.2	Employment History & Address Verification .....	10
6.3	Confirmation of Suitability for Staff .....	10
6.4	Single Central Register (SCR) Documentation .....	10
7	TUTE TEACHER TRAINING .....	11
7.1	Microteach training .....	11
7.2	Induction Module .....	11
7.3	Probation .....	12
7.3.1	Reviews .....	12
8	PROCEDURE/PROCESS: NON-TEACHING STAFF .....	12
8.1	<b>Selection process</b> .....	12
8.1.1	Job description and criteria .....	12
8.1.2	Job advert.....	12

8.1.3	Application form .....	13
8.1.4	Online/face-to-face interview .....	13
9	Pre-employment checks .....	13
9.1	Overseas Criminal Record Checks .....	13
9.2	Employment History & Address Verification .....	13
9.3	Confirmation of Suitability for Staff .....	14
9.4	Single Central Register (SCR) Documentation .....	14
9.5	Induction .....	15
9.6	Probation .....	15
9.6.1	Reviews .....	15
10	ANNUAL REVIEW.....	15
11	APPENDIX A: Part 3: KCSIE.....	15
12	APPENDIX B: Safer recruitment process summary .....	15
13	APPENDIX D: Application form .....	19

## 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 (2024).

This policy ensures that recruitment processes remain compliant with the latest Keeping Children Safe in Education (KCSIE) guidance.

All staff involved in recruitment will receive Safer Recruitment Training, and the recruitment process will be subject to periodic internal audits to ensure compliance.

## 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 (2024)

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.

## 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.

## 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.

## Working Together to Safeguard Children (2018)

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 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/Shortlisting

- 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 applicant

## 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.
- Privacy statement

## 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 and outcome.

## 5.2 Induction

### 5.2.1 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

### 5.2.2 Training

- Safeguarding
- Pedagogy
- Observe experienced teacher
- Breathe HR
- Brightsafe H&S

## 6 Pre-employment checks

### 6.1 Overseas Criminal Record Checks

For candidates who have lived or worked outside the UK for a period of 3 months or more in the last 5 years, the company will obtain a criminal records certificate from the relevant country before

confirming the appointment. This requirement applies to all permanent and supply staff, as well as volunteers engaging in regulated activity.

Where obtaining an overseas criminal records check is not possible, the company will seek alternative verification, such as letters of good conduct from relevant embassies or additional references.

## 6.2 Employment History & Address Verification

All applicants must provide a full employment history. Any gaps in employment must be explained and candidates will be asked to provide documentary evidence, which may include:

- Employer references
- Education records
- Travel documentation

## 6.3 Confirmation of Suitability for Staff

Before allowing a teacher to start work, the proprietor or a senior leader must confirm suitability by:

- Reviewing all employment checks.
- Conducting a final identity verification upon arrival.
- Ensuring that all required documentation is recorded in the SCR.

Staff will not be permitted to commence work until this final verification has been completed and approved by the proprietor/SLT.

## 6.4 Single Central Register (SCR) Documentation

A Single Central Register (SCR) will be maintained to record all recruitment checks, including:

- Identity Verification
- Enhanced DBS Check
- Barred List Check
- Right to Work in the UK (via digital proof for remote staff)
- Qualification Check
- Employment History Verification
- Overseas Criminal Record Check (if applicable)
- Health Declaration
- Privacy notice

The SCR will be reviewed and updated on a regular basis to ensure ongoing compliance. Any discrepancies or missing records will be addressed immediately.

## 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 Induction Module

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

- Welcome to Tute
- Safeguarding
- IT support
- The Tute curriculum
- Delivering a Tute lesson
- Assessing and evaluating affectively
- Quality at Tute
- Inclusion and SEND
- Adhering policies and procedures
- End of induction assessment

The asynchronous aspect of the induction package is accessed in Thinkific

## Safeguarding training

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

## Graduation training

- Live induction session
- Asynchronous induction course

## 7.3 Probation

### 7.3.1 Reviews

- Monthly for the first six months
- Ongoing feedback

## 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(s) required
- Safeguarding statement
- Equality statement

#### 8.1.2 Job advert

Tute website recruitment page

Review past applicants for suitability.

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 role.
- Safeguarding questions peppered throughout.
- Outcome of interview advised

## 9 Pre-employment checks

### 9.1 Overseas Criminal Record Checks

For candidates who have lived or worked outside the UK for a period of 3 months or more in the last 5 years, the company will obtain a criminal records certificate from the relevant country before confirming the appointment. This requirement applies to all permanent and supply staff, as well as volunteers engaging in regulated activity.

Where obtaining an overseas criminal records check is not possible, the company will seek alternative verification, such as letters of good conduct from relevant embassies or additional references.

### 9.2 Employment History & Address Verification

All applicants must provide a full employment history. Any gaps in employment must be explained and candidates will be asked to provide documentary evidence, which may include:

- Employer references

- Education records
- Travel documentation

### 9.3 Confirmation of Suitability for Staff

Before allowing a teacher to start work, the proprietor or a senior leader must confirm suitability by:

- Reviewing all employment checks.
- Conducting a final identity verification upon arrival.
- Ensuring that all required documentation is recorded in the SCR.

Staff will not be permitted to commence work until this final verification has been completed and approved by the proprietor/SLT.

### 9.4 Single Central Register (SCR) Documentation

A Single Central Register (SCR) will be maintained to record all recruitment checks, including:

- Identity Verification
- Enhanced DBS Check
- Barred List Check
- Right to Work in the UK (digital proof for remote staff)
- Qualification Check
- Employment History Verification
- Overseas Criminal Record Check (if applicable)
- Health Declaration
- Privacy notice

The SCR will be reviewed and updated on a regular basis to ensure ongoing compliance. Any discrepancies or missing records will be addressed immediately.

Safeguarding training

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

## 9.5 Induction

As part of our commitment to safer recruitment and effective onboarding, all new non-teaching staff will undertake a comprehensive company induction. This programme ensures that individuals gain a thorough understanding of our organisation, its values, policies, and safeguarding expectations.

New employees will spend time with each department to develop a holistic view of the company and understand how their role contributes to the wider team. The induction process will also include specific training on safeguarding, health and safety, and confidentiality to reinforce our commitment to maintaining a safe and professional environment for all.

## 9.6 Probation

### 9.6.1 Reviews

- Monthly for the first six months
- Ongoing feedback

## 10 ANNUAL REVIEW

The Safer Recruitment policy will be reviewed on an annual basis or whenever there are updates to statutory requirements

## 11 APPENDIX A: Part 3: KCSIE

[KCSIE 2024](#)

## 12 APPENDIX B: Safer recruitment process summary

	Action	
Advertise	1.	<p>Write job description.</p> <p>Tute overview – What we do</p> <p>Define role to include:</p> <ul style="list-style-type: none"> <li>• Job title, job summary</li> <li>• Responsibility and duties</li> <li>• Qualification required - QTS, Degree.</li> <li>• Safeguarding statement</li> <li>• Equality statement</li> </ul>
	2.	<p>Advertise role.</p> <ul style="list-style-type: none"> <li>• Tute website recruitment page</li> </ul>

		<ul style="list-style-type: none"> <li>Review past applicants for suitability</li> <li>Social media posts on Tute page</li> <li>Webinars</li> </ul>
Recruitment	3.	<p>Receive application form</p> <ul style="list-style-type: none"> <li>Downloaded from Tute website completed by applicant and uploaded - CV's will not be accepted</li> <li>Read - ensure all areas for safer recruitment are completed</li> <li>Return if incomplete to candidate requesting completion</li> <li>Add candidate details to recruitment spreadsheet</li> </ul>
	4.	<p>Read application form</p> <ul style="list-style-type: none"> <li>Experience - Classroom, Online</li> <li>Work history review looking for any gaps in employment</li> <li>DBS (Disclosure and Barring Service) status and update service</li> <li>Qualifications checked to meet criteria</li> <li>Supporting statement read</li> </ul>
	5.	<p>Online/telephone interview</p> <ul style="list-style-type: none"> <li>Access candidate criteria against job spec</li> <li>Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge</li> <li>Safeguarding questions peppered throughout</li> </ul>
	6.	<p>IT testing</p> <ul style="list-style-type: none"> <li>Send link to IT questionnaire to ensure requirements are met</li> <li>IT department to approve if connection requirements are met</li> </ul>
	7.	<p>Initial training</p> <ul style="list-style-type: none"> <li>Tute Pedagogy overview</li> <li>Tute lesson structure overview</li> <li>Tute learning cloud overview and video</li> </ul>

		<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Send Non-Disclosure Agreement to be signed by candidate</li> <li>• Privacy notice</li> </ul>
	8.	<p>Microteach Lesson delivery</p> <ul style="list-style-type: none"> <li>• Send specification brief for microteach delivery</li> <li>• Set up microteach on learning cloud and send instruction template to candidate on how to access</li> <li>• Candidate to deliver to internal teaching team members for quality of delivery and resource making skills</li> <li>• Feedback on lesson given to candidate</li> </ul>
	9.	<p>Seek references</p> <ul style="list-style-type: none"> <li>• Minimum of 2 references to be sought</li> <li>• One reference from most current/recent employer</li> <li>• Ensure any work dates match with information of application form</li> </ul>
	10.	<p>Enhanced DBS with barred list</p> <ul style="list-style-type: none"> <li>• DBS enhance check to be undertaken.</li> <li>• Proof of identity to be verified.</li> <li>• Registration to update service by candidate.</li> <li>• SCR (Single Central Record) updated</li> </ul>
	11.	<p>Qualification check</p> <ul style="list-style-type: none"> <li>• Copies of teaching qualifications</li> <li>• Qualifications check with Teacher Regulations Agency</li> <li>• SCR updated</li> </ul>
	12.	<p>Offer role</p> <ul style="list-style-type: none"> <li>• Offer letter sent to successful candidate</li> <li>• Contract sent to successful candidate</li> <li>• Other Tute paperwork/documentation sent to successful candidate</li> </ul>
End of document	13.	Provide secure email and access to Tute

		<ul style="list-style-type: none"> <li>• Set up e-mail account.</li> <li>• Set up Tute platform account.</li> <li>• Access to Tute teacher folder</li> <li>• Admin advised for lesson allocation</li> </ul>
14.		<p>Add to Breathe HR (Human Resources) and Brightsafe (H&amp;S)</p> <ul style="list-style-type: none"> <li>• Set up account for successful applicant</li> </ul>
15.		<p>Further training</p> <ul style="list-style-type: none"> <li>• Pedagogy</li> <li>• Watch other teacher lessons.</li> <li>• Share policy documents</li> <li>• Internal folder structure tour</li> <li>• Breathe HR</li> <li>• Brightsafe (H&amp;S)</li> <li>• Process documents</li> <li>• GDPR</li> <li>• Safeguarding</li> </ul>
16.		<p>Observe lessons</p> <ul style="list-style-type: none"> <li>• Watch 1<sup>st</sup> live lesson</li> <li>• Feedback provided by quality coordinator</li> <li>• Ongoing support from teaching team</li> </ul>
17.		<p>Deliver lessons</p> <ul style="list-style-type: none"> <li>• Admin to allocate lessons into timetable.</li> <li>• Ongoing lesson monitoring by quality team</li> </ul>
18.		<p>Ongoing training and QA</p> <ul style="list-style-type: none"> <li>• DBS update checks undertaken every week</li> <li>• Lesson observations carried out by quality team</li> <li>• Quality of resources reviewed to ensure Tute standards</li> <li>• Safeguarding updates</li> <li>• 121 monthly meetings held</li> <li>• CPD opportunities</li> <li>• Ongoing feedback</li> </ul>

		<ul style="list-style-type: none"><li>• Ongoing support from Tute team</li></ul>
--	--	--

## 13 APPENDIX D: Application form

See our website to download application forms <https://tute.com/become-an-employee/>