

Safer Recruitment Policy

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Amendment Register

Date Amended	
Amendments	

Policy Overview

- SENSational Tutors Ltd. requires tutors and other professionals (hereby 'tutors'), to provide tuition and any other services, or support, to students in a congenial and safe environment.
- The tutors, other professionals and employees have a moral and legal obligation to ensure that, when given responsibility for young people and vulnerable adults, they are treated with the highest possible standard of care.
- SENSational Tutors Ltd's Safer Recruitment Policy aims to ensure that unsuitable candidates are deterred from applying to work with students/young people and should they apply, they will not be successful in their application.
- Our recruitment and selection procedures have the objective that the most suitable candidates are engaged, with all applicants receiving fair and equitable treatment during the entire recruitment process.
- SENSational Tutors Ltd. is committed to providing the best possible care to students/young people and vulnerable adults and to safeguarding and promoting the welfare of children and young people (for more information see Safeguarding Policy).
- Our Policy adheres to relevant employment law practice and other legislation and incorporates statutory guidance for schools and colleges contained in Keeping children safe in education 2024, Part three: Safer recruitment (September 2024) where relevant to SENSational Tutors Ltd.

- Potential candidates should note that it is an offence in accordance with Section 7(1)(a) of the Safeguarding Vulnerable Groups Act 2006 to apply for a role as a private tutor working with children if the applicant is barred from engaging in regulated activity relevant to children.
- Safer recruitment is acknowledged as our first line of defence in the safeguarding of children and young people.
- The Policy is intended to set out the values, principles and policies underpinning SENsational Tutor Ltd's approach to recruitment and the selection of its tutors.
- All individuals involved in the recruitment process must fully adhere to this Policy.

The Recruitment Process

The importance of safeguarding and protecting children who receive tuition and other services or support will be promoted and published throughout the recruitment process to deter would-be abusers.

Timeline

The need for a thorough safer recruitment process is paramount to the appointment of tutors and other professionals. The timeline will vary depending on the time it takes to receive all the appropriate pre-checks. It is recognised that appointments need to take place speedily to ensure continuity of provision for a young person needing tuition or support, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

Job Description and Person Specifications

All Job Descriptions will contain the below as a minimum, however all tutors should request clarification and further detail from their clients.

- Job Purpose
- Specific Requirements (including educational requirements and where appropriate the learning and emotional needs of the student)
- Specific Responsibilities
- The post holder's specific responsibility towards the promotion and the practice of safeguarding the welfare of young people.

Advertisements

The advertisements for recruiting will demonstrate our commitment to safer recruitment and vetting via a safer recruitment statement to act as a deterrent to would-be abusers. All tutor recruitment advertisements will display the following:

- SENSational Tutors Ltd.'s name and if appropriate, logo
- Approximate or expected rates of pay
- Advert text
- Qualification requirements
- Minimum experience required
- Safeguarding Children Statement, e.g.: 'SENSational Tutors Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all tutors and professionals working through the company to share this commitment. Amongst other things, tutors and other professionals will be expected to undertake or have undertaken a Disclosure and Barring Check.'

Initial Interview and Application Information

Potential candidates will initially be interviewed via an online platform (e.g. Zoom), where the application process will be explained to them.

The following, as a minimum, will be provided to suitable applicants during the recruitment process:

- Onboarding form
- References form
- Terms and conditions/tutor contract/Safeguarding policy

Tutors are required to send documents to SENSational Tutors Ltd which will be checked as part of the screening process. Such documents may include the below:

- Completed registration and CV including qualifications, skills, experience and work history
- Personal details, current and former names and UTR number
- Details of their present (or last) employment and reason for leaving
- Scanned copy of DBS where the following clearance guidance rules will be applied by SENSational Tutors Ltd:
 - Enhanced DBS certificate (as above) is on the DBS update service
 - Run a check of this and record the date of the check and the result

- Scanned Qualifications and certificate/s
- Teacher number and/or QTS certificate and/or PGCE certificate
- Scanned passport or other photo ID
- Scanned proof of address
- Proof of right to work in the UK (if appropriate)

At their discretion, SENSational Tutors Ltd may request further details, information and documentation.

Shortlisting

SENSational Tutors Ltd. will review all applications and match against the advertisement. Checks include: verifying their professional qualifications, identity and right to work in the UK. Each candidate must have signed and/or ticked a declaration to confirm they have received, read and understood SENSational Tutors Ltd. safeguarding policy and procedures.

Shortlisted candidates may be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children (subject to Ministry of Justice guidance on the disclosure of criminal records), for example:

- If they have a criminal history;
- If they are included on the Children's Barred list;
- If they are prohibited from teaching;
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- If they are known to the police and children's local authority social care; and
- If they have been disqualified from providing childcare

Interviews

At least one interviewer will be trained in Safer Recruitment.

The applicant/interview as a tutor is conducted via video call or in person. It will allow time for any discrepancy in a candidate's application form to be scrutinised. The interviewer/s will question the candidates regarding employment gaps, criminal record disclosures (if this is not clear then further checks will take place – see below), previous experience, suitability for the role, their motivation to work with young people and their understanding of safeguarding and child protection within the role.

Tutors are allocated to a variety of roles within the company, including work with vulnerable young people, supplementary education and catch-up tuition. As part of the interview process the interviewer will check SEND experience. This information is used to guide the company including the commissioning team on the suitability of tutors to different placements. The interviewer must be completely satisfied with all answers before proceeding further with the candidate's application.

An applicant may be requested to attend a second interview, either via an online platform (e.g Zoom) or in person, at the discretion of SENsational Tutors Ltd.

Tutors will be initially matched as potentially suitable to work with a vulnerable student by location, qualifications, and experience. The interviewer on behalf of SENsational Tutors Ltd. will ensure that the tutor has a high level of awareness of safeguarding issues and child protection and check compliance. In the majority of cases, they will also follow up with the tutor and client/ parent /carer after the initial session. If the tutor is not suitable for this placement, the tutor will be reassigned.

References

These will be requested following the interview. One of the referees must be the candidate's current or most recent employer and all must be for work involving children or vulnerable people.

SENsational Tutors Ltd will:

- Not accept open references (e.g. to whom it may concern);
- Not rely on applicants to obtain their reference;
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference from their current employer;
- Contact referees to clarify content where information is vague or insufficient information is provided;
- Compare the information on the application form and/or CV with that in the reference and take up any discrepancies with the candidate;
- Establish the reason for the candidate leaving their current or most recent post; and
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Referees for all candidates will be asked specific role and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate. When references are received, SENSational Tutors Ltd. will follow up any discrepancies or issues.

Employment Gaps

Candidates must explain all employment gaps, and these will be investigated at interview. SENSational Tutors Ltd. will explore patterns of repeated change in career, ensuring that the reasons for this are fully explored.

Pre-checks

Tutors are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014).

Having a criminal conviction will not necessarily bar a person from working with young people. Guidance from Keeping Children Safe in Education should be used here when assessing a candidate's suitability in reference to anything showing on their DBS. As part of this vetting procedure any DBS forms that are not completely clear will be risk assessed by the Managing Director/DSL and discussed with the applicant at interview or before the first session. If the conviction relates to a serious issue, then the candidate will automatically be rejected. If it is a less serious offence, then it will be assessed independently by SENSational Tutors's management/DSL and risk assessed.

If a person is not eligible for an enhanced a barred list check but will be working in a management position, an enhanced DBS check will be carried out.

Single Central Record

SENSational Tutors Ltd. will keep a Single Central Record for all tutors that provides confirmation that relevant checks have been taken such as:

- Verification of Identity
- Verification of address
- Qualifications
- Right to work in the UK
- Children's Barred List Check Disclosure and Barring Service Enhanced Check
- Prohibition from Teaching check via Teacher Regulation Agency
- Overseas checks, if necessary

Guidance and processes concerning positive enhanced DBS checks

SENsational Tutors Ltd. expects all tutors and individuals to uphold high standards of safeguarding (children and vulnerable adults) that are consistent with best practice and compliant with statutory responsibilities. All prospective candidates who will work with children and young people must be compliant with the Children Act 2004 Section 11 responsibilities, and this will be verified and explored before the appointment is completed.

Disclosure and Barring Service (DBS) checks are part of established best practice when recruiting tutors and staff who hold positions where they deal with vulnerable people and children. SENsational Tutors ensures that every tutor and individual who would like to work through us and for us is subject to enhanced DBS checks before the individual has contact with any children or vulnerable adults. Individuals known to PoCA (Proceeds of Crime Act) and PoVA (Protection of Vulnerable Adults) or the Children's Barred List previously known as List 99 would be effectively barred from working with children and vulnerable adults. Note that the Independent Safeguarding Authority's (ISA) 'barred lists' have replaced (and incorporated) these lists since October 2009.

Schedule Four of the Criminal Justice and Court Services Act 2000 lists the offences that would automatically bar the offender from working with children.

On-going procedures

In the majority of cases, SENsational Tutors Ltd. follows up with clients following an initial session and then on a periodic basis. Any client concerns raised are escalated and any appropriate action is taken, including terminating a tutor's contract for services and ceasing to work with a tutor, or taking any further steps necessary.

SENsational Tutors Ltd. maintains active dialogue with all tutors with important updates when required, for example to update tutors on safeguarding or processes, including the How to Work guide.

Clients may also be asked to review their tutor.

Conclusion

SENsational Tutors Ltd. is committed to ensuring that when given responsibility for young people and vulnerable adults, they are treated with the highest possible standard of care. SENsational Tutors Ltd. will take all necessary steps to guard against working with tutors who are not suitable to work with children or vulnerable adults and will cease to work with tutors that do not meet our stringent tutoring standards.