



## **Safer Recruitment policy**

### **Introduction**

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. ExpertEase Tuition is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the Company expects all staff to share this commitment.

### **The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:**

- follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service (DBS);
- ensure that the ExpertEase Tuition is committed to safeguarding and promoting the welfare of all students in its care. As an employer meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures;
- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position measured against the job description and person specification;
- ensure that all job applicants are considered equitably and consistently, in line with the School's Equal Opportunities Policy;
- help deter, identify and reject prospective applicants who are unsuitable for work with children.

This Policy has regard to:

- Keeping Children Safe in Education (September 2022) [KCSIE]
- Working Together to Safeguard Children (July 2018, updated December 2020) [WTTSC]
- The Equality Act 2010

### **Adverts and Recruitment Packs**

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

"The ExpertEase Tuition is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check".

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- our safeguarding and child protection policy
- the school's safer recruitment policy (this document)

A minimum of two references will be sought directly from the applicant's referees. References or testimonials provided by the candidate will not be accepted.

We expect all referees to confirm:

- The candidate's suitability for working with children and young people;
- The candidate's suitability of teaching on a 1:1 basis.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;

All interviews will always be face-to-face in person or via zoom.

### **Employment History and References**

A minimum of two references will be taken up and at least one of the references will be obtained from the candidate's current or most recent employer and will be sought directly from the referee.

The ExpertEase Tuition will explore any discrepancy or gaps in employment identified through references during the interview where possible or, at least, before any offer of employment.

Open references or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and verify the source of the reference. This contact will then be recorded on ExpertEase Tuition's Single Central Record for successful candidates.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- The candidate's suitability for this post.

## Employment checks

All successful applicants are required:

- To provide proof of identity;
- To complete a DBS application form and receive satisfactory clearance;
- To provide evidence of only those qualifications which are a regulatory requirement for the post concerned;
- To provide proof of eligibility to live and work in the UK.


## Induction

ExpertEase Tuition recognises that safer recruitment and selection is not just about the start of employment, but must be part of a larger policy framework for all staff. ExpertEase Tuition will therefore provide ongoing training and support for all staff.

All staff who are new to ExpertEase Tuition will receive induction training that will include the Company's safeguarding policies and guidance on safe working practices including Child Protection, PREVENT and online safety.

Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

All tutors will be observed on an annual basis to ensure quality and professional development. All tutors will be given to opportunity to observe colleagues. Sharing and improving practice will be a recurring theme in all tutor meetings.

Approved by	Jade Gill
Signature	
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