



Safer Recruitment policy

Introduction

Safer recruitment is a key part of safeguarding and promoting the welfare of children. ExpertEase Tuition is committed to recruiting and engaging people who are suitable to work with children and young people and to maintaining a culture in which safeguarding is central to recruitment, selection, induction and ongoing employment or engagement.

This policy applies to employees, tutors, workers, volunteers, contractors, self-employed tutors and, where relevant, agency or third-party staff engaged by or on behalf of ExpertEase Tuition.

The purpose of this policy is to set out a consistent safer recruitment process that aims to:

- deter, identify and reject applicants who are unsuitable to work with children;
- recruit candidates on the basis of merit, ability, experience and suitability for the role;
- carry out proportionate and lawful pre-appointment checks before a person begins unsupervised or regulated activity with children;
- ensure applicants are treated fairly, consistently and in accordance with equality and data protection law; and
- maintain clear records showing how safeguarding considerations informed recruitment decisions.

Status and guidance

This policy has regard to current safeguarding and safer recruitment guidance in England, including:

- Keeping Children Safe in Education 2026 (KCSIE), Department for Education;
- Working Together to Safeguard Children 2026, Department for Education;
- Disclosure and Barring Service (DBS) guidance and the Safeguarding Vulnerable Groups Act 2006, as amended;
- the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, as amended;
- the Equality Act 2010; and
- the Data Protection Act 2018, UK GDPR and other applicable data protection legislation.

Note: KCSIE 2026 is statutory guidance for the schools and colleges within its scope. Where a KCSIE requirement is not directly applicable to ExpertEase Tuition as a tuition provider, the Company will adopt the relevant safer recruitment principle as good practice where it is lawful and appropriate. Any additional requirements imposed by a commissioning school, college, local authority or other setting will also be followed.

Safer recruitment responsibility and training

Recruitment must be planned and undertaken with safeguarding in mind. Anyone involved in recruitment or employment decisions for roles working with children should have appropriate safer recruitment knowledge and training. As a minimum, the recruitment lead must understand the safer recruitment expectations in Part three of KCSIE 2026 and current DBS requirements.

Where a role is being recruited for a setting that has a specific legal requirement for trained interviewers, ExpertEase Tuition will ensure that requirement is met. Recruitment records will identify the people involved in shortlisting and interview.

Job descriptions, adverts and recruitment packs

Job descriptions and person specifications will clearly set out the skills, experience, behaviours and safeguarding responsibilities of the role, including the expected level and nature of contact with children and whether the role is expected to involve regulated activity.

Advertisements will make clear ExpertEase Tuition's commitment to safeguarding and that appropriate safeguarding checks will be undertaken. Where applicable, adverts will state that the post is exempt from the Rehabilitation of Offenders Act 1974 and that relevant convictions and cautions must be disclosed in accordance with current filtering rules.

Recruitment information will include, or signpost candidates to, the safeguarding and child protection policy, this safer recruitment policy and information about the Company's approach to the employment of people with criminal records.

Applications

Applicants will be required to provide sufficient information to allow a safe and informed recruitment decision. This will normally include current and former names, current address, present or most recent employment and reason for leaving, full employment and education history, explanations for gaps, relevant qualifications, referee details and a statement showing how the applicant meets the person specification.

A curriculum vitae may be accepted only alongside the required application information. A CV on its own will not normally be treated as sufficient for a role involving work with children.

Where a role involves regulated activity with children, applicants will be told that it is an offence for a person who is barred from regulated activity with children to apply for the role.

Shortlisting and self-declaration

Shortlisting will be carried out by at least two people wherever practicable. The shortlisting panel will apply the published criteria consistently, consider inconsistencies, look for unexplained gaps in employment or education and identify matters that require exploration at interview.

Shortlisted candidates will be asked to complete a self-declaration covering relevant criminal record information and any information that may make them unsuitable to work with children, in

accordance with current law and Ministry of Justice guidance. Information will be requested only at the appropriate stage and will not be used unlawfully to determine shortlisting.

Candidates will be asked to confirm that the information they have provided is true and complete. Relevant discrepancies or safeguarding concerns will be discussed with the candidate before an appointment decision is made.

Online searches

As part of due diligence, ExpertEase Tuition will consider carrying out a proportionate online search on shortlisted candidates using publicly available information. Candidates will be informed that such searches may take place.

Online searches are intended only to identify publicly available information that may be relevant to safeguarding or suitability and which may need to be explored at interview. Decisions will take account of data protection, privacy, human rights and equality considerations. Candidates will not be asked to provide passwords or access to private social media accounts, and disclosure of personal social media handles will not normally be required.

Employment history and references

A minimum of two references will normally be obtained directly from referees. References supplied by the candidate, open references or testimonials addressed “to whom it may concern” will not be relied upon.

References should be obtained before interview where possible so that any issues can be explored with the referee and the candidate. At least one reference should be from the candidate’s current or most recent employer. Where the candidate is not currently working with children, ExpertEase Tuition will also seek a reference from the relevant employer from the last time the candidate worked with children, where practicable.

Referees will be asked to provide factual information about the candidate’s employment, reason for leaving and suitability to work with children, and to disclose any substantiated safeguarding concerns or allegations that meet the harm threshold where it is lawful and appropriate to do so. Unsubstantiated, unfounded, false or malicious allegations should not be included as safeguarding facts.

ExpertEase Tuition will verify the source of references, clarify vague or insufficient information, compare references with the application and resolve material discrepancies before appointment. Relevant checks and decisions will be documented.

Interview and selection

Interviews may take place in person or by secure video conference. The selection process will use structured questions and, where appropriate, other role-relevant assessment methods. Interviewers will agree the core questions in advance and record the evidence supporting the decision.

Safeguarding questions will explore the candidate’s motivation for working with children, understanding of professional boundaries and safe practice, relevant experience, response to

safeguarding scenarios, and any gaps, inconsistencies, self-declared information, reference issues or online-search findings that require clarification.

Any information about past disciplinary action or substantiated safeguarding allegations will be considered fairly in the context of the individual case. All recruitment decisions and the reasons for them will be recorded.

Conditional offers and pre-employment checks

All offers for roles involving work with children will be conditional on satisfactory completion of the checks appropriate to the role and setting. No person will be permitted to undertake unsupervised regulated activity until the required safeguarding checks have been satisfactorily completed or any lawful interim arrangements have been formally risk assessed and authorised.

Checks will include, as applicable:

- verification of identity, including consideration of current and former names;
- right to work in the United Kingdom;
- an Enhanced DBS check and children's barred list information where the role is regulated activity and the organisation is legally entitled to request that information;
- a separate children's barred list check where lawful and appropriate if regulated activity is to start before the enhanced DBS certificate is available;
- verification of relevant professional or regulatory qualifications;
- teacher prohibition, section 128, childcare disqualification or other prohibition checks where they are applicable to the role or setting and available to the organisation;
- appropriate additional checks for people who have lived or worked outside the UK; and confirmation, after a conditional offer and in accordance with the Equality Act 2010, that the person has the health and fitness necessary to carry out the essential duties of the role, with reasonable adjustments considered where required.

DBS certificates and risk assessment

The level of DBS check requested will match the role and the legal eligibility criteria. A barred list check will never be requested for a person who is not engaging in, or seeking to engage in, regulated activity.

Where a DBS certificate contains information, or where other checks identify a concern, ExpertEase Tuition will carry out and record an individual risk assessment before deciding whether the person is suitable. The existence of a criminal record will not automatically bar an applicant unless the law prohibits the appointment or the information makes the person unsuitable after fair consideration.

Self-employed tutors, contractors and third-party staff

Self-employed tutors, contractors and third-party staff who work with or have access to children are subject to safeguarding checks appropriate to their role. Where a self-employed person has obtained their own DBS certificate, ExpertEase Tuition will check the original certificate or status information available to it and ensure the level of check is appropriate.

Where staff are supplied by an agency or third party, ExpertEase Tuition will obtain written assurance that the appropriate pre-employment checks have been completed and will verify the

identity of the person presenting for work. Contracts with third parties will set out safeguarding requirements.

Volunteers

If volunteers are used, ExpertEase Tuition will determine whether their duties amount to regulated activity under the law in force at the time. KCSIE 2026 reflects the removal of the former “supervision exemption” from regulated activity by the Crime and Policing Act 2026. Volunteers who meet the regulated-activity criteria must therefore have the appropriate Enhanced DBS check with children’s barred list information.

For volunteers who are not in regulated activity, a written and proportionate risk assessment will determine what checks and supervision are appropriate. A volunteer on whom no checks have been obtained will not be left unsupervised with children or permitted to engage in regulated activity.

Overseas checks

A person who has lived or worked outside the UK will undergo the same core checks as other candidates, together with any additional checks that are appropriate and reasonably available for the countries concerned. Where information cannot be obtained, ExpertEase Tuition will record the steps taken and assess any residual risk before appointment.

Record keeping and confidentiality

ExpertEase Tuition will maintain a central safer recruitment record showing the key checks completed, the date of each check and, where appropriate, who carried it out. Where the Company is legally required to maintain a Single Central Record, or is operating under a commissioning arrangement that requires one, the record will meet the applicable KCSIE requirements.

Recruitment and vetting information will be handled confidentially and retained only for as long as necessary and lawful. Copies of DBS certificates will not be retained unnecessarily. Where a copy is retained for a specific lawful reason, retention will be limited and securely managed in line with current DBS and data protection guidance.

Induction and ongoing safeguarding

Safer recruitment does not end when a person is appointed. All new staff and tutors will receive safeguarding induction appropriate to their role. This will include the Company’s safeguarding and child protection procedures, expected standards of conduct and professional boundaries, arrangements for reporting concerns about children or adults, whistleblowing, Prevent responsibilities where applicable, and online safety.

Staff will receive appropriate safeguarding and child protection training at induction and regular updates thereafter. ExpertEase Tuition will provide supervision, support and opportunities to raise safeguarding concerns throughout employment or engagement.

Regular meetings will be held during the first six months of employment or engagement where appropriate. Tutors will be observed and supported through the Company’s quality assurance and professional development arrangements.

Ongoing suitability, concerns and referrals

Any safeguarding concern or allegation about a member of staff, tutor, volunteer or contractor will be managed under the Company's safeguarding procedures and, where relevant, in consultation with the local authority designated officer (LADO) and/or other statutory agencies.

Where the legal criteria are met, ExpertEase Tuition will make required referrals to the Disclosure and Barring Service and, where applicable, the Teaching Regulation Agency. A person's resignation or cessation of work will not prevent a safeguarding investigation or a required referral from being completed.

Review

This policy will be reviewed at least annually and sooner if there is a significant change in legislation, statutory guidance, DBS requirements, the nature of the Company's work or learning from a safeguarding incident. Current government guidance will take precedence where this policy has not yet been updated.

Approved by	Jade Gill
Signature	
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