

Document Creation Date	January 2024
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Review Date	January 2025

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1. Introduction

- 1.1. Tutor Train Ltd is committed to child protection and safer recruitment in education, and our standard vetting procedures and checks are carried out for all Tutors
- 1.2. This policy has been developed to embed safer recruitment practices and procedures throughout the organisation and to support creating a safer culture by reinforcing the safeguarding and well-being of children and young people we support.
- 1.3. This policy complies with the guidance outlined in 'Keeping Children Safe in Education September 2022' and complies with the standards and requirements of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 & the Immigration & Asylum Act 2006. The policy is designed to ensure unsuitable candidates are deterred from applying to work with Tutor Train Ltd's students. Should they apply, they will not be successful in their application.
- 1.4. The Director interviews all candidates is Safer recruiting trained, and the Designated Safeguard lead for the organisation. Evidence of all vetting and safeguarding checks are recorded on our central record database (SCR).

2. Job Advertisements

Job adverts will specify the following:

- 2.1. The skills, abilities, experience, attitude, and behaviours required for the post.
- 2.2. Our commitment to safeguarding and promoting the welfare of children and make clear that online searches will conducted as part of the due diligence checks ahead of an interview.
- 2.3. Job description – what the role entails.
- 2.4. Company ethos and beliefs towards education
- 2.5. Qualifications required.
- 2.6. Application process
- 2.7. Equal opportunity statement.
- 2.8. The Tutor Train Ltd follows an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion and belief, race, disability, maternity and pregnancy, age, gender reassignment, marriage and civil partnership.

3. Application form

All candidates are required to complete an online application form. Key questions asked include:

- 3.1. Their teaching qualification (they must have qualified teaching status).
- 3.2. Information about teaching/tutoring experience (number of years, age range taught).
- 3.3. Their current role and past employment.
- 3.4. Self-declaration of criminal records or information that would make the candidate unsuitable to work with children and written confirmation if there is nothing to disclose
- 3.5. Their motivation for becoming a tutor.
- 3.6. Experience of being a Tutor.
- 3.7. If they possess an Enhanced DBS and are on the update system.
- 3.8. The subjects and age range they can tutor.
- 3.9. Their available time to tutor during the week.
- 3.10. Their SEND or other relevant experience.

4. Screening

- 4.1. The purpose of screening applicants is to determine their suitability to work with our students. We review CVs (and cover letters if supplied) to determine if a candidate meets the main job requirements. If the candidate meets the main job requirements (qualified teacher, live in the UK, good written English and responses that indicate a genuine student-focused approach to teaching), they will proceed to the next stage.

5. Interview

- 5.1. Interviews are conducted online with the director of Tutor Train Ltd who has completed Safer Recruitment training. The interview process is designed to ensure that a candidate:
 - 5.1.1. Is suitable for the role based on their qualifications and experience
 - 5.1.2. They understand their obligations regarding safeguarding and child protection.
 - 5.1.3. Gain a better understanding of the Tutor, enabling Tutor Train Ltd to make effective matches to students, if successful.
 - 5.1.4. to identify potential concerns (if any).

5.1.5. Interviews are conducted by the Tutor Train's Director online using video communications software (Microsoft Teams or Zoom). Interview notes are recorded and saved to the candidate's folder.

During the Interview:

- 5.2. We will introduce Tutor Train Ltd, our ethos and philosophy on education and tutoring.
- 5.3. An outline of the key requirements of our Child Protection and Safeguarding Policy.
- 5.4. Share the expectations of tutors' communication and conduct and a broad outline of the tutoring process
- 5.5. Be asked various questions to allow the Tutor to demonstrate their experience, as outlined in their CV and pre-interview questions.
- 5.6. Be given scenarios for handling a particular type of student to determine if they demonstrate the experience claimed in their CV/pre-interview questions and to determine their experience, skills and knowledge base.
- 5.7. Questions to determine their character, attitude and ethos.
- 5.8. Scenario-based questions surrounding safeguarding, behaviour management, and assessing.
- 5.9. A discussion of any gaps in their employment history.
- 5.10. A review of their relevant qualifications.
- 5.11. An assessment of their motivation to work with children in the particular role.
- 5.12. If they are mentally and physically fit to perform the duties of a self-employed tutor.
- 5.13. Clarification of the contractual relationship.
- 5.14. The range of pay for their role.
- 5.15. If successful, candidates must be willing for background checks to be conducted. If they are unwilling, they will automatically be rejected.
- 5.16. The candidate's responses are closely examined in the interview, recorded in writing, and stored in their own folder (only accessible to the Tutor Train's Director). They are also given scaled scores based on their punctuality, appearance, level of spoken English, subject knowledge and engagement, which then provides an overall score. They will fail the interview round if they score below 4 on these aspects.

6. Background checks:

6.1. Tutor Train Ltd carries out the following checks before a formal job offer is made. These include:

- 6.1.1. Prohibited Teacher List database: In order to conduct this, we require a candidate's Teacher Reference Number (TRN) and full name (including any previous known names).
- 6.1.2. Identification check – DOB, Right to work and ID checks - against a passport, national ID card or photo driving licence, and where necessary, the sight of marriage, divorce or other change of name certificates. This is conducted via RefNow using Yoti digital checking.
- 6.1.3. Proof of address check – recent letter from bank, utility or council tax bill.
- 6.1.4. Qualifications verification – qualifications and certificates should be uploaded to the Tutor account.
- 6.1.5. 10-year Employment History (depending on the age of the Tutor) - Employment history must be uploaded, and any gaps must be accounted for.
- 6.1.6. Tutors are asked to declare whether they are mentally and physically fit to perform their duties.
- 6.1.7. Enhanced DBS.

Enhanced Disclosure and Barring Service

- 6.2. All candidates must complete an Enhanced DBS and/or register on the update system (or complete a new DBS every 1 year). When a candidate does not have an enhanced DBS check, Tutor Train Ltd can process this on their behalf using a third-party provider, UCheck. The Tutor is responsible for covering this cost. Update checks will be conducted on all Tutors annually or every 2 years if the Tutor is not on the update system and, therefore, requires a new DBS. Checks are only conducted where permission has been granted from the Tutor. Tutor Train Ltd will not accept enhanced DBS checks (including children's barred list) of any age undertaken by a different organisation (including schools) unless the candidate is subscribed to the Update Service.
- 6.3. If there are disclosures on a certificate, a risk assessment must be completed and a decision made on suitability

7. Reference requirements:

- 7.1. A minimum of 2 professional references are required. References should:
- 7.2. Confirm that the dates of employment/job role they undertook match that of the information provided by the candidate.
- 7.3. Provide information about the candidate's ability to perform the role.
- 7.4. Verify that they have no reason to believe the candidate is unsafe to work with children.

- 7.5. Including the most recent or current employer.
- 7.6. Include questions relating to any concerns, allegations or disciplinary investigations raised regarding the individual's conduct, performance or behaviour towards children or vulnerable adults, which might raise concerns as to their suitability for the post applied for.
 - 7.6.1. We obtain references through RefNow, which verifies the validity of the reference by detecting and IP fraud or discrepancies between the information provided by the candidate and that provided by the referee.
- 7.7. Where a candidate has previously lived or worked overseas, Tutor Train Ltd requires a letter (via the applicant) from the professional regulating authority for teachers in the relevant country (or countries) confirming that:
 - 7.7.1. The authority has not imposed any sanctions or restrictions and/or
 - 7.7.2. The authority is not aware of any reason why the individual may be unsuitable to teach and/or work with children.
- 7.8. Should any references come back with concerns, candidates will be given the opportunity to explain this in a follow up meeting before a final decision is made on the outcome.

8. Unsuitable candidates

- 8.1. An unsuitable candidate who is unsuccessful is someone who:
- 8.2. Does not have the qualifications necessary to perform the role.
- 8.3. Is unable to provide evidence of certificates to perform the role.
- 8.4. Is not willing to have an enhanced DBS.
- 8.5. DBS shows disclosures that, after a risk assessment, mean they are a potential risk to a student.
- 8.6. Did not answer questions in the interview in a way that aligned with our ethos of learning.
- 8.7. Did not answer questions in the interview that showed they had a secure subject knowledge and pedagogy.
- 8.8. Their written and verbal English was below a satisfactory standard.
- 8.9. The prohibition check revealed concerns that they would be unsuitable to work with children.
- 8.10. They showed poor timekeeping (late to interview, late in providing documents).
- 8.11. They did not have the right to work in the UK.
- 8.12. They were unable to explain gaps in employment history.

9. Contracting

10. Once all checks have been performed and satisfactorily completed, a Tutor will be provided a Contract for Services. The Contract for services, Code of Conduct, Safeguard and Child Protection Policy, Online Learning Policy, Behaviour Policy, Behaviour Policy, Online Learning Policy, Complaints Policy KCSEI 2023 Part 1 and KID (Key Information Document) are sent via Docusign for signing.

The Tutor will also receive a welcome pack containing:

- 10.1. Guidance on using TutorCruncher, our tuition management Programme
- 10.2. Guidance on using Lessonspace, our online tuition provider.
- 10.3. Policy Pack (including Conflict of interest policy, Equality, diversity and inclusion Policy, Health and Safety Policy, Malpractice Policy, Privacy Policy, Social Media Policy, Lone Working Policy, Managing Allegations against a Tutor Policy and Whistle Blowing Policy).
- 10.4. Keeping Children Safe in Education 2023 Document and Prevent guidance.
- 10.5. A summary overview of the Tutor Train's ethos to tutoring.

11. Single Central Record (SCR)

11.1. All background checks are recorded in the Tutor Train's Single Central Record and updated when required.

12. Working with Schools/Local Authorities

12.1. When a Tutor Train Tutor is providing tuition to a school, the Tutor must be able to show their DBS (or provide details for an update check on the Update system). The Tutor Train Ltd will provide a letter of assurance that all background checks have been conducted on the Tutor prior to tuition commencing.

13. Safeguard Training

- 13.1. All Tutors are required to complete safeguard and prevent training annually. This is recorded on the Single Central Record.
- 13.2. All Tutors are required to read the most up-to-date KSCIE document annually. This is recorded in the Single Central Record.

- 13.3. Emails are sent to all Tutors of updates to safeguarding changes in legislation.