Miss Barnes Tutoring
SAFER RECRUITMENT POLICY

1. Purpose and Scope

This policy sets out Miss Barnes' Tutoring approach to safer recruitment and selection of tutors. It applies to all individuals who work in regulated activity or have access to children and young people, in line with the Keeping Children Safe in Education (KCSIE) 2025 statutory guidance.

Our aim is to deter, reject, or identify people who are unsuited to work with children.

2. Legal Framework and Guidance

This policy is underpinned by the following:

- **Keeping Children Safe in Education (KCSIE) 2025**

- **Working Together to Safeguard Children 2023**

- **Education Act 2002**

- **Childcare Act 2006**

- **The Equality Act 2010**

- **Rehabilitation of Offenders Act 1974**

3. Roles and Responsibilities

Miss Barnes Tutoring is responsible for ensuring:

- The implementation of effective safer recruitment procedures.

- That at least one person on every recruitment panel has undertaken safer recruitment training.

- Ensuring compliance with this policy.

- Overseeing the recruitment process for all tutors.

- Ensuring appropriate pre-employment checks are carried out.

4. Recruitment and Selection Procedures

a. Planning

- Clear job descriptions and person specifications that outline safeguarding responsibilities.

- Roles assessed for regulated activity under DBS rules.

b. Advertising

- All job adverts will include a safeguarding statement:

"Miss Barnes Tutoring is committed to safeguarding and promoting the welfare of children and expects all tutors to share this commitment. An enhanced DBS check and satisfactory references will be required."

c. Application Form

- Standardised application forms must be used.

- CVs are not accepted as a substitute for a completed application form.

d. Shortlisting

- All applications are scrutinised for discrepancies, gaps in employment, and consistency.

- Any concerns are noted and probed during the interview.

e. References

- A minimum of two references will be sought, including the most recent employer.

- References will be requested prior to interview where possible.

- Referees must comment on the candidate's suitability to work with children.

f. Interviews

- At least one panel member will have safer recruitment training.

- Structured interviews will include:

  - Questions about safeguarding and child protection.

  - Exploration of employment history and any gaps.

5. Pre-Employment Checks

Before appointment, the following checks will be carried out (as applicable):

- Enhanced DBS with Children's Barred List check

- Identity and right to work in the UK

- Qualifications and professional registration

- Overseas checks (for those who lived/worked abroad)

- Prohibition from Teaching check (via Teaching Regulation Agency)

- Section 128 check (for management roles in academies/independent schools)

- Disqualification under the Childcare Act 2006 (if applicable)

6. Single Central Record (SCR)

Miss Barnes Tutoring maintains a Single Central Record (SCR) that records all pre-appointment checks for tutors, including but not limited to:

- Identity

- DBS/barred list checks

- Qualifications

- Right to work in the UK

- Prohibition checks

- Section 128 (as applicable)

- References

7. Safeguarding

Before appointment, all tutors will:

- Read the Keeping Children Safe in Education (KCSIE) document

- Review, familiarise and sign Miss Barnes Safeguarding Policy, inclusive of Tutors Code of Conduct.

- Provide certification of completion for safeguarding training dated within the past year.

8. Allegations and Concerns

- Allegations against tutors are managed in line with Part 4 of KCSIE and the organisation's 'Managing Concerns About Or Allegations Made Against Tutors', detailed within the Safeguarding Policy.

- The Local Authority Designated Officer (LADO) is contacted as appropriate.

9. Monitoring and Review

This policy is reviewed annually or in line with changes to KCSIE or legislation.

Policy Review Date: 14/08/2025
Next Review Due: 14/08/2026

Approved by: Paige Barnes