



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **SAFER RECRUITMENT POLICY**

#### **Rationale**

The purpose of our policy is to set out the minimum requirements of our recruitment process that aims to attract the best possible applicants to vacancies and to deter and identify prospective applicants who are unsuitable for work with children and young people.

#### **Practice**

All recruiters involved in the recruitment process will have successfully received accredited training in safer recruitment procedures. All potential applicants will be made aware to the fact that "The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure."

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

- Job description and person specification.
- Our organisation's 'Safeguarding and Child Protection' policy.
- Our organisation's 'Safer Recruitment' policy.

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. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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.

Applicants are entitled to request to see the references that have been provided, this will be made explicit to employers when a reference is requested.

All interviews will always be face-to-face.

Candidates will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- To declare any information that is likely to appear during a DBS check.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.



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### **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**

All tutors who are new to the organisation will receive induction training that will include guidance on safe working practices and a read of our safeguarding policies. Regularly discussions shall be had either via telephone and/or email between the Company Director, Nigel Jones, and the new recruit.

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.

### **References:**

Education Act (2002)  
DFE Working Together to Safeguard Children (March 2010)  
DFE Keeping Children Safe in Education (2022)

*N K Jones*  
*Review Date*

*September 2023*  
*September 2024*