



Safer Recruitment Policy

Policy Owner: Directors, AdaptEd Tuition Ltd

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1. Introduction

AdaptEd Tuition is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, tutors, contractors and volunteers to share this commitment.

As an organisation providing educational services, we recognise our legal and moral responsibility to ensure that only suitable individuals are recruited to work with children and vulnerable adults. Safer recruitment is a vital part of our safeguarding arrangements and helps to deter, identify and reject applicants who may pose a risk.

This policy sets out the procedures followed by AdaptEd Tuition when recruiting tutors and other personnel.

Our safer recruitment practices are designed to:

- Attract suitable applicants committed to safeguarding.
- Deter unsuitable applicants from applying.
- Identify and reject applicants who may pose a safeguarding risk.
- Ensure recruitment decisions are fair, transparent and compliant with employment and safeguarding legislation.

AdaptEd Tuition has regard to:

- Keeping Children Safe in Education (KCSIE) (current edition)
- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order
- Data Protection Act 2018 and UK GDPR

- All other relevant safeguarding legislation and statutory guidance.

It is a criminal offence for an individual who is barred from regulated activity relating to children to seek or undertake such work.

All individuals involved in recruitment are expected to follow this policy.

2. Equal Opportunities

AdaptEd Tuition is an equal opportunities provider and recruits individuals solely on the basis of their suitability, qualifications, skills and experience.

We do not discriminate on the grounds of:

- age
- disability
- sex
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race
- religion or belief
- sexual orientation

Recruitment processes will comply with the Equality Act 2010. Any health-related questions will only be asked where permitted by law and where relevant to the safe performance of the role.

3. Recruitment Advertising

All recruitment advertisements and recruitment information will:

- state AdaptEd Tuition's commitment to safeguarding and promoting the welfare of children
- make clear that safeguarding checks are an essential part of the recruitment process
- explain that appointments are subject to satisfactory pre-engagement checks
- specify essential qualifications, experience and competencies
- make clear that applicants must complete AdaptEd Tuition's application process and that CVs alone will not be accepted.

Where applicable, advertisements will state that appointments are subject to:

- enhanced DBS check (including Children's Barred List where required)

- identity verification
- right to work checks
- satisfactory references
- qualification verification
- online searches
- any other checks required under KCSIE or relevant legislation.

4. Applications and Shortlisting

Applicants must complete AdaptEd Tuition's application process.

Applications should include:

- full employment history
- explanations for any gaps in employment or education
- qualifications
- relevant experience
- referee details
- declaration of any criminal convictions or cautions that must legally be disclosed
- declaration regarding suitability to work with children.

Applications will be assessed objectively against the role requirements.

Shortlisted applicants will be subject to an online search of publicly available information, in accordance with KCSIE. The purpose of the search is to identify any information relevant to the applicant's suitability to work with children.

Online searches will:

- be proportionate
- be undertaken only for safeguarding purposes
- be documented appropriately
- comply with data protection legislation.

5. Initial Screening

Shortlisted applicants may be invited to a structured telephone or video screening.

This may include discussion of:

- relevant qualifications
- tutoring experience
- safeguarding knowledge

- experience of supporting children and young people
- motivation for working with children
- availability
- right to work in the UK
- any employment gaps
- any matters arising from the application.

6. Interviews

Interviews will assess both professional competence and safeguarding suitability.

At least one person involved in recruitment will have completed recognised Safer Recruitment training. Both directors for AdaptEd Tuition are Safer Recruitment trained.

Interview questions will explore:

- safeguarding knowledge
- professional boundaries
- child-centred practice
- attitudes towards safeguarding
- experience supporting children with SEND where relevant
- responses to safeguarding scenarios
- understanding of confidentiality and reporting responsibilities.

Interview notes will be retained securely.

7. Pre-Engagement Checks

No individual will undertake work on behalf of AdaptEd Tuition until all required checks have been completed and assessed as satisfactory.

Checks may include:

- verification of identity
- enhanced DBS certificate
- Children's Barred List check where the role constitutes regulated activity
- DBS Update Service status where appropriate
- verification of qualifications
- verification of professional status where applicable
- right to work in the UK
- prohibition from teaching check (where relevant)
- prohibition from management check where applicable

- overseas criminal record checks or certificates of good conduct where appropriate
- satisfactory references from at least two professional referees, including the most recent employer where possible
- verification of employment history
- confirmation that the individual is suitable to work with children.

Risk assessments will be completed where any information disclosed requires further consideration.

No tutor will commence work until all mandatory recruitment checks have been completed.

8. Induction

All newly engaged tutors and staff will complete an induction appropriate to their role.

Induction will include:

- safeguarding and child protection
- recognising abuse and neglect
- reporting safeguarding concerns
- professional conduct
- online safety
- confidentiality and data protection
- whistleblowing procedures
- relevant AdaptEd Tuition policies and procedures.

Safeguarding training will be refreshed regularly in line with organisational requirements and statutory guidance.

9. Ongoing Safeguarding and Monitoring

AdaptEd Tuition recognises that safer recruitment continues throughout an individual's engagement.

Ongoing monitoring may include:

- regular review of tutoring practice
- lesson observations where appropriate
- review of lesson reports
- feedback from parents, schools and learners
- supervision and support
- annual safeguarding updates

- management of allegations and low-level concerns in accordance with safeguarding procedures.

Any safeguarding concern will be recorded and managed promptly in line with the Child Protection and Safeguarding Policy.

10. Record Keeping

Recruitment records will be maintained securely and confidentially in accordance with UK GDPR and the Data Protection Act 2018.

Records may include:

- application forms
- interview records
- references
- identity documents
- DBS information
- qualification checks
- online search records
- right to work evidence
- other recruitment checks.

Records will only be retained for as long as necessary in accordance with the organisation's data retention schedule.

11. Central Record of Recruitment and Vetting Checks

AdaptEd Tuition maintains a Central Record of Recruitment and Vetting Checks to support robust safer recruitment practices and demonstrate compliance with safeguarding requirements.

The Central Record provides a secure record of all recruitment and pre-engagement checks completed for tutors, employees and other individuals engaged to work with children and young people on behalf of AdaptEd Tuition.

The record may include confirmation of:

- Identity verification.
- Enhanced DBS certificate and, where applicable, Children's Barred List check.
- DBS Update Service status (where used).
- Right to work in the UK.

- Verification of qualifications and professional status, where relevant.
- Prohibition from Teaching checks (where applicable).
- Overseas criminal record or certificate of good conduct checks, where required.
- Receipt of satisfactory professional references.
- Verification of employment history.
- Date each recruitment and vetting check was completed.
- Date the individual was approved to commence work.

The Central Record will be maintained securely, kept up to date and reviewed regularly by the Designated Safeguarding Lead (DSL) or an appointed senior manager to ensure all required recruitment checks have been completed before an individual begins working with children.

Where AdaptEd Tuition provides tutors to schools, academies or other educational settings, we will work collaboratively with the receiving organisation to provide confirmation that appropriate recruitment and safeguarding checks have been completed, in accordance with the current edition of *Keeping Children Safe in Education (KCSIE)*, contractual requirements and applicable data protection legislation.

Access to the Central Record is restricted to authorised personnel and all information is processed and retained in accordance with the Data Protection Act 2018, UK GDPR and AdaptEd Tuition's Data Protection and Records Retention Policy.

12. Responsibility

Overall responsibility for safer recruitment rests with the Directors of AdaptEd Tuition.

All staff involved in recruitment are responsible for:

- following this policy
- maintaining confidentiality
- reporting safeguarding concerns
- ensuring recruitment decisions prioritise the safety and welfare of children.

13. Policy Review

This policy will be reviewed annually or sooner where there are changes to legislation, statutory guidance or organisational practice.

The most recent version of Keeping Children Safe in Education will always take precedence where requirements change.