

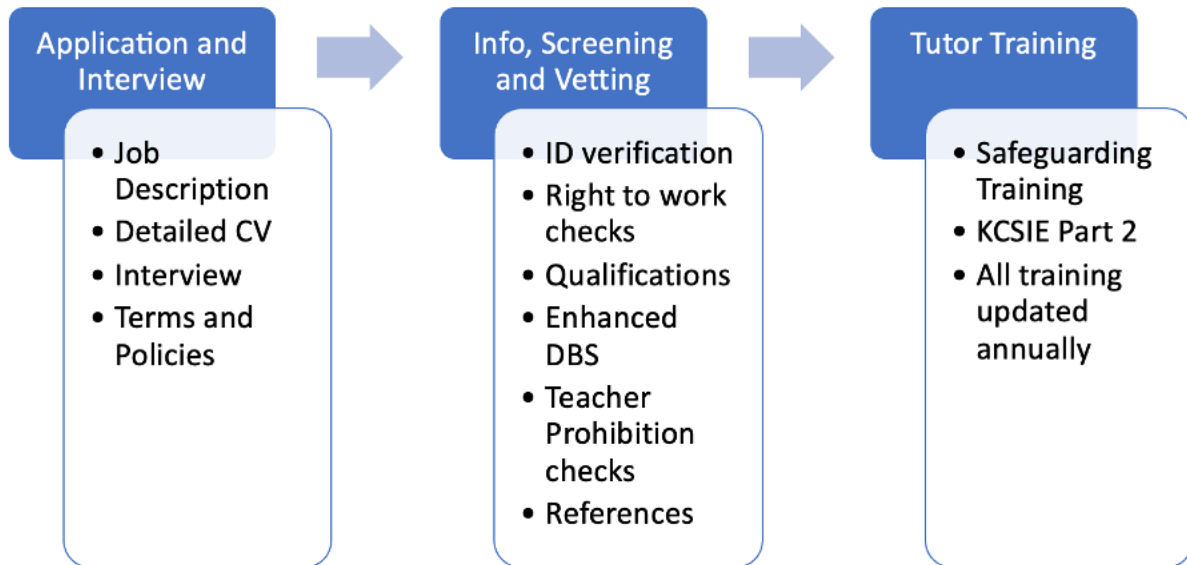


HG2utoring Safer Recruitment Policy

HG2utoring is committed to safeguarding and promoting the welfare of all children and adults that come into contact with our services. As an agency we expect this same commitment from everyone we work with and as such we have a safeguarding framework which guides our safeguarding practice and culture. This extends to our recruitment process, including pre-employment checks that will be undertaken for any potential freelance tutors.



HG2utoring Safer Recruitment Process



1. Advertising of posts

- a. Alongside our Job Description, all job advertisements will begin with a statement confirming the agency's commitment to safeguarding and the welfare of children. Accordingly, all successful applicants will be required to undergo a range of safeguarding checks, including an enhanced DBS check.

2. Job Descriptions and Person Specifications

- a. The qualifications, skills, experience and personal attributes that are required for the post will be identified clearly in the job description and person specification.
- b. The job description will reinforce our commitment to safeguarding and state that it is the individual's responsibility to promote the welfare of children and young people that they support.

3. Curriculum Vitae

- a. As part of the application process, the agency will request a detailed CV from any prospective candidates.
- b. Any gaps in employment history must be accounted for and will be explored during interview.

4. Invitation to Interview



- a. The agency will shortlist applicants for interview based on selection criteria which assess the candidate's qualifications, skills, experience and personal attributes against the job description and person specification.
- b. Where appropriate, the applicant may then be invited to a formal interview at which the agency will conduct a number of documentation checks. These include: identity verification; Right to Work checks and proof of qualifications and DBS status. Upon successful completion of these checks, his/her relevant skills and experience will be discussed in more detail.
- c. During the interview stage, candidates will be asked questions relating to their attitude and motivation to work with children and young people.

5. Conditional offer of Freelance Work

- a. Any offers of freelance work will be conditional on the following basis:
 - i. the agreement of a mutually acceptable start date and the completion of signing our Agency Terms, Safeguarding and Payment & Cancellation Policies.
 - ii. verification of the applicant's identity (where that has not previously been verified);
 - iii. the receipt of at least two written references (one of which must normally be from the applicant's most recent employer), which the Agency considers to be satisfactory;
 - iv. the receipt of an Enhanced Disclosure from the DBS which the Agency considers to be satisfactory;
 - v. where the position amounts to "regulated activity" (see section on regulated activity below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS;
 - vi. verification of the applicant's medical fitness for the role (see section on medical fitness below);
 - vii. verification of the applicant's right to work in the UK;
 - viii. any further checks, which are necessary as a result of the applicant having lived or worked outside of the UK;
 - ix. verification of professional qualifications which the Agency deems a requirement for the post, or which the applicant otherwise cites in support of their applications.

6. Medical Fitness

- a. Although the agency are not legally required to verify the mental and physical fitness of freelance tutors to carry out their freelance work, at interview it is discussed whether the candidate feels able to carry out the duties shared in the job description.
- b. If the agency have any doubts about an applicant's fitness, they will consider reasonable adjustments in consultation with the applicant.
- c. The agency is aware of its duties under the Equality Act 2010. No freelance work will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

7. Pre-Employment Checks

- a. In accordance with Government recommendations set out in the statutory guidance and KCSIE, the agency carries out a number of pre-employment checks in respect of all prospective freelance tutors.



- b. In addition to the checks set out below, the agency reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances. This may include internet and social media searches.

8. Verification of Identity

- a. The Agency requires a current, enhanced DBS certificate (within 2 years) and when applying for a new certificate, tutors are required to register on the Update Service.
- b. Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- c. The Agency asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the Agency may verify the identity of all applicants, however the Agency does not discriminate on the grounds of age.

9. Qualifications and Documentation

- a. Original documentary evidence of relevant qualifications and professional certifications, for example, a QTS certificate will be shared during the formal interview.
- b. Additional training certificates, such as Safeguarding and Child Protection, may be requested at a later stage to ensure that all tutors are up-to-date with the latest guidance and best practice.

10. References

- a. A complete set of confidential references will be requested once an offer of freelance work is made unless these have been received previously.
- b. All offers of freelance work will be subject to the receipt of a minimum of two references which are considered satisfactory by the Agency.
- c. One of the references must normally be from the applicant's line manager at their current or most recent employer. If the current/most recent employment does/did not involve working with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.
- d. The Agency reserves the right to request further references, as appropriate, in order to satisfy itself that the candidate is suitable for the advertised role.
- e. All referees will be asked whether they believe the applicant is suitable for the role for which they have applied and to work with children. Upon request, referees will be provided with a copy of the Agency Job Description and Person Specification.
- f. If the referee is a current or previous employer, he/she will also be asked to confirm the following:
 - i. the applicant's dates of employment, job title/duties, performance, and disciplinary record;
 - ii. whether the applicant has ever been the subject of disciplinary procedures; and
 - iii. whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.
- g. The Agency will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant.



- h. The Agency will compare all references with the information given on the applicant's CV. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
- i. The Agency may contact referees upon receipt of references to confirm that they have indeed supplied the reference.

11. Prohibition Teacher Checks

- a. Persons who are prohibited from teaching will not be offered freelance work through the Agency.
- b. Any offer of freelance work will be subject to the same and will not be confirmed until the Agency is satisfied that the individual is not prohibited from teaching.

12. Enhanced DBS

- a. All freelance tutors will need to have an enhanced DBS (within 2 years) and upon receipt of a new DBS certificate, must register for the Disclosure Update Service.
- b. It is a condition of freelance work with the Agency that the original disclosure certificate is provided prior to the start date of a work assignment. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the Agency.

13. Data Protection

- a. If the applicant is successful, the necessary personal data gathered during the recruitment process will be added to the Agency's Single Central Record.
- b. This information will not be kept any longer than is necessary. Retention of tutor data will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits.

Policy Development and Review

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