



Safer Recruitment Policy

1. Introduction

Spectrum tutors Tutoring is committed to providing a safe and supportive environment for all children and vulnerable adults who use our services. This Safer Recruitment Policy outlines our commitment to safeguarding and promoting the welfare of children and vulnerable adults, as well as our adherence to all relevant UK laws and legislation governing safer recruitment practices.

2. Scope

This policy applies to all employees, tutors, contractors, volunteers, and anyone else engaged in regulated activity with Spectrum tutors Tutoring, involving contact with children or vulnerable adults. It covers all stages of the recruitment process, from advertising vacancies to making employment offers.

3. Legislation

Spectrum tutors Tutoring is committed to complying with all relevant UK legislation and statutory guidance, including but not limited to:

- **The Children Act 1989 and 2004:** These Acts outline the duties of local authorities and other agencies to safeguard and promote the welfare of children.
- **The Safeguarding Vulnerable Groups Act 2006:** This legislation establishes the Disclosure and Barring Service (DBS) and sets out the eligibility criteria for individuals working with children and vulnerable adults.
- **The Education Act 2002:** This Act places a duty on schools and other educational institutions to ensure the safety and welfare of children.
- **The Disclosure and Barring Service (DBS) Code of Practice:** This statutory guidance sets out the procedures for carrying out criminal record checks on individuals working with children and vulnerable adults.

4. Safer Recruitment Procedure

To ensure safer recruitment, Spectrum tutors Tutoring will adhere to the following procedure:

- **Job Advertisements:** All job advertisements will include a statement regarding our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
- **Application Forms:** All applicants will be required to complete an application form that includes questions about their suitability to work with children and vulnerable adults. This may include questions about previous convictions, cautions, or disciplinary sanctions.

- **Interview Process:** All candidates shortlisted for interview will be asked about their experience and suitability to work with children and vulnerable adults. Interview panels will include at least one member who has received training in safer recruitment practices.
- **References:** We will obtain at least two references for all successful candidates, including one from their most recent employer or, if not possible, a suitable alternative.
- **DBS Checks:** All employees, tutors, and volunteers working with children or vulnerable adults will be required to undergo an enhanced DBS check. This will include checks of the DBS Children's Barred List and/or Adult's Barred List where applicable.
- **Right to Work Checks:** We will carry out checks to verify the identity and right to work in the UK of all successful candidates, in line with Home Office guidance.
- **Induction and Training:** All new employees, tutors, and volunteers will need to complete or have completed safeguarding training (@Level 2 or above) as part of their induction process.
- **Probationary Period:** All new employees will be subject to a probationary period, during which their performance and conduct will be monitored closely.

5. Responsibilities

All employees, tutors, and volunteers are responsible for:

- Familiarizing themselves with and adhering to this Safer Recruitment Policy and related procedures.
- Reporting any concerns or incidents relating to safeguarding to the designated Safeguarding Lead or relevant authority.

The designated Safeguarding Lead is responsible for:

- Overseeing the implementation of this Safer Recruitment Policy and related procedures.
- Providing advice and guidance to employees, tutors, and volunteers on safer recruitment practices.
- Ensuring that all relevant staff receive appropriate training on safeguarding and safer recruitment.

6. Review

This policy will be reviewed annually to ensure it remains up-to-date and reflects any changes in legislation or best practices. Any updates will be communicated to employees, tutors, volunteers, and other relevant stakeholders.

7. Conclusion

Spectrum tutors Tutoring is committed to ensuring the safety and welfare of children and vulnerable adults through rigorous safer recruitment practices. By adhering to this policy and complying with relevant UK legislation, we aim to create a safe and supportive environment for all those who use our services.