

# Safer Recruitment Policy

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Organisation: Booth's Education Services and Tutoring

Category: Policies

Version: 1.0

Date Created: 2025-07-24

Last Reviewed: 01/09/25

Next Review Due: 30/08/25

## Safer Recruitment Policy

**Organisation:** Booth's Education Services & Tutoring, Ltd

**Category:** Policies

**Version:** 1.0

**Date Created:** 24/07/2025

**Last Reviewed:** 01/09/2025

**Next Review Due:** 30/08/2026

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## Purpose

The purpose of this policy is to ensure that Booth's Education Services & Tutoring, Ltd recruits tutors and staff in a manner that safeguards children and young people, promotes equality, and complies with UK legislation and best practice standards, including guidance from The Tutors' Association and *Keeping Children Safe in Education*.

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## Scope

This policy applies to all recruitment activities for:

- Tutors (including subject specialists)
  - Administrative staff
  - Volunteers or contractors
- It covers current operations (one principal tutor) and future expansion to additional tutors delivering services across Essex, Suffolk, and surrounding areas.
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## **Policy Statement**

Booth's Education Services & Tutoring, Ltd is committed to:

- Safeguarding and promoting the welfare of children and young people.
  - Recruiting individuals who share these values and meet professional standards.
  - Implementing robust vetting procedures, including identity verification, DBS checks, qualification checks, and reference verification.
  - Ensuring compliance with the Equality Act 2010 and Data Protection legislation.
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## **Procedures / Control Measures**

The safer recruitment process includes:

### **1. Job Description & Person Specification**

- Clearly outline safeguarding responsibilities and required qualifications.

### **2. Application Process**

- Collect detailed application forms including employment history and safeguarding declarations.

### **3. Screening & Shortlisting**

- Review applications for gaps in employment and suitability.

### **4. Interview**

- Include safeguarding-related questions and assess values alignment.

### **5. Mandatory Checks**

- Enhanced DBS check for all tutors.
- Verification of identity, right to work in the UK, and qualifications.
- Two professional references, including one from the most recent employer.

### **6. Induction**

- Provide safeguarding training and code of conduct.
- Issue policies on child protection, online safety, and data protection.

- Provide a Tutor's Handbook with specific reference and training to the student.

## **7. Ongoing Compliance**

- Maintain a Single Central Record of checks.
- Require tutors to renew DBS every 3 years and complete annual safeguarding refreshers.

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## **Roles and Responsibilities**

- **Principal Tutor (Charlotte Booth)**
  - Acts as Designated Safeguarding Lead (DSL).
  - Oversees recruitment, vetting, and induction.
- **Future Recruitment Officer / Admin Staff**
  - Support record-keeping and compliance monitoring.

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## **Monitoring and Review**

- Annual review of recruitment practices and compliance with legislation.
- Immediate updates following changes in statutory guidance or Tutors' Association standards.
- Internal audits of recruitment records and safeguarding training logs.

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