

It is our policy to ensure that at all stages of recruitment, selection and employment, we will seek to identify the most suitable applicants for any vacancy and to deter, reject and expose those who may pose a risk to the safety of children. We will not discriminate on any grounds that cannot be demonstrated as directly relevant to the post.

- é At least one member of our recruitment panel will have received training in safer recruitment procedures
- é To deter unsuitable applicants, advertisements for teacher vacancies will carry the following messages:
 - All lessons are recorded for safeguarding purposes
 - Tute operates strict safeguarding policies
 - Appointment is subject to DBS and barred list checks and vetting procedures
- é For staff engaging in regulated activity* pre appointment checks will be completed as described in section 3 of DfE guidance *Keeping children safe in education, Statutory guidance for Schools and Colleges July 2015*
- é Roles requiring regulated activity are considered exempt from the Rehabilitation of Offenders Act 1974 and are therefore subject to possession of an enhanced DBS disclosure with barred list check
- é Only original copies of any requested documentation will be accepted for verification purposes
By completing our application form, all applicants will provide a complete history of employment and will sign a declaration that the information provided is correct.
- é A minimum of 2 references will be requested, one must be from the current or most recent employer.
- é A Single Central Record (SCR) will be maintained for all staff. SCR information will be obtained for all agency staff.
- é Tute follows safe recruitment practices, including however not limited to:
 - Shotlisting of candidates meeting criteria/selection
 - Follow up calls to verify written references
 - Formal induction for all employees
 - Monitoring process following appointment
- é Sensitive personal data will be securely stored and will remain confidential.

*In the context of our virtual learning environment, we define our learning platform as our specified establishment. We consider all staff connected with this aspect of our provision, both teachers and at administrative level, to be engaging in regulated activity involving online contact with children and young people.

This policy is further reinforced by additional Tute safeguarding policies as follows, and is reviewed on an annual basis:

Child protection:	Policy and procedures will be shared and training given in identification of abuse and neglect, at induction stage.
E-Safety:	Understanding of e-safety issues will be assessed at recruitment and selection stage.
Anti Bullying:	Policy will be shared at induction stage
Behaviour & Attendance:	Staff will agree to the Tute code of conduct to confirm expectations of their own behaviour. Online behaviour management strategies will be provided for classroom use
Allegations & Whistle-blowing:	Whistle-blowing procedures will be explained at induction stage
Confidentiality Policy:	Staff will sign an agreement ensuring pupil information obtained at booking stage will remain confidential.

Related documents:

- Person specification for online teachers
- Application Form
- Reference request form
- Confidentiality agreement
- Tute Code of Conduct

Policy approved by: Vanessa Leach – Managing Director

Date of last review: 1st July 2019