POLICY TITLE	Safer Recruitment
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APPROVAL DATE	01/07/2024
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POLICY AUTHOR	Carol Skitt
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APPROVED BY	Vaness Leach
STATUS	Under review
DISTRIBUTION	All company
REVIEW CYCLE	Annual

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COMPLETED REVIEWS

NAME	ROLE	SIGNATURE	DATE
Vanessa Leach	Managing Director		01/07/2024
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2024
Vanessa Leach	Managing Director		01/07/2023
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2023
Vanessa Leach	Managing Director		01/07/2022
Carol Skitt	Head of People, Culture and Social Responsibility		01/07/2022
Vanessa Leach	Managing Director		01/07/2021
Carol Skitt	Head of HR and Compliance		01/07/2021

DETAILS OF POLICY UPDATES

DATE	DETAILS
September 2024	Keeping Children Safe in Education (2024) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges
September 2023	Keeping Children Safe in Education (2023) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges September 2023
September 2023	Social media checks added to recruitment process
September 2022	Keeping Children Safe in Education (2022) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges. September 2022
January 2022	Mango Marketing no longer working with Tute
September 2021	Removal of health questionnaire from recruitment process
September 2021	Keeping Children Safe in Education (2021) Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

CONTENTS

1 INTRODUCTION

Tute puts the student at the core of everything we do and safeguarding them is our absolute priority. Safeguarding and promoting the welfare of children is everyone's responsibility.

Every child has the absolute right to a childhood free from abuse, neglect or exploitation. We want students to learn and achieve safely.

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding. In order to fulfil this responsibility effectively, Tute follows a safer recruitment policy, adhering to Part 3: Keeping Children Safe in Education (2020).

2 PURPOSE AND AIMS

The purpose of this policy is to:

protect children and young people who receive Tute's services from harm.

to provide staff, as well as children and young people, with the overarching principles that guide our approach to child protection.

This policy applies to anyone employed or contracted to work at Tute and those who employ or contract them.

The aim of the policy is to ensure that Tute will 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.

We will do this by:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people.
- responding to concerns about the suitability of applicants during the recruitment process

- responding to concerns about the suitability of employees and volunteers once they have begun their role.
- ensuring all new staff participate in an induction which includes safeguarding training.

3 LEGISLATION AND STATUTORY GUIDANCE

Keeping Children Safe in Education (2024)

Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

Keeping Children Safe in Education (2023)

Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

Keeping Children Safe in Education (2021)

Statutory guidance issued by the Department for Education which sets out the legal duties to safeguarding and promoting welfare of children and young people under the age of 18 in schools and colleges.

Working Together to Safeguard Children (2018)

Sets out the multiagency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of schools.

4 RELATED POLICIES

- Safeguarding Policy
- Whistleblowing Policy
- Allegations Management Policy
- Data Protection Policy
- Safeguarding Training Strategy
- Code of Conduct that sets out behaviours and expectations

5   PROCEDURE/PROCESS TEACHING STAFF

The below details our safer recruitment process.

5.1   Selection process

5.1.1   Job description and criteria

Tute overview – What we do

Define role to include:

- Job title, job summary
- Responsibility and duties
- Qualification required - QTS, Degree.
- Safeguarding statement
- Equality statement

5.1.2   Job advert

Tute website recruitment page

Review past applicants for suitability.

Tute advertising

Social media posts on Tute page

Webinars

5.1.3   Application form/Shortlisting

- Downloaded from Tute website, completed by applicant and uploaded - CV's will not be accepted.
- Read - ensure all areas for safer recruitment are completed.
- Return if incomplete to candidate, requesting completion.
- Add candidate details to recruitment spreadsheet.
- Experience - Classroom, Online
- Work history review looking for any gaps in employment.
- DBS (Disclosure and Barring Service) status and update service
- Qualifications checked to meet criteria.

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- Supporting statement read
- Online search of applicant

5.1.4 Online/face-to-face interview

- Access candidate criteria against job spec
- Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge.
- Safeguarding questions peppered throughout.

5.1.5 IT testing

- Send link to IT questionnaire to ensure requirements are met.
- IT department to approve if connection requirements are met.

5.1.6 Initial teacher training

- Tute pedagogy overview
- Tute lesson structure overview
- Tute learning cloud overview and video.
- Safeguarding
- Send Non-Disclosure Agreement to be signed by candidate.
- NTP Privacy

5.1.7 Lesson delivery (microteach)

- Send specification brief for microteach delivery.
- Set up microteach on learning cloud and send instruction template to candidate on how to access.
- Candidate to deliver to internal teaching team members for quality of delivery and resource-making skills.
- Feedback on lesson given to candidate.

5.2 Pre-employment checks

5.2.1 Proof of identity

- Proof of identity to be verified.

5.2.2 References

- Minimum of 2 references to be sought.
- One reference from current/most recent employer
- Ensure any work dates match with information on application form.

5.2.3 Enhanced DBS with Barred List check

- DBS enhance check to be undertaken.
- Registration to update service by candidate.

5.2.4 Qualification check

- Copies of teaching qualifications
- Qualifications check with Teacher Regulations Agency
- SCR updated.

5.2.5 Right to work in the UK

- Check candidate ID and right to work in the UK.

5.3 Induction

5.3.1 Provide access to Tute

- Create account on platform.
- Provide Office 365 email – personal emails cannot be used.
- Access to intranet (One Drive) including Tute Teachers folder with a plethora of supporting resources.
- Share policy documents
- Share process documents
- Teams channels for general support and updates

5.3.2 Training

- Safeguarding
- Pedagogy
- Observe experienced teacher.
- Breathe HR

5.4 Probation

5.4.1 Monitor quality

- Watch 1st live lesson (head of teaching and learning or member of teaching team)
- Head of Teaching and Learning to provide feedback
- Ongoing support from teaching team and Quality Assessors

5.4.2 Reviews

- Monthly for the first three months

6 TUTE TEACHER TRAINING

Tute has a thorough and rigorous training and induction package which successfully upskills tutors to ensure consistent, high-quality tuition across all Key Stages and subjects. There are two stages to our training prior to deployment of tutors with schools: recruitment and induction.

All teachers must complete all training before teaching Tute's students.

Candidates who successfully progress through to the microteach stage must first receive online training which is delivered in our learning cloud, this will focus on our Tute pedagogy and lesson structure, all candidates are required to adhere to this structure. This will be delivered by our teacher trainer which is outlined in the below section:

6.1 Microteach training

Tute Pedagogy: strategies to successfully implement our pedagogy when creating and delivering lessons; approaches to providing students with scaffolding and feedback within Bloom's Taxonomy, metacognition and AfL. It informs tutors how to have greatest impact on student progression and teaches how to adapt content and delivery following assessment of progress and to ensure pupil engagement.

Learning Cloud: interactive training to be fully proficient in the use of the online classroom. After reviewing an instructional video, teachers practise in a live classroom where they access all features that support lesson delivery and promote pupil engagement. Recordings of exemplar lessons are also shared.

6.2 Microteach delivery

All candidates who successfully progress through from the training stage will then be required to deliver an online lesson following the Tute pedagogy and lesson structure training, with members of the Tute team taking the role of students.

Tutors who are successful at microteach will move on to full induction training: this is a series of modules, utilising a blended approach of instructor-led training and completion of our purpose-built asynchronous course which can monitor and track teacher progress. Each module ensures a level of competence in Tute's disciplines, supports throughout the different stages of a teacher's career at Tute and enables a holistic proficiency. An assessment follows each module with outcomes reviewed by our Quality Assurance Executive and further support provided if required.

6.3 Induction Module

The induction modules are listed below and detailed in the module amplification documents.

1. Planning to teach online.
2. Delivering a Tute lesson
3. Assessing and evaluating effectively
4. Safeguarding at Tute
5. Supporting learners with SEND
6. Adhering to policies and procedures
7. Raising the attainment of disadvantaged students

The asynchronous aspect of the induction package is accessed in Thinkific
Recruitment

- Tute pedagogy and lesson structure training
- Learning Cloud training
- Microteach

Safeguarding training

- Process and procedure
- KCSIE 2023 part 2
- Safeguarding level 2 training

- Prevent
- CSE
- Sharing expectations

Graduation training
- Live induction session with Head of Teaching and Learning
- Asynchronous induction course

6.4 Pre-employment checks

6.4.1 Proof of identity

- Proof of identity to be verified.

6.4.2 References

- Minimum of 2 references to be sought.
- One reference from most current/recent employer
- Ensure any work dates match with information of application form.

6.4.3 Enhanced DBS with Barred List check

- DBS enhance check to be undertaken.
- Registration to update service by candidate.

6.4.4 Right to work in the UK (CHANGES)

- Check candidate ID and rights to work in the UK.

6.4.5 Health questionnaire

- Completion of health questionnaire by employee

6.4.6 IT test

- Send link to IT questionnaire to ensure requirements are met.
- IT department to approve if connection requirements are met.

6.5 Induction

6.5.1 Provide access to Tute

- Create account on platform.
- Provide Office 365 email – personal emails cannot be used.
- Access to intranet (One Drive) with a plethora of supporting resources.
- Share policy documents
- Share process documents
- Teams channels for general support and updates

6.5.2 Training

- Safeguarding
- All about Tute
- Breathe HR

6.6 Probation

6.6.1 Reviews

- Monthly for the first three months

7 PROCEDURE/PROCESS: NON-TEACHING STAFF

7.1 Selection process

7.1.1 Job description and criteria

Tute overview – What we do

Define role to include:

- Job title, job summary
- Responsibility and duties
- Qualification required - QTS, Degree.
- Safeguarding statement

- Equality statement

7.1.2 Job advert

Tute website recruitment page

Review past applicants for suitability.

Tute advertising via mango marketing

Social media posts on Tute page

Webinars

7.1.3 Application form

- Downloaded from Tute website completed by applicant and uploaded - CV's will not be accepted.
- Read - ensure all areas for safer recruitment are completed.
- Return if incomplete to candidate requesting completion.
- Add candidate details to recruitment spreadsheet.
- Experience
- Work history review looking for any gaps in employment.
- DBS (Disclosure and Barring Service) status and update service
- Qualifications checked to meet criteria.
- Supporting statement read

7.1.4 Online/face-to-face interview

- Access candidate criteria against job spec
- Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge.
- Safeguarding questions peppered throughout.

8 ANNUAL REVIEW

The Safer Recruitment policy will be reviewed on an annual basis.

9 APPENDIX A: Part 3: KCSIE

KCSIE 2024

10 APPENDIX B: Safer recruitment process summary

		Action
Advertise	1.	**Write job description.** Tute overview – What we do Define role to include: • Job title, job summary • Responsibility and duties • Qualification required - QTS, Degree. • Safeguarding statement • Equality statement
	2.	**Advertise role.** • Tute website recruitment page • Review past applicants for suitability. • Tute advertising via mango marketing • Social media posts on Tute page • Webinars
Recruitment	3.	**Receive application form** • Downloaded from Tute website completed by applicant and uploaded - CV's will not be accepted. • Read - ensure all areas for safer recruitment are completed. • Return if incomplete to candidate requesting completion. • Add candidate details to recruitment spreadsheet
	4.	**Read application form** • Experience - Classroom, Online • Work history review looking for any gaps in employment. • DBS (Disclosure and Barring Service) status and update service

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		• Qualifications checked to meet criteria. • Supporting statement read
5.		**Online/telephone interview** • Access candidate criteria against job spec • Specific job-related questions to teaching and learning; pedagogy, behaviour management, curriculum, experience, knowledge. • Safeguarding questions peppered throughout
6.		**IT testing** • Send link to IT questionnaire to ensure requirements are met. • IT department to approve if connection requirements are met
7.		**Initial training** • Tute Pedagogy overview • Tute lesson structure overview • Tute learning cloud overview and video. • Safeguarding • Send Non-Disclosure Agreement to be signed by candidate. • NTP Privacy
8.		**Microteach Lesson delivery** • Send specification brief for microteach delivery. • Set up microteach on learning cloud and send instruction template to candidate on how to access. • Candidate to deliver to internal teaching team members for quality of delivery and resource making skills. • Feedback on lesson given to candidate
9.		**Seek references** • Minimum of 2 references to be sought. • One reference from most current/recent employer • Ensure any work dates match with information of application form

	10.	**Enhanced DBS with barred list** • DBS enhance check to be undertaken. • Proof of identity to be verified. • Registration to update service by candidate. • SCR (Single Central Record) updated
	11.	**Qualification check** • Copies of teaching qualifications • Qualifications check with Teacher Regulations Agency • SCR updated
	12.	**Offer role** • Offer letter sent to successful candidate. • Contract sent to successful candidate. • Other Tute paperwork/documentation sent to successful candidate
Induction	13.	**Provide secure email and access to Tute** • Set up e-mail account. • Set up Tute platform account. • Access to Tute teacher folder • Admin advised for lesson allocation
	14.	**Add to Breathe HR (Human Resources)** • Set up folder in Breathe for successful applicant
	15.	**Further training** • Pedagogy • Watch other teacher lessons. • Share policy documents • Internal folder structure tour • Breathe HR • Process documents • GDPR • Safeguarding
	16.	**Observe lessons** • Watch 1st live lesson head of teaching & learning or member of teaching team • Feedback provided by head of teaching & learning.

		• Ongoing support from teaching team
	17.	**Deliver lessons** • Admin to allocate lessons into timetable. • Ongoing lesson monitoring by quality team
	18.	**Ongoing training and QA** • DBS checks every half term to ensure no issues. • Lesson observations carried out by quality team. • Quality of resources reviewed to ensure Tute standards. • Safeguarding updates • 121 monthly meetings held. • CPD opportunities • Availability updated on monthly basis. • Ongoing feedback • Ongoing support from Tute team

11 APPENDIX D: Application form

See our website to download application forms https://tute.com/become-an-employee/

SAFER RECRUITMENT POLICY