

Safer Recruitment Policy

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Introduction

Total Math Tutoring is committed to safeguarding and promoting the welfare of all children and adults that come into contact with our services. As a company we expect this same commitment from everyone we work with and as such we have a comprehensive safeguarding framework which guides our safeguarding practice and culture. The framework set out in this document is applicable to full or part-time employees, self-employed tutors and any other third-party contractor.

Aims and Objectives

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures in place for appointing tutors. This policy and supporting procedures are reflective of current legislation and guidance, in particular Keeping Children Safe in Education 2020.

The aims of Total Maths Tutoring's Safer Recruitment Policy are as follows:

- to ensure that the best possible people are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all applicants are considered equally and consistently

Last Reviewed: 9th July 2021

verification of the applicant's

identity (if not previously been verified)

- the receipt of two references (one of which must be from the applicant's most recent employer) which Total Maths Tutoring considers to be satisfactory
- the receipt of an enhanced disclosure from the DBS which TMT considers to be satisfactory
- confirmation that the applicant is not named on the Children's Barred List
- verification of the applicant's right to work in the UK

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- to ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to incorporate recommendations and guidance including any guidance published by the Disclosure and Barring Service (DBS)
- to ensure that Total Maths Tutoring meets its commitment to safeguarding and promoting the welfare of tutors and children by carrying out all necessary checks

Employees involved in the recruitment and selection of tutors are responsible for familiarising themselves with and complying with the provisions of this policy and procedures.

Total Maths Tutoring has a principle of open competition in its approach to recruitment and will seek to recruit the best applicants as tutors. The recruitment and selection process should make sure that the identification of the person best suited to the role of tutor at TMT based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

The recruitment and selection of tutors will be done in a professional, timely and responsive manner and considering current legislation, and relevant safeguarding guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Total Maths Tutoring aims to operate this policy and procedure consistently and thoroughly while gathering, collating, analysing and evaluating information from and about applicants applying for job vacancies at TMT.

It should be noted that whilst Total Maths Tutoring act to ensure a fair and robust approach to the recruitment of its tutors, they are and will remain self-employed. The tutors and TMT are independent contractors, and no agency, partnership, joint venture, employer-employee, or franchisor-franchisee relationship is intended or created, and neither shall have any authority to bind the other in any way.

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Roles and Responsibilities

It is the responsibility of the Managing Directors to:

- Make sure Total Maths Tutoring has effective policies and procedures in place for recruitment of all tutors in accordance with guidance and legal requirements, and
- Monitor the organisation's compliance with them.

It is the responsibility of the team involved in recruitment to:

- Make sure that Total Maths Tutoring operates safe recruitment procedures and makes sure all appropriate checks are carried out on all tutors who operate through TMT's platform
- To monitor compliance with this policy and supporting procedures
- Promote the safeguarding and welfare of children at every stage of the recruitment procedure.

Recruitment and Selection Procedures

Advertising

To ensure equality of opportunity, Total Maths Tutoring will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement using a range of media.

Any advertisement will make clear the TMT's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Applications

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Total Maths Tutoring uses its own application form and all applicants for employment will be required to complete this form containing questions about their academic and employment history and their suitability for the role. Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is unlawful for Total Maths Tutoring to recruit anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position with TMT. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Total Maths Tutoring. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be

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sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Any discrepancies or anomalies will be followed up.

Total Maths Tutoring does not accept open references, testimonials or references from relatives.

Interviews

Interviews will be carried out via an online video calling platform (usually Zoom).

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the interviewer to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All applicants who are invited to an interview will be required to have evidence of their identity, address and qualifications. Original documents must be shown and scanned copies will be need to be sent via email. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Offer of Appointment

In accordance with the recommendations set out in KCSIE, Total Maths Tutoring carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date
-

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The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position with Total Maths Tutoring.

DBS (Disclosure and Barring Service) Check

Total Maths Tutoring applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions with TMT. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Total Math's Tutoring's policy that the DBS disclosure must be obtained before the commencement of any tutoring sessions and that all DBS certificates are re-checked every three years.

Portability of DBS Certificates Checks

Tutors may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers. TMT will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

DBS Certificates

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The DBS no longer issue Disclosure Certificates to employers/agencies; therefore employees/applicants should show their original certificate and email a scanned copy before they commence any work with Total Maths Tutoring.

Proof of Identity, Right to Work in the UK and Verification of Qualifications

All applicants invited for interview will be required to show their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. Total Maths Tutoring does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Induction Programme

All new tutors will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how tutors carry out their roles and responsibilities.

During the recruitment process, applicants for tutoring can begin to create their profile. Information will be provided to the applicant on how and when to complete this.

For the profile to be complete the applicant is required to provide the following:

- A photograph
- A brief 'About you' section
- Their availability throughout the week
- The number of hours they'd like to tutor per week

Total Maths Tutoring recognises that safer recruitment is not just about the start of a contract but should be part of a larger policy framework for all its tutors. TMT will therefore provide ongoing

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training and support for all our tutors. It is a mandatory requirement for all TMT personnel to complete our Safeguarding Children training.

Record Retention and Data Protection

If a tutor is successful in their application, Total Maths Tutoring will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK and qualifications.

This documentation will be retained for the duration of the successful applicant's relationship with TMT. All information retained on employees is kept... **where do you keep this information?**

The same policy applies to any suitability information obtained about any person working with Total Maths Tutoring.

Total Maths Tutoring will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed. The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

Monitoring and Evaluation

Total Maths Tutoring is committed to striving for excellence in the provision of all its services. We do this by actively reviewing the safeguarding systems in place.

The team will review the safer recruitment policy and supporting procedures annually to ensure they continue to reflect legislation and guidance. Any amendments to the policy and supporting procedures will be shared with all personnel at TMT.

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