Recruitment, Selection and Vetting Policy

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Policy Reviewed by	Head of Compliance
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1. Policy Statement

TP Tutors is committed to safer recruitment, robust selection and effective vetting of all applicants, educators, teachers, temporary workers and relevant staff engaged to support learners. The organisation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, educators and workers to share this commitment.

This policy supports compliance with Department for Education statutory guidance, including Keeping Children Safe in Education (KCSIE), statutory guidance on regulated activity with children, the Rehabilitation of Offenders Act framework, Disclosure and Barring Service (DBS) requirements, immigration right to work requirements, and other relevant legislation and guidance.

2. Purpose

The purpose of this policy is to set out TP Tutors' approach to recruiting, selecting and vetting suitable individuals before they are submitted for, or commence, work with clients and learners.

- Provide confidence to clients, learners, families and educators that recruitment and vetting decisions are fair, consistent and safeguarding-led.
- Confirm the minimum checks required before an applicant can be registered, submitted or placed.
- Ensure recruitment decisions are non-discriminatory and based on suitability, qualifications, experience, safeguarding risk and legal eligibility to work.
- Support consistent record keeping, quality assurance and ongoing compliance monitoring.

3. Scope

This policy applies to recruitment, selection and vetting activity undertaken by TP Tutors for applicants, educators, teachers, temporary workers, contractors and any

other individuals who may be engaged, supplied or introduced to work with learners or clients.

It also applies to colleagues involved in recruitment, vetting, safeguarding, compliance, quality assurance, account management, client liaison and management oversight of recruitment decisions.

4. Definitions

Term	Definition
Applicant / work seeker	An individual seeking to register with or be supplied by TP Tutors for work or assignments.
Educator / teacher / temporary worker	An individual engaged or supplied by TP Tutors to deliver tuition, teaching or related education support.
Regulated activity	Work with children that meets the statutory definition of regulated activity and requires appropriate barred list and DBS checks.
DBS	Disclosure and Barring Service.
Update Service	The DBS service that allows the status of a DBS certificate to be checked, with consent, where the certificate is eligible.
IDSP	Identity Service Provider used to support digital identity verification checks.
TRA / EWC	Teaching Regulation Agency and Education Workforce Council, used for relevant teacher status and prohibition/sanction checks.
KCSIE	Keeping Children Safe in Education, Department for Education statutory safeguarding guidance.

5. Roles and Responsibilities

Recruitment consultants and onboarding colleagues

- Conduct recruitment activity in line with this policy.
- Complete initial assessment and arrange interviews.
- Collect required documentation.
- Escalate concerns in line with agreed processes.

Vetting and compliance teams

- Complete pre-employment and safeguarding checks.
- Complete right to work, identity, reference, qualification and DBS checks.
- Record checks accurately.
- Quality assure vetting and compliance records.

Safeguarding team / DSLs

- Advise on safeguarding concerns and disclosures.
- Support risk assessments and referrals where required.
- Advise on suitability decisions where safeguarding issues are identified.

Managers and senior leaders

- Provide oversight of recruitment, vetting and safeguarding processes.
- Ensure relevant staff are trained.
- Review escalated cases.
- Make or approve decisions where required.

Applicants and educators

- Provide accurate information.
- Disclose relevant matters where legally required.
- Supply requested documents.
- Notify TP Tutors of changes that may affect suitability or legal eligibility to work.

6. Policy Requirements

6.1 Safer recruitment principles

- Recruitment and selection must be fair, consistent and non-discriminatory.
- All recruitment materials must include TP Tutors' commitment to safer recruitment, safeguarding and promoting the welfare of children.
- Where a criminal record check is necessary, adverts and registration information must make clear that a DBS certificate will be required before registration or placement can proceed.
- All relevant colleagues involved in recruitment activity must understand safer recruitment responsibilities and know how to escalate safeguarding or suitability concerns.

6.2 Interview and selection

Before an applicant is placed on assignment, TP Tutors will complete an initial telephone assessment and then meet the applicant either in person or via video. Applicants will be asked to provide their CV and relevant documentation before or at interview.

During interview, a suitably trained and competent colleague will assess the applicant's suitability by discussing their work history, qualifications, experience,

safeguarding awareness, understanding of relevant protocols and responses to role-related scenarios.

If the outcome of the interview is satisfactory, pre-employment and vetting checks will be progressed before the applicant can be registered, submitted or placed.

6.3 Identity, proof of address and right to work

TP Tutors will verify identity, proof of address and legal permission to work in the UK before an applicant can be supplied to a client.

- Right to work checks may be completed through a manual document check, a digital identity verification check through an IDSP, or an online check using the Home Office online right to work service or Employer Checking Service.
- Manual checks must include consideration of photographs, dates of birth, expiry dates, document validity, consistency of names and any restrictions on the type of work the applicant may undertake.
- Where a share code is provided, the Home Office online right to work checking service must confirm the applicant is entitled to undertake the work in question.
- Where the Employer Checking Service is required, TP Tutors must await a positive verification notice before supplying the applicant.
- In addition to right to work documentation, applicants must provide appropriate evidence to confirm identity and address, such as a passport, driving licence, utility bill, bank statement or government document where acceptable.

6.4 References and employment history

TP Tutors will obtain at least two suitable references for each educator or applicant, covering at least the previous 24 months. A reference must be sought from the current or most recent employer and from the most recent employer involving work with children where applicable.

References should be obtained directly from referees and should normally be written. Reference information should include dates, role undertaken, suitability to work with children, disciplinary information where known, and any known safeguarding concerns.

A full career history must be obtained for educators before registration is completed, and career gaps must be explored and recorded. Where an applicant has not worked with TP Tutors for a period requiring further assurance, additional checks and/or references may be required before further work is offered.

6.5 Qualifications, professional status and teaching checks

TP Tutors will view relevant qualification certificates as part of the registration process. UK teaching qualifications will be verified through the Teaching Regulation Agency or the QTLS Professional Status Register where relevant. In Wales, checks may be completed through the Education Workforce Council.

Checks will be made for relevant prohibition orders, sanctions and restrictions. Educators without Qualified Teacher Status may be accepted where they meet TP Tutors' requirements for degree-level qualifications, relevant subject experience or approved graduate educator training. Overseas qualifications may require ENIC conversion or equivalent evidence.

For qualified teachers who have been awarded QTS but have not completed induction, TP Tutors will ensure the individual is eligible to carry out the proposed short-term supply work before placement.

6.6 Online searches

As part of due diligence during shortlisting, TP Tutors will carry out an online search on shortlisted candidates. The purpose of the search is to identify publicly available incidents or issues that may need to be explored with the applicant before or after interview. Applicants will be informed that this forms part of the recruitment process before a search is undertaken.

6.7 Fitness to teach and reasonable adjustments

To support compliance with the Education (Health Standards) (England) Regulations 2002, applicants will be asked to advise TP Tutors of any health or disability matters they believe are relevant to the role and which may make it difficult to carry out essential functions.

Where a declaration is made, TP Tutors will consider whether medical assessment or reports are required. With the applicant's consent, reasonable adjustments that may be needed will be discussed with the client where relevant.

6.8 DBS, barred list and Update Service checks

All educators undertaking regulated activity must have an enhanced DBS check, including a check of the Children's Barred List where required. Where an educator is subscribed to the Update Service, TP Tutors will view the original certificate, obtain consent and complete a status check before progressing registration or placement.

TP Tutors will record details of DBS and Update Service checks on the applicant's file. If the Update Service confirms that new information is available, a new DBS certificate will be required before registration or placement can proceed.

- Annual DBS status checks will be conducted for educators registered with the Update Service.
- Educators who are not registered with the Update Service will be required to complete an annual enhanced DBS check.
- A new DBS check, Update Service check or further assurance may be required following a break in service of 12 weeks or more, where a client requires it, or where concerns are raised about an individual's suitability to work with children.

6.9 Overseas checks and professional standing

Applicants who have lived or worked overseas for six months or more in the last five years must provide criminal clearance from the relevant country where this is available. Where a police check cannot reasonably be obtained, TP Tutors may consider alternative assurance, such as a statement of good conduct from a previous employer in that country.

Where an applicant has qualified or worked as a teacher overseas for six months or more within the last five years, TP Tutors will request evidence of professional standing from the relevant professional regulatory authority. Where this cannot be obtained despite reasonable steps, alternative evidence of suitability may be requested.

6.10 Childcare disqualification checks

Educators working with children under the age of eight, or in roles involving relevant childcare activities, must complete a Childcare Disqualification declaration as part of the registration process. Individuals with relevant disqualification matters will not be permitted to work in relevant childcare roles unless appropriate legal requirements are satisfied, including an Ofsted waiver where applicable.

6.11 Rehabilitation of Offenders and recruitment of ex-offenders

TP Tutors is committed to the fair treatment of staff, potential staff, applicants and users of its services, regardless of protected characteristics or offending background. TP Tutors will not discriminate unfairly against any individual on the basis of a conviction, caution or other information revealed through a criminal record check.

Where TP Tutors is legally entitled to request a standard or enhanced DBS certificate, it will only ask applicants to disclose information it is legally entitled to know about and which is not protected or filtered. Applicants are not required to disclose protected offences, and such information must not be taken into account when making recruitment decisions.

TP Tutors will make the relevant DBS Code of Practice and information on the recruitment of ex-offenders available to applicants during the recruitment process where requested or required.

6.12 Disclosures, risk assessment and suitability decisions

Where a DBS certificate, self-declaration, reference, online search or other check reveals information that may be relevant to suitability, TP Tutors will discuss the matter with the individual in an open and measured way. A risk assessment will be completed where required, taking account of the role, safeguarding requirements, legal restrictions and all relevant information.

A decision will then be made by an appropriate senior manager or safeguarding/compliance lead as to whether recruitment, registration or placement may continue. Failure to disclose information that is directly relevant to the role and which the applicant is legally required to disclose may lead to withdrawal of registration, placement or engagement.

6.13 Referrals

TP Tutors has a legal duty under the Safeguarding Vulnerable Groups Act 2006 to refer information to the Disclosure and Barring Service (DBS) where it has removed an educator, worker or applicant from regulated activity, or would have removed them had they not otherwise left, because they have harmed a child or vulnerable adult or posed a risk of harm.

The duty to consider referral applies even where the individual resigns, withdraws from registration, ends their engagement or is otherwise no longer supplied by TP Tutors.

In considering whether a referral is required, TP Tutors will assess all relevant information, including whether the individual has:

- Harmed a child or vulnerable adult.
- Caused a child or vulnerable adult to be harmed.
- Placed a child or vulnerable adult at risk of harm.
- Attempted to harm a child or vulnerable adult.
- Incited another person to harm a child or vulnerable adult.

Where DBS referral criteria are met, referral information must be provided within the required timeframe and handled in line with safeguarding procedures, confidentiality requirements and legal obligations.

TP Tutors will also consider whether a referral should be made to the Teaching Regulation Agency (TRA), Education Workforce Council (EWC), police, local authority

designated officer (LADO) or any other relevant regulatory or safeguarding body where concerns meet the relevant threshold.

The decision-making process, evidence considered, referral outcome and rationale will be recorded securely, including where a decision is made that a referral is not required.

6.14 Continued suitability and ongoing checks

TP Tutors will monitor ongoing suitability and compliance throughout an individual's registration or engagement. This may include annual DBS Update Service checks, repeat TRA/EWC checks, ongoing right to work checks, additional references following breaks in service, and review of safeguarding, conduct or client concerns.

Educators and workers must inform TP Tutors promptly of any change that may affect their suitability, right to work, professional status, safeguarding position or ability to carry out the role safely and effectively.

7. Procedures

1. Advertise or communicate roles with a clear safer recruitment and safeguarding statement.
2. Complete initial assessment and obtain the applicant's CV and required documentation.
3. Conduct a face-to-face or video interview using consistent role-relevant and safeguarding questions.
4. Complete identity, proof of address and right to work checks using an appropriate route.
5. Obtain references, employment history and explanation of gaps.
6. Complete DBS, barred list, Update Service, overseas, childcare disqualification and professional standing checks where required.
7. Verify qualifications, professional status and any relevant prohibition, sanction or restriction checks.
8. Carry out online due diligence checks on shortlisted candidates and explore any relevant issues.
9. Escalate disclosures, concerns or incomplete checks to the relevant manager, safeguarding lead or compliance lead.
10. Complete risk assessments and suitability decisions where required. Record the decision and rationale.
11. Do not submit, place or allow the individual to commence work until mandatory checks and approvals are complete.
12. Maintain an accurate compliance record and continue monitoring suitability throughout engagement.

8. Training and Communication

This policy will be communicated to relevant colleagues involved in recruitment, vetting, compliance, safeguarding, quality assurance and management oversight. Colleagues involved in recruitment and selection must receive appropriate safer recruitment guidance or training and must understand escalation routes for safeguarding and suitability concerns.

Applicants and educators will be informed of the checks required as part of recruitment and registration. Relevant policy information, the DBS Code of Practice and recruitment of ex-offenders information will be made available during the recruitment process where required.

TP Tutors will ensure that educators have access to appropriate safeguarding and Prevent Duty training and guidance throughout their registration and engagement. Where mandatory training requirements apply, completion will be monitored and recorded as part of ongoing suitability and compliance checks.

Relevant colleagues involved in recruitment, vetting, safeguarding and compliance activities will receive role-appropriate training to enable them to discharge their responsibilities effectively.

9. Monitoring and Compliance

Compliance with this policy will be monitored through recruitment and vetting records, compliance checks, quality assurance activity, management oversight, safeguarding escalation records and periodic policy review.

- Vetting records must evidence completion of required checks before registration, submission or placement.
- Annual and repeat checks must be recorded and monitored in line with this policy.
- Concerns, disclosures, incomplete checks or exceptions must be escalated and recorded with the decision rationale.
- This policy will be reviewed annually and/or following relevant changes to legislation, statutory guidance, client requirements or internal processes.

10. Non-Compliance

Failure to follow this policy may result in escalation, additional training, corrective action, suspension of recruitment or placement activity, withdrawal of registration or engagement, disciplinary action, contract review, or safeguarding referral where appropriate.

Where non-compliance creates or may create a safeguarding, legal, regulatory or contractual risk, the matter must be escalated promptly to the relevant manager, safeguarding lead or compliance lead.

TP Tutors is part of the Supporting Education Group.

11. Version Control

Version	Date	Author	Summary of Changes	Approved By	Next Review Date
4.0	August 2026	Head of Compliance	Updated overseas police check requirement to apply where applicants have lived or worked overseas for six months or more within the last five years. Document format also updated.	Managing Director	August 2027