

## **SAFER RECRUITMENT POLICY**

**Person responsible for reviewing this Policy – PIPPA HARRIS**

**September 2025 Reviewed annually**

**This Policy is available on Harrison Allen’s website and can be made available in large print or other accessible formats if required by making a request to [pippa@harrisonallen.co.uk](mailto:pippa@harrisonallen.co.uk)**

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HA Tutors Ltd t/a Harrison Allen (Harrison Allen) is committed to safeguarding and promoting the welfare of its students.

All staff of Harrison Allen and tutors approved by Harrison Allen are bound to share and honour this commitment.

Harrison Allen is also committed to providing a supportive and flexible working environment both to its tutors and to its members of staff.

The aims of Harrison Allen's approach to approving tutors for work with our clients and to recruiting their own staff are:

- To ensure that tutors approved by Harrison Allen are chosen on the basis of their merits, abilities and suitability to tutoring which includes their attitudes toward safeguarding and their ability to work with students (be they children or young adults) in a way which promotes the safety and welfare of those students;
- To ensure that no tutor or member of staff 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 ensure compliance with best practice guided by the relevant legislation, recommendations and guidance including the guidance published by the Department for Education (DfE), latest version of Keeping Children Safe in Education (KCSIE), and any guidance provided by the Disclosure and Barring Service (DBS); and
- To ensure that Harrison Allen carries out the necessary pre-employment checks and by conducting the selection process for approving tutors and members of staff in a way which prevents, so far as possible, tutors being approved by Harrison Allen or staff recruited by Harrison Allen, who are unsuitable to work with students
- To ensure transparency in the approval of tutors and in the recruitment of Harrison Allen's own staff

All staff and the Director of Harrison Allen are required to be familiar with and to comply with the provisions of this Policy.

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## **1. TUTORS**

### **1.1 Registration and Selection Procedure for Tutors**

Tutors apply to Harrison Allen by completing an application form on Harrison Allen's online management system (called TutorCruncher) so that Harrison Allen can obtain helpful background information on the individual and obtain a common set of core data from all applicants.

To ensure confidentiality, only authorised Harrison Allen Office staff (and the applicant) have access to that tutor contact information, employment history and qualification details. Applicants are asked to upload a teaching CV with their employment history. Any applicant who fails to complete mandatory fields or a significant portion of the online form is contacted and asked to add further information. In addition, Harrison Allen reserves the right to undertake further pre-employment checks as are reasonable in the circumstances to determine whether the applicant may be suitable as a tutor including internet and social media searches. Tutors are informed that the pre-employment check could include an online internet or background search as part of our due diligence on shortlisted candidates.

All information is reviewed by Harrison Allen's Tutor Manager, Pippa Harris, who will decide whether the tutor is of the appropriate calibre and experience, and has the required and relevant skill sets, to be invited in for a face-to-face interview. If the Tutor Manager has questions on the application form or contradictions are identified, she will contact the Tutor to discuss those issues before the invitation to interview is issued.

Several documents are provided in advance of the interview including contractual documents, Data Protection Consent form and information on what to do if a Disclosure of Abuse is made to a tutor. At that point Tutors are also asked to self-disclose in advance any issues on any EDBS which they have. This may raise issues which result in the applicant going no further in the process.

### **1.2 Face to face interview**

#### **1.2.1 Matters addressed in interview**

Those tutors selected for interview are required to attend a face-to-face interview at the offices of Harrison Allen. The formal interview is to discuss the tutor's relevant skills and experience in detail. The interviewer is the Tutor Manager, Pippa Harris, who undertakes Safer Recruitment training annually. In some circumstances the applicant may also meet other members of Harrison Allen staff.

Harrison Allen has a standard checklist for interviews in order to record which original documents have been seen, when and by whom. Copies of key documents are uploaded onto TutorCruncher in the tutor's profile together with the completed checklist. Original EDBS

certificates are checked and a note made of when the original was seen and by whom and whether the tutor is on the Update service. Copies of EDBSs are not uploaded onto TutorCruncher nor retained for more than 6 months as is required by legislation.

At interview:

- The identity and address of the applicant are verified (in accordance with DBS identity checking guidelines) with sight of originals of current photographic ID (usually a passport and driving licence) and recent proof of address. We also ask to see originals of their relevant educational and professional qualification certificates or provide other proof of the same to verify their professional qualifications;
- We verify the applicant's right to work in the UK and if the prospective tutor has lived or worked outside of the UK then we review carefully what, if any, further checks may be appropriate (such as contacting foreign employers and ensuring the individual has an EDBS, or foreign equivalent, which is current and clean);
- The tutors have already been provided with various contracts and during the interview we ensure that the tutors understand these and they are asked to sign the documents (which also confirm that they have read Harrison Allen's Safeguarding Policy, KCSIE and Data Protection Policy);
- They are asked to sign a Declaration as to their self-employed status to acknowledge that they are responsible for declaring their income to HMRC and paying appropriate taxation;
- If the applicant has an EDBS it is reviewed by the Tutor Manager and any questions raised. In some cases Harrison Allen requires tutors to obtain a new EDBS (see below). If the applicant is on the Update Service then written permission is obtained from the applicant for Harrison Allen to undertake checks through the Service.

**1.2.2 Further issues explored in interview** - in addition, the interview explores issues such as:-

- Motivation to work with young people
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Skills and experience
- Any particular successes they have had with teaching
- Issues or queries arising from the C.V.

- Emotional resilience in dealing with challenging behaviour
- An assessment of the candidate's mental and physical ability to perform the duties of a self-employed tutor
- Any gaps in employment history or any other discrepancies are queried
- At least one child protection/safeguarding question is asked at interview to ascertain the level of relevant knowledge and the suitability of the answers given

**1.2.3 Specific safeguarding related matters** (beyond the question posed to the applicant as above) include induction/the following:

- Explaining the role and identity of the Designated Safeguarding Lead and her Deputy and what to do if they have a concern about a student
- The tutor is reminded to report any child protection/safeguarding concerns immediately to Harrison Allen (however seemingly insignificant) or call the Police if the matter is urgent
- Ensuring that the tutor has read Harrison Allen's Safeguarding Policy and KCSIE (latest version) and is asked to sign a document to confirm this
- The tutor is asked to give consent for Harrison Allen to refresh EDBS checks through the Update service if relevant
- Tutors are also asked to confirm that they have not been subject to any reference to the Teaching Regulation Agency (TRA) and are not subject to any prohibition, sanction or restrictions in relation to teaching activities.

**1.2.4 What is expected of a tutor** is discussed during the interview and might include some or all of the following:-

- Tutors are given a Key Information document which includes particular reference to the Safeguarding policy (and KCSIE) and they are advised to read all other Harrison Allen policies on the website
- Tutors are advised of the need for a responsible adult to be present at all lessons and that they must explain to that person that the tutor will need to leave the lesson if the responsible adult leaves the premises
- Tutors must only meet with students at the agreed, appointed venues
- Tutors are advised that the location for the tuition should be suitable and appropriate and that they must contact Harrison Allen immediately if the tutor has any concerns

- Tutors must not chaperone students either to or from lessons nor leave the agreed venue with the student during the lesson time
- Differences between Local Authority clients and Private clients are explained
- The need to assess the student during first lesson so that the tutors can prepare and plan the programme appropriately and in accordance with any specific objectives set by the client
- Adaptability and flexibility – they may have to alter teaching style and content
- The tutor is reminded that they must have own resources, past papers etc
- The tutors must be up to date with relevant examination boards particularly in current climate of changing syllabi
- Tutors must report back to Harrison Allen immediately on lessons if any problems arise and in respect of attendance matters
- Punctuality, neatness and behaviour expectations are discussed such as no mobile phones (neither the tutor nor the student) are allowed during lessons
- Tutors are reminded that there must be no contact outside of lessons with students save through parents/carers and no contact after a job has finished
- Tutors are reminded that they are not restraint trained and they must never apply physical interventions to avoid danger of accident or injury to the student
- The 24 hour Cancellation policy is explained to tutors
- The tutors are reminded that Harrison Allen do not insure the tutors and that the tutors are responsible for their own insurance arrangements
- Attention is drawn to the Whistle Blowing Policy and that the tutor should contact Harrison Allen with any concerns but also that they can contact the Local Authority (referrer or LADO) if for any reason the tutor would prefer not to contact Harrison Allen
- An explanation is provided as to who does what within Harrison Allen for ease of communication

### **1.3 Post interview**

A tutor cannot be approved unless Harrison Allen have seen their original EDBS (and Harrison Allen are satisfied with that EDBS) and that Harrison Allen has satisfactory references (see below).

### **1.3.1 EDBS**

We require an Enhanced DBS including Children's barred check list and Child Workforce from

- an Ofsted inspected school issued within 3 years or
- Harrison Allen (and we request that the tutor signs up to the Update Service) or
- be on the Update service if their EDBS was issued by an education related entity.

Harrison Allen checks EDBSs through the Update Service on an annual basis. Any tutors with EDBS and who are not on the Update Service are asked to re-apply for a new EDBS through Harrison Allen 3 years from the date of their original EDBS and they are asked to sign up to the Update Service at that point.

Harrison Allen is not permitted access to the TRA Secure Access Portal and therefore asks the tutor to self-certify that they have not been referred to the TRA and are not subject to any prohibition, sanction or restriction in relation to teaching activities.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained from an EDBS or other checks, Harrison Allen will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to tutoring or teaching ie to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the EDBS has any adverse entries, Harrison Allen has absolute discretion as to whether to allow the applicant to be approved.

### **1.3.2 References**

We do not accept references provided directly by prospective tutors and we always take up a minimum of two references ourselves. These references are reviewed by the Tutor Manager to ensure they are satisfactory.

One of the references must be from the applicant's current or most recent employer although if that work did not involve tutoring or teaching then we ask for a referee with whom the applicant most recently worked with students or young adults. In addition, we ask for an academic reference.

We ask referees:

- Whether they believe the applicant is suitable to be a tutor including as to their conduct, subject knowledge and teaching skills
- Whether the referee has any reason to believe that the applicant is unsuitable to work with children or young adults
- To confirm whether the applicant has ever been subject to any disciplinary procedures
- If relevant, we ask for leave history, sickness record and the reasons for leaving the employment (these questions may not be appropriate for a private client referee)

As it is a criminal offence to falsify references, if any applicant or referee is found to have submitted false references, Harrison Allen will consider whether it would be appropriate in the circumstances to refer the individual(s) to the Local Area Designated Officer (LADO).

References are uploaded onto the tutor's profile on TutorCruncher.

Thereafter a decision is made as to whether to approve a tutor (subject to any EDBS in progress). If rejected, the tutor will be informed and their details removed from the system in accordance with our retention of data guidelines in our Data Protection Policy unless deletion is requested sooner.

### **1.3.3 Further induction material for tutors**

If a tutor has been approved, they are provided by e-mail with additional information as follows:

A further copy of Key Information for Tutors (background and helpful information for tutors)

Instructions on how to enter lessons on TutorCruncher

A further copy of our Safeguarding and Child Protection Policy

Copies of selected previous messages/reminders to all Tutors including further safeguarding guidance

#### **1.4 Single Central Register**

If approved, the tutor's relevant information is also entered on to Harrison Allen's Single Central Register which is maintained and updated by Rosa Coakley. We have a rigorous system of checking the need for renewals of EDBS. We also ask the tutors to register for the DBS Update service on the renewal of their EDBS.

#### **1.5 Induction**

In addition to the safeguarding induction for tutors during face-to-face interviews, for students taught at the offices of Harrison Allen, there is an internal Induction Programme and Procedure which covers introductory procedures for students and tutors as relevant, including the following:

- Introductions to office staff and tutors
- Description of office staff functions (noting who is First Aider in case of accident, who has Child Protection/Safeguarding and Health & Safety responsibility)
- A Guide to the premises including attention to hazards, risks and precautions including Fire procedures
- Identifying our policies and Codes of Conduct and clearly noting that they are on our website and where hard copies are kept and that they are available to tutors and students at all times (Anti-Bullying, Cyber Bullying, Online safety and Acceptable Use; Behaviour & Attendance; Equality, Diversity and Non-Discrimination; Safeguarding and Child Protection; SMSC; Social Inclusion; Health & Safety; Safer Recruitment and Data Protection policies together with Risk Assessment)
- Expectations – those of tutors and students
- Behaviour and attendance including signing-in procedure and awareness of collection arrangements at the end of class if applicable.
- All students are required as a matter of Health & Safety, but also of courteousness, to both greet office staff on arrival and say good-bye on departure (students leave accompanied by tutors).
- what to do in case of sickness (report to office for parent/carer to be contacted)
- mobile phone usage (not in lessons)
- Laptop usage is only available under adult supervision

## **1.6 Advertising**

All advertisements seeking tutor applicants include statements about Harrison Allen's commitment to Equality and Diversity and Safeguarding and Child Protection.

## **1.7 Confidential information, Data Protection and retention of records**

All information provided by and on tutors is stored securely on TutorCruncher and is only accessible through password protected entry by authorised members of staff of Harrison Allen and the tutors themselves. All tutors sign a Data Protection consent notice and their attention is drawn on their profiles to the highly sensitive nature of the information they may have access to in relation to students and the precautions they should take in that regard. If requested, data will be permanently deleted from TutorCruncher once a tutor is no longer working with us. For our general policy on deletion of tutor's data please see our Data Protection Policy.

## **1.8 Ongoing review and standards**

As a small office we have regular meetings at which any issues relating to tutors are discussed, both as to positive feedback from clients/parents/carers or students and if there are any concerns which have been brought to our attention. Any actions are agreed and the Tutor Manager is responsible for communicating further with the tutors.

Any tutors not maintaining our expected high standards of teaching and professional behaviour are permanently removed from the database and are not considered for further work through Harrison Allen.

## **2. HARRISON ALLEN STAFF**

The method of recruitment of staff at Harrison Allen depends on the role to be filled. Most usually Harrison Allen will advertise locally (statements about Harrison Allen's commitment to Equality and Diversity are included in advertisements) and invite suitable candidates in for face-to-face interviews with other key staff members. References are obtained as appropriate.

Members of staff at Harrison Allen have job descriptions and are required to have a clean EDBS (and be on the update service). The Director of Harrison Allen also has a current EDBS. Each member of staff is required to have read all of the Harrison Allen Policies and procedures.

All staff are selected without reference to race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.