

## Perfect Plus Tutoring Safer Recruitment Policy

### Introduction

Perfect Plus Tutoring is a tutoring company, which specialises in providing one-to-one and small group tuition. We work with self-employed tutors to deliver expert tuition in pupils' homes, online, in tutor location classrooms and in schools. Perfect Plus Tutoring recognises the importance of ensuring that all tutors are carefully recruited and vetted to ensure the safety of homes, classrooms and schools, as well as the wellbeing of students.

Safer recruitment is a set of practices to help make sure staff and tutors are suitable to work with children and young people. It is a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. At Perfect Plus Tutoring, safer recruitment is a continuing process of improvement. Safer recruitment involves undertaking all reasonable and sensible measures to ensure the safeguarding and promotion of the welfare of children and young people.

Safer recruitment processes are the first step in safeguarding and promoting the welfare of children in education. Perfect Plus Tutoring is committed to safeguarding and promoting the welfare of children and young people. Perfect Plus Tutoring expects and requires all staff and tutors to share this commitment.

### Aims

The aim of the Safer Recruitment policy is to ensure there are appropriate procedures to help deter, identify or reject people who might abuse children or are otherwise unsuited to working with them.

The purpose of this policy is to set out the minimum requirements of Perfect Plus Tutoring's tutor recruitment process that aims to:

- ensure that the best possible staff are recruited on the basis of merits, abilities, experience and suitability for the position;
- ensure equality of opportunity and consistency at all stages of the recruitment process;



- ensure that no applicant is treated unfairly on any grounds, including race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital/ partner status, disability or age;
- ensure that due regard is given to all protected characteristics;
- ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (2024), the Prevent Duty Guidance for England and Wales (2023) and guidance/ codes of practice published by the Disclosure and Barring Service (DBS), or equivalent organisations in devolved administrations;
- provide full confidence in our intention to ensure we introduce or employ quality candidates to support the needs of all children and young people;
- quickly identify and reject candidates who are unsuitable for work with children and young people;
- ensure that Perfect Plus Tutoring meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks; and
- ensure all workers, employees and self-employed tutors of Perfect Plus Tutoring share our commitment.

All employees involved in the recruitment and selection process are responsible for familiarising themselves with this policy and complying with it fully during any and all recruitment and selection processes.

Perfect Plus Tutoring has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for each job. The recruitment and selection process focuses on the applicant's abilities, qualifications, experience, and merit. This will be measured against the job description and person specification for the role applied for.

The recruitment and selection of staff will always be carried out in a professional, timely and responsive manner, in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

## **Recruitment and Selection Procedure**

### Advertising

Perfect Plus Tutoring is committed to ensuring equal opportunities. Perfect Plus Tutoring will advertise all job posts externally through various platforms to ensure the field of applicants is as wide as possible.

All advertisements outline the expectations and requirements for the tutoring role, including the requirement to have a minimum of 12 months of relevant UK tutoring / teaching experience.

The adverts make clear that Perfect Plus Tutoring follows stringent screening, and pre-employment checks including an interview and a DBS check.

The adverts include pre-screening questions, including a question on whether the candidate has a clean and current enhanced DBS in place and the necessary required experience.

### Shortlisting

Perfect Plus Tutoring reviews pre-screening questions, CV's, and cover letters to determine if a candidate meets the job requirements.

Perfect Plus Tutoring has a broadly gender balanced workforce of tutors and a Tutor's gender is not considered when hiring tutors.

Perfect Plus Tutoring follows an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion and belief, race, disability, maternity and pregnancy, age, gender, gender reassignment, marriage and civil partnership.

Perfect Plus Tutoring complies fully with the Equality Act 2010 including the guidance issued by the Government Equalities Office (GEO)

<https://www.gov.uk/government/organisations/government-equalities-office> giving specific exclusions in regard to pre-employment health questions.

### Interview

Successfully screened candidates are invited for an interview which takes place either in person or online.

The interview process is designed to ensure that a candidate would be suitable for the role based on their qualifications and experience, that they understand their obligations in terms of safeguarding and child protection and take them seriously, and to identify any red flags.

The interview also enables Perfect Plus Tutoring to get to know its tutors more personally to make better matches to students. During the interview, Perfect Plus Tutoring provides the candidate with:

- An introduction to Perfect Plus Tutoring and its philosophy on education and tutoring,
- An outline of the key requirements of our Child Protection and Safeguarding Policy;
- The expectations of Perfect Plus Tutoring regarding communication and conduct and a broad outline of the tutoring process;
- An explanation of the next steps in the process.
- A review of their experience as outlined in their CV

During the face-to-face interview, all tutors must demonstrate clear evidence of:

- excellent subject knowledge;
- relevant previous experience, preferably with extensive teaching and/or tutoring;
- a commitment to following Perfect Plus Tutoring's Code of Conduct, Safeguarding Policy and Whistleblowing Policy; and
- willingness to engage in ongoing tutor training including Safeguarding training.

### Offer and Registration Process

If a decision is made to offer employment, or registration as a tutor, after the interview process, then the candidate will be made aware that any such offer is conditional on:

- the agreement of a start date;
- verification of the applicant's identity through the provision of photographic identification



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- receipt of an up to date Enhanced DBS certificate (with Children's Barred List check). If the candidate does not already have a certificate, this can be obtained through Perfect Plus Tutoring prior to any students being allocated.
- verification of the applicant's right to work in the UK;
- any further checks which are deemed as necessary by Perfect Plus Tutoring as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which Perfect Plus Tutoring has deemed as requirements for the role.

### Induction

- All tutors are given an electronic copy of Perfect Plus Tutoring's Safeguarding Policies and the Tutor's Code of Conduct.
- Tutors go through an initial induction programme and training where necessary including Safeguarding, Health and Safety, and an induction to our online resources bank.

### **Ongoing Procedures**

Perfect Plus Tutoring carefully monitors tuition and lesson reports and follows up with all clients following a tutor trial and on a periodic basis.

Any client concerns raised are escalated, discussed with the tutor and appropriate action is taken, including terminating a tutor's contract for services and ceasing to work with a tutor, or taking any further steps necessary.

Perfect Plus Tutoring arranges periodic in-person training workshops for tutors.

Perfect Plus Tutoring provides tutors with ongoing feedback about their performance, including from parents.

Perfect Plus Tutoring maintains active dialogue with all tutors, and sends tutor broadcasts via Whatsapp to all tutors with important updates when required.

### **Conclusion**

Perfect Plus Tutoring is committed to ensuring that when given responsibility for young people and vulnerable adults, they are treated with the highest possible standard of care.



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Perfect Plus Tutoring will take all necessary steps to guard against working with tutors who are not suitable to work with children or vulnerable adults and will cease to work with tutors that do not meet our stringent tutoring standards.

**Implementation, Monitoring and Review of this Policy**

Nicole King has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices.

Any queries or comments about this policy should be addressed to Nicole King.

Next review date: December 2025