Safer Recruitment Policy

Evening Owls Tuition

Version 2.0 | Prepared 13 November 2026 | Owner Brenda Moore
Next scheduled review November 2027 or sooner following a change in guidance or practice

Prepared for owner review and adoption before publication and circulation.

This policy sets out how Evening Owls Tuition assesses the suitability of staff, tutors and volunteers before they work with learners and monitors continuing suitability. It applies to employees and contracted tutors, online and in-person roles. Safeguarding takes priority throughout recruitment, while decisions remain fair, proportionate and lawful.

1 Accountability and role planning

Brenda Moore leads recruitment and maintains the record of checks. A suitable second reviewer contributes to selection and safeguarding judgements; the lead ensures access to current safer recruitment training. Where a conflict involves Brenda, Hayley Hume coordinates an independent route and seeks external advice as necessary.

Before advertising, define the role, subjects, teaching levels, location, contact with children, necessary competence and employment or contracting arrangement. Assess DBS eligibility and whether duties meet the current regulated activity definition, using current guidance rather than job title alone. Do not assume supervision removes eligibility or the need for checks. Reassess if duties change.

2 Advertising and applications

Adverts describe the actual role and necessary criteria, identify safeguarding responsibilities and state that appointment is subject to satisfactory checks. Welcome applicants fairly without discriminatory requirements or unsupported promises about work, hours or employment status.

A CV may be accepted as an initial expression of interest. Before appointment, obtain a completed structured application and declaration covering identity, qualifications, relevant experience, full employment history and explanations for gaps, references and relevant conflicts. A CV alone is not the full recruitment record. Explain how applicant information is used and retained.

Only request criminal-record declarations at an appropriate stage and to the extent legally permitted for the role. Do not ask for protected cautions or convictions. Use the DBS filtering rules and lawful eligibility requirements; a general request for all convictions is not appropriate.

3 Selection and interview

Assess applications against published role criteria and record reasons for shortlisting. Explore unexplained gaps or discrepancies fairly. Interview candidates to assess subject competence, teaching approach, professional boundaries and practical safeguarding judgement, including how they would respond to a disclosure or concern about a colleague.

Use a second suitable reviewer wherever practicable and record who contributed to the decision. If proportionate professional online searches are used, tell shortlisted candidates, limit searches to relevant suitability information and allow a fair opportunity to explain findings. Do not use social-media access obtained deceptively or make decisions on protected characteristics.

4 Required checks before child contact

Make offers conditional and verify the following as relevant to the role before permitting teaching or other child contact. Record the checker, date, source and outcome, together with any unresolved issue and decision.

- Identity and consistency of names, address and application details, using the current verification requirements.
- Qualifications and subject competence, verifying relevant evidence rather than relying on a CV claim.
- At least two satisfactory references, normally including the most recent relevant employer. Seek information directly from a verified referee and follow up safeguarding-related ambiguity or inconsistency. Where a standard reference is unavailable, document suitable alternatives and the rationale.
- Right to work checks for employment and any other applicable immigration or contractual eligibility checks. Do not assume the employment right-to-work process applies identically to every self-employed arrangement.
- The correct DBS check for the actual duties. Obtain an enhanced child-workforce check where eligible and a Children's Barred List check when legally entitled and required for regulated activity. A barred person must not be allowed to undertake regulated activity.
- Relevant overseas checks where a person has lived or worked abroad, recognising the limits of a UK DBS certificate. Assess and record any evidence gaps and seek advice where needed.
- Applicable teacher prohibition, professional registration, disqualification or other role-specific checks. Do not describe section 128 management checks or school-only procedures as universal requirements for an independent tuition business.

An existing DBS certificate is considered only after checking identity, workforce, level, duties and authenticity. Use the Update Service only with consent and when the original certificate and check type are suitable. A changed status requires the appropriate fresh check. DBS certificates have no official expiry date; Evening Owls retains a three-year recheck cycle as an organisational policy, or appropriate recorded Update Service status checks, with earlier action if a concern or role change arises.

The owner must resolve suitability concerns and confirm completion before the individual begins teaching or has child contact. Safeguarding training is also completed before starting. A conditional offer, planned supervision or pending certificate is not permission to bypass Evening Owls pre-start checks.

5 Decisions and handling concerns

Assess disclosed information lawfully and individually with regard to duties, risk, relevance and available evidence. Where necessary seek specialist or DBS advice. Record the reasons for accepting or declining an appointment without discriminatory assumptions. Give an applicant a fair opportunity to explain discrepancies, while not delaying protective action.

If recruitment reveals information suggesting harm, risk or unsuitability involving children, follow the Safeguarding Policy and consult the LADO or police as appropriate. Recruitment decisions and external reporting are separate. Do not make a DBS referral merely because an application is unsuccessful; assess the relevant statutory referral conditions.

6 Induction and continuing suitability

Induction covers the Safeguarding Policy, Code of Conduct, DSL and deputy contacts, allegations about leadership, approved online platforms and communication, attendance and collection, emergency procedures, confidentiality and recording concerns. Obtain acknowledgement and confirm safeguarding training before teaching begins, with updates at least annually.

Agree any probation or review arrangements in the relevant contract rather than assume one employment model for all tutors. Monitor practice, complaints, low-level concerns, training and continuing suitability. Require disclosure of relevant changes and review role eligibility when duties change. Act promptly on concerns and make referrals where required even if a person resigns or their contract ends.

7 Recruitment records and data protection

Maintain a secure central recruitment checklist or register recording checks, dates, outcomes, responsible people and start authorisation. Keep recruitment data accessible only to those who need it, under documented retention and disposal arrangements. This is an internal safeguarding record; it is not a claim that Evening Owls has a statutory school single central record or is routinely inspected by Ofsted.

Handle DBS information in accordance with the DBS Code of Practice. Normally retain the minimum check details, not unrestricted copies of certificates; certificate information should usually not be kept beyond six months after the decision unless a justified exception applies. Keep necessary non-certificate recruitment records under the organisation's retention arrangements, and preserve relevant material for an ongoing concern or investigation.

8 Review and website recruitment wording

Review this policy at least annually and whenever guidance, eligibility rules or delivery arrangements change. Record checks on current staff and any action needed; publication of this policy does not mean every individual check has been completed.

Website wording should invite an initial CV, subjects, teaching levels and availability, then explain that a structured application, references, qualification evidence and appropriate checks are required before appointment. Do not invite applicants to email DBS certificates or sensitive identity documents through an unsecured general enquiry route.

Guidance and related documents

Guidance checked on 13 November 2026. Use the official publication pages below for current editions. Evening Owls procedures should be read with the Safeguarding and Child Protection Policy, Tutor and Staff Code of Conduct and Safer Recruitment Policy.

Keeping children safe in education 2026
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Out of school settings safeguarding guidance for providers
https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice

Cornwall allegations against people who work with children
https://www.cornwall.gov.uk/LADO

DBS regulated activity with children
https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children

DBS checks and repeat checks
https://www.gov.uk/dbs-check-applicant-criminal-record

DBS Code of Practice
https://www.gov.uk/government/publications/dbs-code-of-practice