



Safer Recruitment Policy

Deterring, rejecting and identifying people unsuitable to work with children

Version 1.0 · 03/07/2026

1. Purpose

Safer recruitment is a cornerstone of safeguarding. Swale Tutoring Service operates recruitment procedures designed to deter, reject and identify individuals who are unsuitable to work with children. Because Swale engages self-employed tutors who deliver largely unsupervised, in pupils' homes and online, rigorous vetting is essential and non-negotiable.

2. Scope

This policy applies to the recruitment and engagement of all tutors, employees, contractors and volunteers who have any contact with children. It is read alongside the Safeguarding & Child Protection Policy and the Single Central Record.

3. Principles

- The welfare of the child is paramount and is central to every recruitment decision.
- At least one person involved in each recruitment decision has completed safer-recruitment training.
- No one begins work with children until all essential checks are satisfactorily completed.

4. Application and shortlisting

- All applicants complete a formal application capturing a full history with explanations for any gaps.
- The role is advertised with a clear statement of Swale's commitment to safeguarding and safer recruitment.
- Shortlisting considers suitability to work with children, and any discrepancies or concerns are explored at interview.
- As part of due diligence, an online search is carried out on shortlisted candidates (KCSiE Part 3). Any publicly available information that raises a concern about suitability to work with children is explored at interview.

5. Pre-appointment checks

The following checks are completed and recorded before an applicant starts work:

- Enhanced DBS certificate with a Children's Barred List check.
- Verification of identity and right to work in the UK from original documents.
- A minimum of two references, including from the most recent employer/engager, verified in writing and scrutinised for any safeguarding content.
- Verification of relevant qualifications and professional credentials.
- A Teaching Regulation Agency prohibition check for anyone engaged as a teacher.
- An overseas check where the applicant has lived or worked abroad, where obtainable.

- A self-declaration of suitability, including any relevant cautions or convictions (subject to filtering rules).

6. DBS Update Service

Tutors are required to subscribe to the DBS Update Service, and to maintain that subscription, so that their certificate can be re-checked periodically with their consent. Where an individual is not yet subscribed, a new enhanced DBS check is obtained at least every three years.

7. Incomplete checks and risk assessment

Work with children does not begin until checks are complete. In the exceptional case that a non-DBS check is outstanding, a documented risk assessment and appropriate supervision must be in place; a missing DBS is never waived.

8. Single Central Record

All checks are recorded on the Single Central Record (SCR), which is maintained and audited regularly by the Director/DSL. The SCR evidences, for every individual, the date and outcome of each check.

9. Induction and training

All tutors complete induction, sign the safeguarding declaration and Codes of Conduct, read Part 1 of KCSiE, and complete safeguarding and Prevent training before commencing work (see Safeguarding & Child Protection Policy).

10. Ongoing suitability

Tutors must notify Swale immediately of anything that may affect their suitability to work with children (for example an arrest, caution, charge or relevant change in circumstances). The Director/DSL considers any such disclosure under safeguarding and, where relevant, refers to the LADO (KCC LADO (allegations against staff): 03000 410 888 · kentchildrenslado@kent.gov.uk).

11. Records and review

Recruitment records are retained under the Data Retention & Erasure Policy. This policy is reviewed annually or sooner if guidance changes.

Approved by Shelley Wilson, Director & Designated Safeguarding Lead.
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