



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

SAFER RECRUITMENT POLICY

Rationale

The purpose of this policy is to set out the minimum requirements of our recruitment process, which aims to attract the best possible applicants to vacancies and to deter and identify prospective applicants who are unsuitable for work with children and young people.

Practice

All recruiters involved in the recruitment process will have successfully completed safer recruitment training.

All applicants will be made aware that:

"We are committed to safeguarding children and young people. All appointments are subject to satisfactory pre-employment checks, including an enhanced DBS check and barred list check where applicable."

Prospective applicants will be supplied, as a minimum, with:

- Job description and person specification
- Safeguarding and Child Protection policy
- Safer Recruitment policy

A minimum of two references will be sought directly from referees. References or testimonials provided by the candidate will not be accepted. Where necessary, referees may be contacted by telephone or email to clarify information. A written record of any communication will be retained.

We expect all referees to confirm:

- The candidate's suitability to work with children and young people
- The candidate's suitability to deliver 1:1 provision
- Any disciplinary warnings, including time-expired warnings, relating to safeguarding

Applicants may request access to references in line with data protection legislation.



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All interviews will be conducted face-to-face or via secure live video call where in-person interviews are not reasonably practicable.

Candidates will be required to:

- Explain any gaps in employment
- Explain any anomalies or discrepancies in their application
- Declare any information that may be revealed through DBS checks
- Demonstrate their understanding of safeguarding and ability to protect children and young people

Employment Checks

All successful applicants are required to:

- Provide proof of identity
- Complete an enhanced DBS check (including barred list check where applicable)
- Provide evidence of relevant qualifications required for the role
- Provide proof of eligibility to work in the UK
- Be subject to safeguarding vetting checks in line with current statutory guidance

Induction

All new tutors will receive a formal induction covering:

- Safeguarding and child protection procedures
- Safe working practices, including lone working procedures
- Professional boundaries and conduct expectations
- Reporting and escalation procedures

Regular communication will take place between the Company Director and new staff via telephone, email, or scheduled review meetings.

All tutors will receive ongoing support, supervision, and quality assurance monitoring.

Tutors will be observed periodically as part of quality assurance and professional development. Tutors will also be given opportunities to observe colleagues where appropriate. Continuous improvement and sharing good practice will be embedded in ongoing staff development.



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References

- Education Act 2002 (Section 175)
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2023)
- Disclosure and Barring Service (DBS) statutory guidance
- Equality Act 2010
- Rehabilitation of Offenders Act 1974

Review

N K Jones
September 2026

Review Date
September 2027