

# Recruitment & Selection Policy

Fleet Education Services recruits a wide range of tutors and teachers to work in both the private and public sector across the UK. This policy complies with all DfE requirements outlined in KCSIE 'Keeping Children Safe in Education' September 2023, statutory guidance – regulated activity (children) and other relevant supporting legislation and guidance.

This policy aims to:

- Provide full confidence to both clients and tutors of our best intentions to ensure that we register and submit quality tutors to support the needs of all young people
- Confirm our commitment to safeguarding and promoting the welfare of all children
- Confirm our expectation for all staff and tutors to share this commitment

This policy will:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion, or disability
- Conform to statutory regulations and agreed best practice

As a basic commitment to our clients, we undertake to provide suitably qualified, professional, high-quality tutors. All tutors undergo the following checks prior to placement:

## Advert

All adverts for tutoring positions carry a clear statement regarding Fleet Education Service's commitment to Safer Recruitment practices.

For positions where a criminal record check is identified as necessary, all job adverts and registration forms will contain a statement that a DBS certificate will be required in the event of the individual registering with Fleet Education Services.

## Application

Whilst a CV is acceptable for initial application, all applicants are asked to complete a full application form and provide key information regarding their work history, prior to interviews taking place.

## Interview

A detailed face-to-face interview is carried out for all tutors (either online or in person). Interviews are conducted by our Tuition Consultants according to strict standardised guidelines to ensure equality of opportunity and comparability of information about each of our tutors.

**Updated: February 2024.**

**Updated by: Naomi Blake-Ross, Vetting Manager**

**Date of next review: August 2024**

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During the interview, our Tuition Consultant will check their credentials, their experience, and their aptitude for tutoring.

### Reference checks

We ensure at least two suitable references are received for each tutor, preferably from the current or most recent employer. These references are taken directly from the referee and should be written. Ongoing monitoring of tutors is attained through verbal and written assessment feedback forms sent to clients. A minimum of the last ten years career history must be taken for all tutors prior to completing registration and all career gaps must be fully investigated. All tutors must provide a CV.

### Identity check

We verify the identity of each tutor against official documents identified in the approved Group 1 or 2a DBS identity documents (such as a passport, UK birth certificate issued within 12 months of date of birth, UK driving licence etc.).

### Permission to work in the UK check

All tutors must provide proof that they have legal permission to work in the UK via an in-date passport or other acceptable proofs as outlined in the Home Office document '[An employer's guide to right to work checks](#)' (October 2023).

### Qualifications

As part of the registration process, we require sight of teaching qualification certificates. All UK teaching qualifications are verified via the Teaching Regulation Agency (TRA) or the QTLS Professional Status Register. Checks are made on all tutors carrying out teaching work to ascertain if any prohibition orders or sanctions are in place. Tutors without Qualified Teacher Status are accepted and are required to have qualifications and six months experience relevant to the subject they wish to tutor. Tutors with overseas qualifications may be required to provide a ENIC conversion.

### Online Searches

As part of the shortlisting process, we will carry out an online search as part of due diligence on the shortlisted candidates. This is to help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with an applicant at, or after, an interview.

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## Health check

A medical declaration is completed and signed by the tutor (phased approach).

## Criminal background check

We ensure that an enhanced DBS disclosure or DBS Update Service check is completed through the Disclosure and Barring Service for all tutors undertaking regulated activity. Annual status checks are conducted for all tutors registered with the Update Service; those not registered with the Update Service will be required to

- undertake an annual enhanced DBS check.
- Or undertake a new DBS check if;
  - there is a break in service of 12 weeks or more,
  - there are concerns raised about an individual's suitability to work with children.

All tutors sign a Rehabilitation of Offenders Act statement.

Tutors who have lived outside the UK for periods of six months or more in the last five years are also required to provide us with criminal clearance from any relevant country.

All tutors working with children under the age of eight are required to complete a Childcare Disqualification declaration form as part of the registration process.

Tutors with any relevant offences will not be permitted to register to work with children under the age of eight unless they are in possession of an Ofsted waiver.

## Recruitment of Ex-offenders

Fleet Education Services is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.

Fleet Education Services undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Fleet Education Services actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

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## Protected offences

Where a DBS certificate at either standard or enhanced level can legally be requested (one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)), and where appropriate Police Act Regulations, as amended), Fleet Education Services can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and are not protected.

Certain old or minor offences may not be disclosed on DBS certificates. These are known as 'protected' or "Filtered" offences.

There is a list of offences that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution).

All convictions resulting in a custodial sentence, whether or not suspended, will always be disclosed. All unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed.

Youth cautions (with the exception of Youth conditional cautions), warnings and reprimands will not be disclosed automatically on a Standard or Enhanced DBS certificate.

Individuals are not required to provide any information about protected (filtered) offences. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account when deciding whether to employ.

## Recruitment process

Fleet Education Services will make this policy and the relevant Code of Practice, available to all applicants during the recruitment process if requested.

Fleet Education Services ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Fleet Education Services undertakes to discuss any matter revealed on a DBS certificate with the individual. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. A self-declaration statement will also be requested.

Failure to reveal information that is directly relevant to the position sought, could lead to withdrawal of registration or engagement.

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## Code of Practice

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) using the Disclosure and Barring Service (DBS), Fleet Education Services complies fully with the Code of Practice. This can be found at the following website: [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice)

## Referrals

Cases where Fleet Education Services has ceased to use the services of a tutor, or might have ceased to use those services had the tutor not ceased to provide them, due to information contained on their DBS, will be referred to the Disclosure and Barring Service and/or the Welsh Assembly Government within one month of ceasing to use their services.

## Policy review

Fleet Education Services will keep this policy under annual review and/or if there have been any relevant legislative changes.

\*Fleet Education Services and Teaching Personnel are part of the Supporting Education Group.