EDJUVERA

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Safer Recruitment Policy and Procedure

Unlocking every learner's potential.

Document information	Details
Policy owner	Edjuvera Leadership / Designated Safeguarding Lead
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Applies to	Employees, tutors, contractors, agency workers, volunteers, directors and anyone engaged to work with or around children through Edjuvera
General contact	hello@edjuvera.co.uk
Safeguarding contact	joke.alawode@edjuvera.co.uk

Status of this policy
Edjuvera is a tutoring and alternative provision provider. Keeping Children Safe in Education (KCSIE) 2026 is statutory guidance for schools and colleges. Edjuvera adopts the safer recruitment principles in Part Three as a benchmark of good safeguarding practice and applies legal requirements that are relevant to its own roles, activities and commissioning arrangements. This policy does not claim that every school-specific statutory duty applies to Edjuvera.

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1. Purpose and policy statement

Edjuvera is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a core safeguarding control designed to deter unsuitable applicants, identify concerns before appointment and support ongoing vigilance after appointment.

This policy establishes a consistent recruitment and vetting process for all people whose work may give them access to children, learner information, homes, schools or Edjuvera systems. It is intended to protect learners, support fair employment decisions and provide clear evidence for families, schools, local authorities and commissioners.

No appointment decision will be based on a DBS check alone. Edjuvera will consider the whole recruitment picture, including identity, employment history, references, qualifications, professional restrictions, interview evidence, safeguarding attitude and any other checks relevant to the role.

Core rule
No tutor or other person may undertake unsupervised teaching, training, instruction, care or supervision of a child on behalf of Edjuvera until all checks required for that role have been completed satisfactorily and formally signed off.

2. Scope

This policy applies to recruitment, engagement, deployment and continued suitability of:

- employed tutors and teachers
- self-employed tutors and sessional workers
- SEND and SEMH tutors
- administrative or management staff who may access learner information or have contact with children
- directors and senior leaders where their role includes safeguarding oversight or learner contact
- agency workers and workers supplied by third parties
- contractors with relevant access to children
- volunteers, work experience placements and interns where applicable
- temporary, casual and remote workers
- any other person Edjuvera proposes to place in a position of trust involving children

The level of checks will be determined by the actual duties of the role, the legal eligibility for each check and the level of contact with children. Edjuvera will not request a DBS or barred list check unless it is legally entitled to do so.

3. Safer recruitment principles

- Safeguarding is considered at every stage, from role design to ongoing employment.
- The child's welfare and safety are paramount.
- Recruitment decisions are evidence based, documented and proportionate.
- Candidates are treated fairly, lawfully and consistently.
- Edjuvera verifies information rather than relying only on candidate declarations.
- A clear DBS certificate does not by itself establish suitability.
- Concerns, inconsistencies and unexplained gaps are explored before appointment.

- Recruitment information is handled confidentially and in accordance with data protection law.
- Recruitment is followed by induction, supervision, reporting routes and ongoing vigilance.

4. Legal and guidance framework

Edjuvera will have regard, as applicable to its activities, to the following legislation and guidance:

- Keeping Children Safe in Education 2026, especially Part Three: Safer recruitment
- Working Together to Safeguard Children 2026
- Safeguarding Vulnerable Groups Act 2006, as amended
- Protection of Freedoms Act 2012
- Crime and Policing Act 2026, including the change to regulated activity from 1 September 2026
- Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, as amended
- Disclosure and Barring Service Code of Practice and current employer guidance
- Education Act 2002 and Teachers' Disciplinary (England) Regulations 2012 where relevant to teacher prohibition
- Childcare Disqualification Regulations 2018 where the role and setting bring them into scope
- Equality Act 2010
- Immigration, Asylum and Nationality Act 2006 and current Home Office right to work guidance
- Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025
- Human Rights Act 1998

Where Edjuvera is commissioned by a school or local authority, contract-specific safeguarding or vetting requirements will also be followed where lawful and relevant.

5. Roles and responsibilities

Edjuvera leadership

- approve and resource safer recruitment arrangements
- ensure recruitment processes are auditable and consistently applied
- ensure at least one person materially involved in tutor recruitment has appropriate safer recruitment training
- ensure concerns are escalated to the DSL and relevant authorities where required
- review recruitment compliance and emerging risks

Designated Safeguarding Lead

- advise on safeguarding concerns arising during recruitment
- support risk assessment where information raises child protection concerns
- ensure allegations or safeguarding information are handled under the appropriate safeguarding procedure
- support referrals to the LADO, DBS, Teaching Regulation Agency, police or children's social care where duties or thresholds are met

Recruiting manager / panel

- define the role and required checks before advertising

- use objective selection criteria
- ensure shortlisting, interviews and decisions are properly recorded
- verify that all pre-employment checks are complete before deployment

Candidate

Candidates are expected to provide complete, accurate and honest information, cooperate with lawful checks, disclose information requested under the applicable legal framework and notify Edjuvera if relevant circumstances change before or after appointment.

6. Workforce planning and role risk assessment

Before recruitment starts, Edjuvera will determine the safeguarding profile of the role. The assessment will consider:

- whether the role involves teaching, training, instructing, caring for or supervising children
- frequency and duration of contact
- whether contact occurs in a learner's home, school, community venue or online
- whether the person will ever work one to one with a child
- whether the role is regulated activity with children
- the appropriate level and workforce for any DBS check
- whether Children's Barred List information is legally available and required
- whether teaching prohibition or professional status checks are relevant
- whether overseas checks are required
- whether the person will access special category, safeguarding or health information

The required checks must be recorded before the vacancy is advertised. Recruitment must not proceed on assumptions about DBS eligibility.

7. Advertising and recruitment information

Job adverts, role descriptions and person specifications for roles involving children will make Edjuvera's safeguarding expectations clear. As appropriate they will state:

- Edjuvera's commitment to safeguarding and promoting the welfare of children
- the safeguarding responsibilities of the role
- that appropriate pre-employment safeguarding checks will be undertaken
- the expected level of contact with children and whether the role is expected to involve regulated activity
- that an online search may be carried out on shortlisted candidates as part of due diligence
- where relevant, that the post is exempt from the Rehabilitation of Offenders Act 1974 subject to the statutory filtering rules
- where the role is regulated activity, that it is an offence for a barred person to apply to undertake that regulated activity

Recruitment materials will link to or provide Edjuvera's Safeguarding and Child Protection Policy, Privacy Notice and Recruitment of Ex-Offenders statement where relevant.

8. Applications and candidate information

For child-facing roles, Edjuvera will normally require a completed application form. A CV may support an application but will not normally be accepted as the only source of recruitment information.

The application process will seek, as relevant:

- full legal name, former names and contact details
- current or most recent employment and reason for leaving
- full chronological history since leaving school, including employment, education, volunteering, self-employment and relevant periods not in work
- explanations for employment or education gaps
- qualifications, awarding body and date
- referee details
- a statement demonstrating suitability against the person specification and motivation for working with children
- declarations confirming information supplied is true and complete

Edjuvera will not ask unlawful pre-employment health questions. Health information will only be requested at the lawful stage and for a lawful purpose, such as assessing fitness to carry out intrinsic role requirements or considering reasonable adjustments.

9. Shortlisting

At least two people should normally take part in shortlisting for child-facing roles. Wherever practicable, those shortlisting should also participate in interview to support consistency.

Shortlisting will be based on the published person specification and recorded criteria. The panel will identify and explore:

- gaps or inconsistencies in employment or education history
- frequent unexplained changes of employment or location
- unclear reasons for leaving roles
- missing information
- inconsistencies between application sections
- information suggesting possible safeguarding or professional conduct concerns
- claims of qualifications or status requiring verification

Protected characteristics will not be used unlawfully in shortlisting decisions.

10. Candidate self-declaration

After shortlisting and before interview, candidates for child-facing roles may be asked to complete a confidential self-declaration, in line with the Rehabilitation of Offenders Act framework and Ministry of Justice guidance. The information will not be used to decide who is shortlisted.

Where lawful and relevant, the declaration may ask about criminal history that must be disclosed, barred list status, teaching prohibition, childcare disqualification, relevant overseas information, professional restrictions, or other information that may make the person unsuitable to work with children.

Candidates will be reminded that protected convictions and cautions do not need to be disclosed. Any disclosed information will be considered fairly, proportionately and in context.

11. Online due diligence searches

Edjuvera may carry out a proportionate online search on shortlisted candidates as part of safeguarding due diligence. Candidates will be informed in advance that this may occur.

- Searches will use publicly available information only.
- Edjuvera will not attempt to access private social media accounts or use deception to obtain information.
- Searches will be limited to information relevant to suitability, safeguarding, professional conduct or material discrepancies in the application.
- Protected characteristics or irrelevant personal information will not be used in the decision.
- Potentially adverse information will be verified where possible and the candidate will normally be given an opportunity to explain relevant findings at interview.
- The search date, searcher, sources checked and any relevant outcome will be recorded without retaining excessive unrelated information.

12. Employment history and references

References are an important part of safer recruitment. Edjuvera will seek factual references that help assess suitability to work with children. References should normally be obtained before interview where practicable so that concerns can be explored at interview.

- Open references addressed “To whom it may concern” will not normally be accepted.
- Candidates will not be relied upon to obtain or transmit their own reference.
- References should normally come directly from the current or most recent employer and be completed by a person with appropriate authority.
- Where a candidate is not currently working with children, Edjuvera will seek a reference from the most recent employer where the candidate worked with children, where applicable.
- Electronic references will be verified as originating from a legitimate organisational source.
- Vague or incomplete references will be clarified directly with the referee.
- References will be compared with the application and discrepancies will be explored.
- The reason for leaving current or recent employment will be confirmed where possible.
- Any relevant substantiated safeguarding concerns or disciplinary findings will be assessed in context.
- Appointment will not be confirmed until material concerns are resolved satisfactorily.

Reference integrity
Edjuvera will distinguish facts from opinion and will not treat unsubstantiated, unfounded, false or malicious allegations as established facts. Where safeguarding information is supplied, it will be handled confidentially and considered under the appropriate safeguarding framework.

13. Interviews and selection

Interview is a safeguarding assessment as well as a competence assessment. Structured questions will be agreed in advance and the panel will probe areas relevant to the role.

For child-facing roles, interviews should normally explore:

- motivation for working with children and with learners who may have SEND
- understanding of safeguarding responsibilities
- professional boundaries and appropriate adult-child relationships
- response to a safeguarding disclosure
- handling of concerns about a colleague
- online safety and communication boundaries
- working alone in a family home or online environment
- attitudes to equality, dignity and inclusion
- ability to recognise vulnerability and power imbalance
- employment gaps, frequent moves or discrepancies identified during shortlisting
- any relevant declaration, reference or online-search issue
- how the candidate would respond when a parent or commissioner asks them to act outside agreed professional boundaries

Where practical and appropriate, Edjuvera may use a task, teaching demonstration, scenario exercise or appropriately supervised learner interaction. Any interaction with children during recruitment must itself be safely planned and supervised.

All relevant evidence, decisions and reasons will be recorded.

14. Conditional offers

Any offer for a role subject to safer recruitment checks will be conditional until Edjuvera confirms that all required checks are complete and satisfactory. A conditional offer does not authorise the person to begin child-facing work.

Offer documentation will identify outstanding checks, any probationary requirements and the duty to notify Edjuvera of relevant changes before the start date.

15. Pre-appointment checks

The exact checks depend on the role. The following will be considered and completed where applicable and lawful:

Check	Edjuvera requirement / approach
Identity	Verify the candidate is the person they claim to be, including current and former names where relevant.
Right to work	Complete the current Home Office prescribed right to work check before employment or engagement begins.
Enhanced DBS	Obtain an Enhanced DBS check for eligible child-workforce roles.
Children's Barred List	Include barred list information where the role is regulated activity and Edjuvera is legally entitled to request it.
DBS Update Service	Where used, obtain consent, verify identity, inspect the original certificate in person and confirm that workforce, level and barred-list content match the new role.

Check	Edjuvera requirement / approach
Teaching prohibition	For relevant teaching roles, check the individual's teacher record or obtain appropriate confirmation where Edjuvera has authorised access.
QTS / professional status	Verify claimed QTS, QTLS, EYTS, professional registration or other status where relevant to the role or advertised qualification.
Qualifications	Verify qualifications that are essential to the role, using original or independently verifiable evidence.
Employment history	Resolve material gaps and discrepancies.
References	Obtain and verify satisfactory references appropriate to the role.
Overseas checks	Carry out additional checks where the person has lived or worked outside the UK and such checks are appropriate and available.
Health / fitness	After an appropriate offer stage, establish ability to carry out intrinsic duties and consider reasonable adjustments.
Childcare disqualification	Check only where the statutory childcare disqualification regime applies to the role and setting.
Section 128	Not a routine Edjuvera check. Consider only where a role and regulated setting make this legally relevant or a commissioner lawfully requires evidence.
Online due diligence	Complete proportionate public-domain search for shortlisted child-facing candidates where adopted for the role.

16. DBS and Children's Barred List checks

DBS eligibility will be assessed against the actual duties of the role. Edjuvera will not request a higher level of check than the law permits.

Regulated activity from 1 September 2026

From 1 September 2026, the supervision exemption was removed from the definition of regulated activity with children for qualifying teaching, training, instruction, care or supervision. This means that supervision no longer removes such activity from regulated activity where the statutory frequency or overnight conditions are met. Edjuvera will assess each role against current DBS and DfE guidance.

For Edjuvera tutors who regularly teach or instruct children, the expected position will usually be an Enhanced DBS check for the child workforce with Children's Barred List information, where legally eligible.

DBS Update Service

Edjuvera may accept an existing certificate through the Update Service only where all legal and policy conditions are met. The original certificate must be inspected in person; viewing a photograph, scan or video image alone is not sufficient for an Update Service status check. The certificate must be for the correct workforce and appropriate level, including barred-list information where required. The individual's consent must be obtained.

Certificate handling

DBS certificate information will be handled in accordance with the DBS Code of Practice. Where Edjuvera retains a copy or detailed certificate information temporarily for a lawful reason, it will be held securely and destroyed when no longer required, normally within the period permitted by DBS guidance. The compliance register will retain the minimum audit information needed to evidence that the check was completed and assessed.

Adverse information

A DBS certificate containing information will not automatically exclude a candidate. Edjuvera will conduct a documented suitability risk assessment considering relevance, seriousness, age of information, pattern, circumstances, role, access to children, candour and any evidence of rehabilitation. A person who is barred must never be permitted to undertake regulated activity with children.

17. Teaching prohibition and professional status checks

Teaching prohibition is separate from the Children's Barred List. A person can be prohibited from teaching without being barred from all regulated activity with children, and a barred person may not necessarily have a teaching prohibition order.

For relevant teaching roles, Edjuvera will verify teacher status and restrictions using the Department for Education Check a teacher's record service where authorised to do so, or another lawful route provided by the Teaching Regulation Agency. The check may show QTS or other status, induction information, teacher prohibition, historic sanctions or restrictions, and certain serious misconduct findings.

A teaching prohibition check does not replace the DBS and barred list process. Edjuvera will not knowingly deploy a person to teaching work where a prohibition or interim prohibition order legally prevents that work.

18. Overseas checks

Where a candidate has lived or worked outside the UK, Edjuvera will complete the normal UK checks and consider what additional checks are appropriate to assess events or professional restrictions overseas. Depending on circumstances, this may include:

- overseas criminal record or police clearance certificates where available
- International Child Protection Certificate or equivalent where appropriate
- confirmation from an overseas professional regulator that no relevant sanction or restriction exists
- verification of overseas qualifications
- additional references covering overseas employment
- a documented risk assessment where reliable overseas evidence cannot reasonably be obtained

There is no single fixed period of overseas residence that automatically determines the need for additional checks. The decision will be risk based and recorded, taking account of the country, duration, nature of work, availability and reliability of checks, and the proposed role.

19. Criminal records and suitability decisions

Edjuvera is committed to fair treatment of applicants with criminal records and will comply with the Rehabilitation of Offenders Act 1974, Exceptions Order and filtering rules. Information will be considered only where Edjuvera is legally entitled to receive and consider it.

- A conviction, caution or other information will not automatically result in rejection unless the person is legally barred or prohibited from the work.
- The assessment will consider relevance to safeguarding and the specific duties of the role.
- Failure to disclose information that the candidate was lawfully required to disclose may itself be relevant to trust and suitability.
- Protected information will not be requested or taken into account.
- Risk assessments and decisions will be documented and access restricted to those who need to know.

20. Agency workers, contractors and self-employed tutors

Agency and third-party workers

Before a person supplied by an agency or third party works with learners, Edjuvera will obtain written confirmation that the supplier has completed the checks required for the role and will verify identity on arrival or before deployment. Edjuvera may request evidence of the date and level of checks and any restrictions relevant to deployment.

Self-employed tutors

Self-employed status does not reduce safeguarding expectations. Edjuvera will apply the same role-appropriate suitability standards to self-employed tutors as to employed tutors, including identity, right to work where applicable, references, qualifications, DBS/barred-list eligibility, professional checks and safeguarding assessment.

No contractual label will be used to avoid a safeguarding check that is legally available and appropriate to the actual work.

Contractors

The required checks will depend on the contractor's role, frequency, supervision and access to children. Contractors who may have relevant access must not be left in a position that creates unmanaged safeguarding risk.

21. Volunteers and work experience

Volunteer and work experience arrangements will be risk assessed before placement. From 1 September 2026, supervision no longer automatically removes qualifying teaching, training, instruction, care or supervision from regulated activity where the statutory conditions are met. Edjuvera will determine whether the activity is regulated and whether an Enhanced DBS check with Children's Barred List information is required and legally available.

Volunteers will receive role-appropriate safeguarding information, boundaries and reporting instructions before contact with learners.

22. Home tuition and online tuition

Home tuition

Because tutors may work in private homes, Edjuvera will apply additional controls including clear identity verification, agreed visit arrangements, professional boundaries, lone-working expectations, safeguarding reporting routes and restrictions on personal relationships, gifts, transport and private communication with learners.

Online tuition

Remote work does not reduce safeguarding requirements. Recruitment will assess candidates' understanding of online boundaries, approved communication channels, recording or image rules, privacy, appropriate backgrounds and environments, and action to take if a safeguarding concern emerges online.

Tutors must use Edjuvera-approved systems and must not move communication with children to private social media, personal messaging or other unauthorised channels.

23. Recruitment records and central compliance register

Edjuvera will maintain a central recruitment compliance register, broadly comparable to a Single Central Record for its workforce, to provide a clear audit trail of checks. Edjuvera will not describe this register as a statutory school Single Central Record unless the organisation becomes subject to that specific legal requirement.

The register should record, as relevant, the person's name, role, start date, employment status, identity check, right to work, DBS level and workforce, barred-list status where applicable, date certificate or Update Service status was checked, teaching prohibition/status check, qualifications, references, overseas checks, safeguarding training, safer recruitment sign-off and any review date.

The register will record what was checked, the date and who completed or verified the check. Detailed sensitive information will be retained separately and only where necessary.

24. Data protection and retention

Recruitment information will be processed in accordance with Edjuvera's Privacy Notice and applicable data protection law. Access will be limited to those with a legitimate need.

- Candidates will be told how recruitment data is used and retained.
- Special category and criminal offence data will only be processed where an appropriate lawful condition applies.
- Online search records will be limited to relevant recruitment evidence.
- DBS certificate information will be handled in accordance with DBS requirements and not retained longer than necessary.
- Unsuccessful candidate records will be retained only for the period justified by Edjuvera's retention schedule and legal risk requirements.
- Recruitment records relating to appointed workers will form part of the secure personnel or contractor record.

25. Induction, probation and ongoing suitability

Safer recruitment continues after appointment. Before or at the start of child-facing work, workers will receive role-appropriate induction covering:

- Edjuvera Safeguarding and Child Protection Policy
- identity and contact details of the DSL
- how to report concerns about a child
- how to report allegations or low-level concerns about adults
- staff/tutor code of conduct and professional boundaries
- online safety and approved communication
- whistleblowing arrangements
- confidentiality and data protection
- home tuition or lone-working arrangements where relevant
- SEND-aware and equality expectations

Probation or initial review periods will be used to assess practice, conduct, reliability, boundaries and safeguarding behaviour. Edjuvera may carry out risk-based DBS Update Service status checks where it has lawful entitlement and consent. Workers must disclose relevant changes that may affect their suitability, subject to applicable law.

26. Safeguarding concerns, allegations and referrals

Any safeguarding concern arising during recruitment or employment will be referred immediately to the DSL and handled under Edjuvera's safeguarding and allegations procedures. Recruitment processes will not be used to delay urgent safeguarding action.

Where the relevant legal threshold is met, Edjuvera will make appropriate referrals to external bodies, which may include the Local Authority Designated Officer (LADO), children's social care, police, Disclosure and Barring Service and Teaching Regulation Agency.

Where a person is removed from regulated activity, or would have been removed had they not left, because they harmed or posed a risk of harm to a child, Edjuvera will consider and fulfil any legal duty to refer to the DBS. Where teacher misconduct referral criteria are met, Edjuvera will consider referral to the Teaching Regulation Agency.

27. Recruitment breaches and urgent action

If a required check is missed, incomplete, inaccurate or later found to be invalid, Edjuvera will act immediately. Depending on risk this may include stopping deployment, removing contact with children, completing or repeating checks, notifying the commissioner, conducting a safeguarding risk assessment or making external referrals.

No commercial or staffing pressure will override safeguarding requirements.

28. Equality, inclusion and reasonable adjustments

Safer recruitment must be rigorous and fair. Edjuvera will comply with the Equality Act 2010 and will not discriminate unlawfully. Reasonable adjustments will be offered during recruitment where required.

Safeguarding questions and checks will focus on role-relevant suitability and legal requirements. Information about disability, health, religion, ethnicity, sex, sexual orientation, age or other protected characteristics will not be used as a proxy for safeguarding risk.

29. Monitoring, audit and policy review

Edjuvera will monitor compliance through recruitment file checks, central register reviews, spot audits and management oversight. Themes from complaints, safeguarding concerns, probation reviews and commissioner feedback may be used to improve recruitment practice.

This policy will be reviewed at least annually and sooner where legislation, KCSIE, DBS guidance, commissioning requirements or Edjuvera's operating model materially changes.

30. Non-compliance

Failure by staff or managers to follow this policy may result in recruitment being paused, deployment being stopped, management action or disciplinary action as appropriate. Deliberate falsification or concealment by a candidate may result in withdrawal of an offer or termination of engagement, subject to law and fair process.

Appendix A: Role-based pre-employment checks matrix

Role	ID	DBS	Barred list	Teaching prohibition	Right to work	References	Overseas
Regular child-facing tutor / teacher	Yes	Enhanced child workforce	Yes, where regulated activity	Yes for relevant teaching role	Yes	Yes	As appropriate
Self-employed child-facing tutor	Yes	Enhanced child workforce	Yes, where regulated activity	Yes for relevant teaching role	Yes	Yes	As appropriate
Volunteer teaching/ instructing frequently	Yes	Enhanced child workforce	Yes if regulated activity	If relevant	Yes	Yes	As appropriate
Office administrator with no child contact	Yes	Only if legally eligible/role requires	Usually no	Usually no	Yes	Role dependent	As appropriate
Agency tutor	Identity by Edjuvera; checks confirmed by agency	Written confirmation plus evidence as required	As role requires	As role requires	Agency confirms; Edjuvera verifies deployment	Agency / Edjuvera as agreed	As appropriate
Contractor with incidental supervised access	Yes	Role and eligibility dependent	Only if regulated activity	Usually no	Yes where employment relationship requires	Role dependent	As appropriate
Director / senior leader	Yes	Role and eligibility dependent	Role dependent	Only where relevant	Yes where applicable	Role dependent	As appropriate

This matrix is a planning guide, not a substitute for checking current legal eligibility for each role. The actual duties determine the check.

Appendix B: Safer recruitment workflow

- 1. Define role, safeguarding responsibilities and DBS eligibility.
- 2. Prepare job description, person specification and safeguarding wording.
- 3. Advertise with safeguarding statement and check information.
- 4. Receive Edjuvera application form; CV only as supplementary evidence.
- 5. Shortlist against objective criteria; identify gaps and inconsistencies.
- 6. Request shortlisted-candidate self-declaration where appropriate.
- 7. Complete proportionate online due diligence search.
- 8. Obtain and verify references, preferably before interview where practicable.
- 9. Conduct structured interview including safeguarding questions.
- 10. Record decision and reasons.
- 11. Make conditional offer only.
- 12. Complete identity, right to work, DBS/barred list, professional, qualification and overseas checks as applicable.
- 13. Resolve discrepancies or adverse information through documented risk assessment.
- 14. Safer recruitment sign-off by authorised manager.
- 15. Add worker to central compliance register.
- 16. Complete safeguarding induction before child-facing deployment.
- 17. Use probation, supervision and ongoing vigilance after appointment.

Appendix C: Safeguarding interview framework

Area	Example question / probe
Motivation	What attracts you to working with children and learners with SEND? What do you think makes children particularly vulnerable in one-to-one tutoring?
Disclosure	A learner tells you something worrying and asks you not to tell anyone. What do you do?
Boundaries	A parent asks you to give their child lifts home and contact them directly on WhatsApp. How would you respond?
Colleague concern	You notice another tutor communicating privately with a learner outside approved channels. What would you do?
Home tuition	What boundaries and safety considerations matter when working alone in a family home?
Online tuition	What safeguarding risks can arise online and how would you manage them?
Professional curiosity	Tell us about a time you noticed something did not feel right. What did you do?
Challenge	How would you respond if a parent or commissioner asked you not to report a safeguarding concern because they feared the placement would break down?
Employment history	Please explain the gap / move / discrepancy identified in your application.
Values	How do you balance a learner's voice, dignity and autonomy with your safeguarding responsibilities?

Panels should assess evidence, judgement, boundaries, willingness to report concerns and understanding of the child-adult power imbalance. Model answers should not be used mechanically.

Appendix D: Reference request and verification checklist

- Reference requested directly from organisational email or verified source
- Current / most recent employer contacted where appropriate
- Most recent employer involving work with children contacted where applicable
- Dates of employment confirmed
- Role and responsibilities confirmed
- Reason for leaving confirmed where the referee is able to provide it
- Suitability to work with children addressed
- Any substantiated safeguarding concerns meeting relevant thresholds addressed factually
- Disciplinary history relevant to safeguarding or suitability clarified
- Reference compared with application and CV
- Gaps or discrepancies followed up
- Referee identity and authority verified
- Electronic source verified
- Any vague answer clarified by telephone or secure email
- Outcome and verifier recorded

Appendix E: Online search protocol

- Inform candidate that an online search may be undertaken.
- Search only after shortlisting for the relevant role unless another lawful basis is documented.
- Use public search engines and openly available professional/public sources only.
- Use candidate name and reasonable identifiers needed to distinguish the correct person.
- Do not friend, follow, impersonate or create accounts to access private information.
- Record only information relevant to safeguarding, professional conduct, material dishonesty or suitability.
- Do not record irrelevant protected-characteristic information.
- Verify concerning information before relying on it where reasonably possible.
- Give the candidate an opportunity to explain material findings.
- Record search date, person conducting it, terms/sources used and outcome.
- Apply privacy and retention rules to the search record.

Appendix F: Suitability risk assessment framework

Factor	Questions to consider
Nature of information	What happened? Is the source reliable and verified?
Relevance	How does it relate to the proposed duties or access to children?
Seriousness	What actual or potential harm is indicated?
Time elapsed	How long ago did it occur and what has happened since?
Pattern	Is it isolated or part of repeated behaviour?
Age / circumstances	What was the candidate's age and context at the time?
Candour	Was the information disclosed honestly when required?
Rehabilitation / insight	What evidence shows learning, changed behaviour or reduced risk?
Safeguards	Can any residual risk lawfully and realistically be managed?
Legal prohibition	Is the person barred, prohibited or otherwise legally unable to perform the work?
Decision	Proceed / proceed with safeguards / obtain more evidence / do not appoint, with reasons.

Appendix G: Central recruitment compliance register fields

- Full name
- Role / subject
- Employment or engagement type
- Start date
- Role risk / regulated activity status
- Identity verified: date / verifier

- Right to work: method / date / follow-up date if time limited
- DBS level / workforce
- Children's Barred List included where applicable
- DBS certificate issue date
- Date original certificate seen / verifier
- DBS Update Service status date and consent where used
- Teaching prohibition / teacher record check date and outcome where relevant
- QTS / QTLS / EYTS / TRN verification where relevant
- Qualification verification
- References received and verified
- Employment gaps resolved
- Overseas checks / risk assessment
- Online search completed
- Self-declaration received
- Safeguarding interview completed
- Safer recruitment final sign-off
- Safeguarding induction completed
- KCSIE / Edjuvera safeguarding reading acknowledgement where required
- Probation / first review date
- Ongoing check / review notes

Appendix H: Recruitment file checklist

- Approved role description and person specification
- Role risk / DBS eligibility assessment
- Advert and safeguarding wording
- Application form and supporting CV
- Shortlisting record
- Self-declaration where used
- Online search record
- Reference requests, responses and verification notes
- Interview questions and panel notes
- Candidate explanation of gaps or concerns
- Conditional offer
- Identity evidence verification record
- Right to work evidence / check output
- DBS / Update Service assessment record
- Teacher record / prohibition check where relevant
- Qualification verification

- Overseas checks / risk assessment
- Suitability risk assessment where required
- Final safer recruitment sign-off
- Induction record
- Central compliance register entry

Appendix I: Key official sources

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

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

Change to regulated activity from 1 September 2026: https://www.gov.uk/government/news/change-to-the-definition-of-regulated-activity-with-children-from-1-september-2026

Working or volunteering in regulated activity with children: https://www.gov.uk/government/publications/working-or-volunteering-in-regulated-activity-with-children

Check a teacher's record: https://www.gov.uk/guidance/check-a-teachers-record

DBS Update Service: employer guide: https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide

DBS checks guidance for employers: https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers

Handling of DBS certificate information: https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information

Rehabilitation of Offenders Act guidance: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Right to work checks: employer guidance: https://www.gov.uk/government/publications/right-to-work-checks-employers-guide

Implementation note
This policy should be read alongside Edjuvera's Safeguarding and Child Protection Policy, Staff/Tutor Code of Conduct, Allegations Against Staff procedure, Privacy Notice, Complaints Policy, Recruitment of Ex-Offenders statement, DBS handling policy and any commissioning-specific safeguarding requirements. Where a legal or safeguarding question is unclear, Edjuvera should obtain current HR, safeguarding or legal advice before deployment.