

SAFER RECRUITMENT POLICY

2026

QUALITY IN TUTORING LTD
LONDON-BIRMINGHAM-MANCHESTER
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Quality In Tutoring Ltd is a registered company in England and Wales (Company No. 10050813) with a registered address at 128 City Road, London, EC1V 2NX. We are an approved Crown Commercial Service (CCS) supplier and a UK registered learning provider (UKPRN).

Date: 1st February 2026

Reviewed: Annually

The induction process at Quality in Tutoring Ltd is designed to introduce new tutors to our organisation's mission, values, policies, and procedures, with a strong emphasis on safeguarding and safer recruitment practices. This process ensures that tutors are well-prepared to provide high-quality, safe, and effective tutoring while adhering to our safeguarding standards and professional conduct expectations.

1. Pre-Induction Process

Application and Selection

- **Application Submission:** Tutors must apply online through the TutorCruncher Portal, providing detailed information on their qualifications, experience, references, and consent for a Disclosure and Barring Service (DBS) check.
- **Initial Screening:** Applications are reviewed by our recruitment team to verify that candidates meet the minimum qualifications, safeguarding standards, and legal requirements.

Onboarding Requirements

- **Enhanced DBS Check:**
 - All tutors are required to complete an Enhanced DBS Check as a condition of employment. This is conducted online via Matrix Screening's DBS Application Process.
 - Tutors must:
 - Access the online DBS application link provided.
 - Follow instructions to complete and submit the application accurately.
 - Tutors are informed that employment is contingent upon the successful outcome of the DBS check.
- **Qualifications Verification:** Certified copies of relevant qualifications must be submitted to verify credentials.
- **Reference Checks:** A minimum of two professional references are required. These references are rigorously verified, with a focus on safeguarding aspects.

2. Induction Meeting

Introduction and Welcome

- **Induction Meeting:** New tutors participate in an introductory session, conducted either in person or online, led by the HR team.

- Mission and Values: Tutors are briefed on Quality in Tutoring's mission and values, which prioritise student safety, high-quality tutoring, and fostering an inclusive learning environment.
- Policies Overview: A comprehensive introduction to key policies, including:
 - Safeguarding Policy
 - Safer Recruitment Policy
 - Data Protection Policy
 - Code of Conduct
 - Confidentiality Agreement

Key Points Covered in the Meeting

- Roles and Responsibilities: Tutors are guided through their duties, with a focus on safeguarding measures and professional behaviour.
- Training Resources: Tutors are introduced to resources for lesson planning, assessment, and providing student feedback, as well as guidance on using the TutorCruncher portal effectively.

3. Safeguarding and Compliance Training

- Mandatory Training: Tutors must complete online safeguarding and compliance training within their first week. The training covers:
 - Recognising and reporting safeguarding concerns
 - Keeping Children Safe In Education and Prevent Duty
 - Data protection and confidentiality obligations
 - Understanding and upholding the Code of Conduct
- Introduction to Designated Safeguarding Lead (DSL):
 - Tutors are introduced to the DSL, who provides expert guidance and is the point of contact for any safeguarding concerns.
 - Contact details for the DSL are shared to ensure accessible communication.

4. TutorCruncher Portal Orientation

- Account Setup: Tutors are guided through creating their TutorCruncher profile and accessing essential tools.
- Scheduling and Lesson Management: Training includes managing schedules, confirming lessons, and submitting notes and feedback.
- Resource Access: Tutors are shown how to utilize teaching materials, lesson planning tools, and other resources through our selected website subscriptions.

- Support and Communication: Tutors are taught how to use the platform's messaging system to communicate professionally with students, parents, and the Quality in Tutoring team.

5. Ongoing Support and Professional Development

- Mentorship Programme: New tutors are paired with experienced mentors to provide guidance and support during the initial stages of their employment.
- Professional Development: Continuous learning opportunities are offered, including advanced training modules, workshops, and other resources designed to enhance tutoring skills.
- Regular Check-Ins: HR team conducts regular performance reviews to discuss achievements, challenges, and developmental goals.

6. Acknowledgment and Agreement

- Policy Acknowledgment: Tutors sign an acknowledgment confirming that they have reviewed and understood all relevant policies and induction materials.
- Safeguarding and Code of Conduct Agreement: Tutors sign agreements committing to follow safeguarding procedures and maintain the highest professional standards in their interactions with students.

7. Safer Recruitment Principles

Quality in Tutoring Ltd is committed to safer recruitment practices, ensuring that all tutors:

- Undergo thorough background checks, including Enhanced DBS checks (carried out by Arts and Media School Islington) and verified references.
- Are trained to identify and address safeguarding risks effectively.
- Acknowledge their responsibilities in maintaining a safe environment for all students.

By adhering to this policy, Quality in Tutoring Ltd ensures that all tutors are equipped with the knowledge, skills, and ethical foundation required to deliver safe and effective tutoring services.

Signed:

A handwritten signature in black ink, appearing to be 'A. H. J.', written in a cursive style.

Quality in Tutoring Ltd