

Safeguarding Children and Safer Recruitment: Winchmore Tutors Ltd

Winchmore Tutors strictly adheres to the specific recruitment and vetting checks which must be made on all people who wish to work with children and young persons.

These requirements, outlined in the DCSF document: **Safeguarding Children and Safer Recruitment in Education**, have statutory force and are clearly incorporated into Winchmore Tutors "Procedures Manual". Compliance with these guidelines is regularly and closely audited both externally and internally, and through a series of daily reporting processes.

Winchmore Tutors confirms that before supplying any tutors to school or educational settings, we have:

- Undertaken a standardised, personal face-to-face interview with the applicant
- Confirmed identity in line with acceptable documents approved by the Criminal Records Bureau
- Confirmed proof of address from two independent documents
- Confirmed right to work in the United Kingdom, and obtained all necessary entry clearance certificates, work permits and immigration documents
- Confirmed the authenticity and ownership of all teaching and child-care qualifications
- Confirmed, for Newly Qualified Teachers, their progress towards, or completion of, the statutory induction period within the set time period as determined by the TDA / GTCE Teachers
- Confirmed that Overseas-Trained Teachers hold teaching qualifications which are deemed by UK NARIC to be equivalent to a British teaching degree or PGCE
- Confirmed the GTC registration status for all teachers (UK, EEA/EU and OTT)
- Obtained an **enhanced** CRB Disclosure (including the acceptance of disclosures dated within the last 12 months which have been issued by an agency or Local Authority under the portability process approved by the DCSF and the REC Education Sector)
- Obtained, for all candidates from abroad, a current police clearance from their country of residence
- Asked candidates (at verbal vetting stage, on the written application form, and at interview) to declare any convictions, cautions or reprimands, warnings or bind-overs which they have occurred, including any that would be regarded as 'spent'
- Conducted standardised Risk Assessments on applicants with disclosures on their CRB or foreign police clearance
- Conducted a List 99 check on all surnames used, and updated annually
- Confirmed that the candidate is medically fit to work in an educational setting
- Applied for, received, and verified two satisfactory and current references, as follows: Reference 1: from a child-care / vulnerable adult care environment, covering a minimum of six week's work which can be confirmed by a credible referee; and Reference 2: the candidate's most recent employment reference
- Verified any gaps in the applicant's work history
- Confirmed that the candidate's fluency of English is sufficient to effectively carry out their prescribed duties.

Laura Osman

Director

Winchmore Tutors Ltd

laura@winchmoretutors.com