

# **RECRUITMENT & INDUCTION POLICY AND PROCEDURES**

**Person responsible for reviewing this Policy – Julie Harrison**

**August 2017**

Harrison Allen is committed to ensuring that the recruitment and selection of all tutors will be fair, open and transparent and will comply with all relevant legislation. Personal information received is dealt with in the strictest confidence. All Applicants will be given fair and equal opportunities regardless of gender, ethnicity, cultural and religious background, age, sexuality, disability or special educational needs and ability. Tutors are engaged based on qualification, competency and enthusiasm for the position.

Tutors' Curriculum Vitae are accepted and retained electronically. Potential tutors are required to apply online, by completing an application form via Harrison Allen's online management system, in order to obtain a common set of core data from all applicants. To ensure confidentiality, only Harrison Allen Office staff have access to tutor contact information, employment history and qualification details. Harrison Allen is committed to safeguarding and promoting the welfare of children and young people and all staff and tutors are bound to share and honour this commitment.

## **ADVERTISING**

All advertisements for tutoring positions include statements about Harrison Allen's commitment to Equality and Diversity and Safeguarding and Child Protection.

## **INTERVIEW**

Only those applicants who meet Harrison Allen criteria are selected and invited in for a formal face-to-face interview.

In addition to assessing a candidate's mental and physical ability to perform the duties of the post of self-employed tutor, the interview also explore issues such as:-

- Motivation to work with young people
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Skills and experience
- Any particular successes they have had with teaching
- Issues or queries arising from the C.V.
- Emotional resilience in dealing with challenging behaviour
- Any gaps in employment history or any other discrepancies are queried.

## PROCEDURES – INTERVIEW AND INDUCTION

### SAFE RECRUITMENT

- Harrison Allen operates a safe recruitment policy to ensure that all tutors and office staff are qualified and suitable as far as can be reasonably ascertained.
- All tutors and members of office staff are interviewed in person by Julie Harrison the Director of Harrison Allen who undertakes Safer Recruitment training as required. The Recruitment Policy for Harrison Allen is regularly reviewed by Julie Harrison.
- At interview, the identity of a potential tutor or member of staff is verified with sight of originals of current photographic ID (usually a passport or driving licence) and recent proof of address. We also ask to see originals of their relevant professional qualification certificates or provide other proof of the same.
- Appropriate checks (ie enhanced DBS checks) are required for all potential tutors and office staff. We insist on seeing the original EDBS and we note the date when the original was inspected. We have a rigorous system of checking the need for renewals of EDBS. Where possible we encourage the use of the DBS update service by prospective tutors.
- We do not accept references provided directly by prospective tutors or members of staff and we always take up references ourselves.
- At interview candidates are asked to account for any gaps in their employment history and by meeting the tutor or member of staff in person we can assess their mental and physical fitness to carry out their work responsibilities.
- We verify the candidate's right to work in the UK and if the prospective tutor or member of staff has lived or worked outside of the UK then we make such further checks as we deem appropriate (such as contacting foreign employers).
- We have a standard checklist for the interview process which is attached to the tutor's personnel file
- Potential tutors are given contracts to read, understand and sign (which also confirm that they have read Harrison Allen's Safeguarding and Data Protection Policies). They are asked to sign a Declaration as to their self-employed status. We respond to any queries raised.

In addition:

1. Tutors are given a Key Information document which includes particular reference to the Safeguarding policy (and Keeping Children Safe in Education) and the need for a responsible adult to be present at all lessons.
2. Tutors are given background on Harrison Allen, our reputation and clients, both private and Local Authority.
3. It is explained that tutors are expected to adhere to professional standards of conduct and behaviour, specifically:
  - a. thoroughly ascertain full details/requirements when contacting the client
  - b. assess student during first lesson in order to prepare the tuition programme
  - c. thoroughly prepare all lessons in advance
  - d. adapt teaching style and content to suit individual needs of student
  - e. provide their own teaching materials and resources eg. past papers, text books, work sheets
  - f. keep abreast of the latest developments in teaching methods, syllabus updates and changes in education policy
  - g. research exam board specifications particularly in current climate of changing syllabi
  - h. report back to Harrison Allen with any problems or concerns
  - i. be punctual and dress neatly.
4. Harrison Allen is not liable for any claims arising between tutor and private clients. Harrison Allen is also not responsible for tutors' own insurance arrangements.
5. Tutors must read and adhere to all policies which are available on the Harrison Allen website.
6. Tutors are given instructions for reporting and recording hours via our online management system.
7. Tutors are inducted on Safeguarding and Child Protection. All tutors understand they must report any concerns regarding the wellbeing of a student to the Designated Safeguarding Lead immediately. If a child is deemed to be in immediate danger during the lesson a tutor should contact the police. Tutors are reminded to keep all information relating to their students confidential.
8. All confidential information/statements a tutor receives with a referral from Harrison Allen are shredded at completion.

9. Harrison Allen ensures that tutors are aware that they are not restraint trained and therefore clearly understand never to apply physical interventions unless to avoid immediate danger of accident or injury to student or others.
10. Tutors are made aware of whistle blowing procedures and directed to contact Harrison Allen office or Local Authority direct.
11. Tutors are told that there should ALWAYS be a third party present during a lesson with a student. The location for the tuition should always be entirely suitable and appropriate.
12. Tutors are reminded of Harrison Allen 24 hour cancellation policy.

## REFERENCES

Past employers' references are sought from Harrison Allen and not accepted from the applicant. Information on teaching and organisation skills, subject knowledge, and character is sought, as well as details on any disciplinary information relating to children and whether the applicant has been the subject of any child protection concerns.

## EDBS CHECKS & APPROVAL

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through an EDBS check, Harrison Allen will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Once all EDBS checks and references have been satisfactorily completed, a tutor may then be approved as suitable to be called upon to work through Harrison Allen.

Renewal of EDBS is the responsibility of the tutor. However, Harrison Allen has a process in place to check dates on EDBS and to ensure the tutor is reminded to apply (through us if need be) for a new EDBS. Applicants are encouraged to use the update system available.

### **ONGOING**

Any tutors not maintaining high standards of teaching and professional behaviour are permanently removed from the database.

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