

StudyBox– Safer Recruitment Policy

1. Introduction

StudyBox is committed to safeguarding and promoting the welfare of all students who engage with our tuition services. As a company providing educational support to children and young people, we recognise that safer recruitment is the first step in protecting them from harm.

We expect all staff, tutors, and volunteers to share this commitment and adhere to our safeguarding standards.

To ensure we recruit only suitable individuals to work with children and young people, those involved in the recruitment process will receive safer recruitment training appropriate to their role.

2. Aims and Objectives

The aims of this Safer Recruitment Policy are to:

- Deter, identify, and reject individuals who may pose a risk to children or who are otherwise unsuitable to work with them.
- Ensure compliance with safeguarding legislation including 'Keeping Children Safe in Education' and the DBS Code of Practice.
- Ensure all recruitment decisions are made based on merit, ability, and suitability.
- Treat all applicants fairly and consistently regardless of background or characteristics.

3. Scope

This policy applies to all individuals engaged by StudyBox, including employed staff and volunteers.

4. Roles and Responsibilities

Directors and Senior Management must ensure effective safer recruitment procedures are in place and monitored.

They are responsible for implementing this policy, conducting necessary vetting and maintaining recruitment records.

5. Definition of Regulated Activity

Regulated activity includes any role that involves regular, unsupervised contact with children during tutoring sessions, either online or in-person.

All such roles require an enhanced DBS check with Children's Barred List information before work begins.

6. Recruitment and Selection Procedure

All job advertisements will clearly state StudyBox's commitment to safeguarding.

Applicants must complete a safer recruitment form detailing employment history, qualifications, references, and self-declaration.

Interviews will assess both technical competence and safeguarding awareness.

No one will start unsupervised work before all checks are verified.

7. DBS and Vetting Procedures

Enhanced DBS checks are required for all regulated activity.

All records will be logged on the timetable.

Staff must disclose any new criminal information during employment.

8. Overseas Checks

Applicants who have lived or worked abroad must provide overseas police checks or equivalent documentation to confirm suitability to work with children.

9. Tutors

All tutors must provide written assurance that safer recruitment checks have been completed. We will require a professional reference and a DBS check before work can begin.

Unverified individuals will not work unsupervised with children.

10. Volunteers

Volunteers with regular contact with children will require enhanced DBS checks.

Unvetted volunteers are never left unsupervised.

11. Induction and Training

All new starters complete safeguarding induction covering StudyBox policies, code of conduct, and reporting procedures.

12. Record Keeping

StudyBox maintains a record of all employees and their qualifications, references and DBS checks.

Unsuccessful candidate records are securely destroyed in line with GDPR.

13. Monitoring and Review

Directors review compliance and policy effectiveness every three years or when safeguarding guidance changes.

14. Allegations and Referrals

If an individual is found to have harmed or posed a risk to a child, StudyBox will refer the matter to the Disclosure and Barring Service (DBS) and, where relevant, the Teaching Regulation Agency.

Approval

Approved by: StudyBox Board of Directors