

SAFER RECRUITMENT AND SELECTION POLICY AND PROCEDURE

Effective 1 September 2026 | Next review: September 2027

Organisation	The Community Schools CIC
Policy owner	Claire Meadows-Smith – Principal
Safeguarding leads	DSL: Hayley Coull Deputy DSL: Claire Meadows-Smith
Tutors' Association	Corporate Member CO 306

The Community Schools CIC uses safer recruitment to deter, identify and reject people who may be unsuitable to work with children and to appoint skilled, qualified tutors. Our approach takes account of KCSIE 2026 safer-recruitment principles, the DfE safeguarding guidance for out-of-school settings and The Tutors' Association Code of Practice.

1. Recruitment standards

- All tutors are required by The Community Schools CIC to hold Qualified Teacher Status (QTS) and normally to have current or recent classroom teaching experience.
- Recruitment decisions are based on suitability, qualifications, experience, safeguarding, professional conduct and the requirements of the role. Equality and reasonable-adjustment duties apply throughout recruitment.
- At least one person involved in recruitment should have appropriate safer-recruitment training wherever practicable.

2. Application and shortlisting

- Applicants complete the Community Schools application process and provide a full employment history and two professional referees.
- Applications are scrutinised for inconsistencies, unexplained gaps, repeated changes of employment and other matters requiring clarification.
- Shortlisted candidates are informed that appropriate online searches may be carried out as part of due diligence to identify publicly available information relevant to suitability to work with children. Searches are proportionate, documented and considered fairly.
- Personal data obtained during recruitment is handled in accordance with the Privacy Policy and UK data-protection law.

3. Interview and references

- Candidates are interviewed, in person where reasonably practicable or by an approved secure video platform. A second interviewer is used where practicable.
- Interview questions include safeguarding, professional boundaries and suitability to work with children. Relevant gaps or inconsistencies in employment history are explored and recorded.
- Two appropriate professional references are sought and verified. References should be obtained directly from the referee using professional contact details where possible, checked for inconsistencies and followed up where necessary. Open testimonials are not relied upon as the sole reference evidence.

4. Pre-employment checks

- Identity and right to work in the UK.
- QTS/teacher reference details and relevant teaching qualifications.
- Teacher prohibition checks and any other professional-status checks legally appropriate to the role.
- An Enhanced DBS certificate with the appropriate children's barred-list information where the role is eligible and requires it.
- DBS Update Service status where the certificate is registered; otherwise a new DBS check is obtained when required. The Community Schools requires tutors to maintain a DBS position meeting The Tutors' Association standard: an Enhanced DBS less than one year old or registered on the Update Service.
- Where relevant, appropriate overseas criminal-record or other checks are considered for applicants who have lived or worked outside the UK.
- Any additional check required by law because of the particular role or setting.

Checks are assessed rather than treated as a purely administrative exercise. Any discrepancy, disclosure or concern is considered using a documented, proportionate safeguarding risk assessment and relevant professional advice.

5. Appointment, induction and records

- No tutor begins unsupervised work with children until required checks have been completed or an exceptional, documented risk-managed decision is lawfully made.
- Successful tutors sign their employment contract and Tutor Code of Conduct and complete safeguarding induction with the DSL or an appropriate trained person.
- Tutors provide evidence of required safeguarding and Prevent training and confirm that they have read KCSIE 2026 Part One and relevant Community Schools safeguarding policies.
- The organisation maintains a central safeguarding/recruitment record of checks, dates and outcomes. Safeguarding case records are maintained separately and are not placed on this recruitment record.
- DBS status is checked daily, including through a lawful automated checking arrangement used by the organisation. A fresh DBS application is obtained where required.

6. Ongoing suitability

Safer recruitment continues after appointment. Tutors must disclose relevant changes affecting suitability. Concerns about conduct, criminal information, professional status or safeguarding are considered under the appropriate safeguarding, disciplinary and/or employment procedures.

7. Review

This procedure is reviewed at least annually and sooner if law, KCSIE, DfE out-of-school guidance or Tutors' Association standards materially change.

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