

Policy on safer recruitment and induction

Introduction

This policy outlines how Tutor The Nation uses safer recruitment and induction processes to keep the young people it supports safe. This policy applies to the recruitment of staff and volunteers.

Procedure

Background checks

Tutor The Nation uses Enhanced DBS Checks to check convictions for all staff members, trustees, and volunteers. The *Policy on the recruitment of ex-offenders* outlines the steps involved.

Two references, including one academic or professional reference, are always sought when recruiting a new staff member or a volunteer not currently enrolled with a UK university.

Interviews

For staff, it is standard practice that the Designated Safeguarding Lead will be involved in the interview process for new staff members when they are expected to be working with young people as part of their role. Any other member of staff involved in the recruitment process may choose to raise concerns about the hiring of an individual and this will be handled using the *Procedure for dealing with allegations or concerns about a staff member or volunteer working with a child*.

Volunteers do not undergo a formal interview process, however there are three 'touch points' during the onboarding process - during the initial onboarding call, at the DBS verification call, and during the volunteer induction. Staff are encouraged to use these three occasions as opportunities to assess an individual's suitability for the role and can raise any concerns with the Designated Safeguarding Lead.

Training

Tutor The Nation uses training to ensure that all volunteers and staff members understand their responsibilities to keep young people safe. This includes knowing how to recognise and report concerns, understanding expectations for their own behaviour, and feeling confident with encouraging young people to raise their own needs and concerns.

Staff

Before starting with Tutor The Nation, all staff members are required to sign the *Code of conduct for staff when working with young people*. All staff members are required to complete Safeguarding e-learning within the first month of working with Tutor The Nation. They will also receive training from the Designated Safeguarding Lead on Tutor The Nation's safeguarding policies and how they will influence their work. Finally, they will also attend the safeguarding section of a volunteer induction to understand how safeguarding policies are communicated to our volunteers.

Volunteers

Before starting with Tutor The Nation, all volunteers are required to sign the Code of conduct for volunteers. All volunteers are required to attend an online induction session before they are able to start tutoring. Following their induction, volunteers are required to complete an online safeguarding quiz and will be required to re-sit this if their score is insufficient.

Trustees

All Trustees are required to carry out training regarding their safeguarding responsibilities at the start of their term. This training will be renewed for every subsequent term and further ad-hoc training may be provided if the Chair of Trustees or Designated Safeguarding Lead deems it necessary.

In the event of questions or concerns about this statement

In the first instance, all questions and concerns about this statement, or Tutor The Nation's other safeguarding policies and procedures, should be raised with the charity's Designated Safeguarding Lead, Ros Llewelyn, via email to safeguarding@tutorthenation.org.

Further questions concerning safeguarding and child protection should be directed to the NSPCC's Child Protection Helpline - 0808 800 5000.

This policy was last reviewed on 9th August 2022.

This policy will next be due for review on 9th August 2023.

Approved By: Jacob Kelly, Executive Officer

Signature:

