SEND Tuition with Hannah's Hub: Safer Recruitment Policy

Last reviewed: June 2026
Next Review Date: September 2026

1. Policy Statement

SEND Tuition with Hannah's Hub operates as an employment agency matching self-employed tutors with clients for in-person and online tuition. The agency has zero tolerance for abuse. Safely recruiting high-quality professionals for our learners is the top priority. This policy outlines the mandatory vetting steps required before any tutor is introduced to a client. The policy aims to deter or identify persons who may pose a risk.

2. Scope

This policy applies solely to self-employed tutors registering with the agency. The agency employs no staff. The agency owner is responsible for executing all checks.

3. Advertising and Planning

All job advertisements and candidate information packs for Hannah's Hub must explicitly communicate the organisation's commitment to safeguarding and promoting the welfare of children. Adverts must state that the successful candidate will be subject to rigorous background checks, including an Enhanced DBS with children's barred list check.

4. Pre-Registration Requirements

Tutors must submit an application before an interview is granted.

Core Requirements

- Full CV: Must include complete employment and education history.
- Chronology: Applicants must explain any gaps in employment history.
- Declaration: Applicants must sign a self-declaration regarding criminal convictions and disqualifications.

5. Interview Process

Every tutor must pass a formal face-to-face or video interview.

Interview Standards

- Identity Check: Identity must be verified visually against official photo ID during the meeting.
- Value-Based Questions: Questions must explore the candidate's attitude toward safeguarding and child protection.
- Scenario Testing: Candidates must solve hypothetical safeguarding dilemmas correctly.

6. Mandatory Vetting Checks

No tutor will be introduced to clients until all checks are complete and verified.

Required Verifications

- Identity: Verification of one photo ID and two proof-of-address documents.
- Right to Work: Verification of legal right to work in the UK.
- Barred List: A distinct check of the Children's Barred List.

- DBS Clearance: An Enhanced Disclosure and Barring Service (DBS) certificate with child barred list check.
- Update Service: Status checks run via The Tutors' Association portal upon registration and monitored daily.
- Qualifications: Sight of original certificates for all claimed teaching degrees or professional qualifications.
- References: Minimum of two written professional references, including the most recent client or employer. Verbal confirmation of references is required.
- Overseas Checks: A certificate of good conduct from the relevant embassy if the tutor lived abroad for three months or more in the past five years.

7. Induction

Every tutor must complete a mandatory safeguarding induction before commencing work with any clients.

- Safeguarding Policies: Tutors must read and confirm they understand the Safeguarding Policy, GDPR and data policy, and Whistleblowing procedures.
- Training Confirmation: Tutors must be briefed on the identity and role of the Designated Safeguarding Lead (DSL) and the procedures for reporting concerns.

8. Record Keeping

A secure Single Central Record (SCR) digital spreadsheet must be maintained.
Data Logged

- Tutor full name and date of birth.
- Date the original enhanced DBS check was witnessed and the certificate number.
- Date of the latest daily Tutors' Association Update Service check.
- Date the Children's Barred List check was completed.
- Dates and outcomes of reference checks.
- Date the right to work documentation was verified.

9. Policy Review

This policy is reviewed annually to ensure alignment with Keeping Children Safe in Education (KCSIE) updates.