



Newman Tuition Safer Recruitment Policy

Newman Tuition is committed to child protection and safer recruitment in education and our standard vetting procedures and checks are carried out for all new tutors.

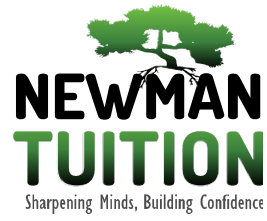
All new tutors must complete the following checks before being approved to work with Newman Tuition:

- Interview - A virtual or in-person interview to assess suitability, experience, and safeguarding understanding.
- Identity Checks - Verification of three forms of identification, including one document showing the tutor's current address. Acceptable forms include a passport, national ID card, photo driving licence, and utility bills.
- Date of Birth Check - Confirmation of date of birth against official documents such as a passport, birth certificate, or photo driving licence.
- Name Verification - Where applicable, sight of marriage, divorce, or other name change certificates.
- Qualifications Verification - Verification of teaching or academic qualifications through sight of originals or confirmation with the issuing institution.
- Curriculum Vitae (CV) Review - Full employment history must be provided. Any gaps must be explained and verified.
- Disclosure and Barring Service (DBS) Checks - All tutors must hold an Enhanced DBS certificate and be registered with the Update Service. Overseas applicants must also provide relevant international police or background checks.
- Teaching Prohibition Check - Verification with the Teaching Regulation Agency (TRA) to confirm the tutor is not prohibited from teaching in the UK.
- Overseas Checks - Where a tutor has lived or worked outside the UK, appropriate overseas police or criminal record checks are required.
- Fitness to Work Check - Confirmation the tutor is medically fit to carry out their teaching duties.
- Online and Social Media Checks - A review of online presence to identify any concerns related to safeguarding or professional conduct.
- Keeping Children Safe in Education (KCSIE) Self-Declaration - Tutors must read the latest (KCSIE) guidance and complete a self-declaration and disclosure form confirming understanding and compliance.
- References - A minimum of two references must be obtained, one from the most recent employer or educational institution.
- Mock Lesson - Tutors must deliver a short mock lesson or teaching demonstration to assess subject knowledge, communication, and safeguarding awareness.

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Signature:

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