

# SPARK ACADEMY

## SAFER RECRUITMENT POLICY

### **Purpose**

The purpose of this Safer Recruitment Policy is to ensure that all recruitment and vetting procedures within our organisation promote the safety and welfare of children and young people. This policy outlines the steps taken to prevent unsuitable individuals from working with children and to maintain high safeguarding standards in line with statutory guidance.

At Spark Academy, we recognise that our tutors operate as freelancers and are not employees of the organisation. However, we take our safeguarding responsibilities extremely seriously and ensure that all individuals engaged in the delivery of education on behalf of Spark Academy are appropriately vetted and meet the same high standards expected of employed teaching staff.

### **Recruitment and Vetting Procedures**

#### **Pre-Employment Checks**

All tutors are subject to a comprehensive vetting process before commencing any work. This includes:

- Interview: Each tutor participates in an interview to assess suitability for the role, safeguarding awareness, and professional conduct.
- References: Two professional references are obtained and verified before a tutor begins work.
- Proof of Identity: Tutors must provide photo identification, which may be a passport or driving licence.
- Proof of Right to Work: A utility bill or council tax bill is obtained as additional proof of address and right to work in the UK.
- National Insurance Verification: Tutors' National Insurance numbers are validated either through a picture of their photo ID card or by verification from a payslip or HMRC record.

#### **DBS Checks**

All tutors must hold a Disclosure and Barring Service (DBS) check that meets the following standards:

- The DBS certificate must be dated within the last 3 years, or be registered on the DBS Update Service with a check performed and recorded.
- For tutors providing EOTAS or Alternative Provision, the DBS check must include a Children's Barred List check.
- A copy of the DBS certificate and/or update service check is securely stored and can be provided to local authorities or schools upon request.

### **3.3 DBS Monitoring and Record-Keeping**

- All DBS information is recorded on a Single Central Record (SCR), maintained as a secure spreadsheet.
- The spreadsheet includes the DBS issue date, check type, update service status, and the expiry date (when a new DBS must be obtained).

# SPARK ACADEMY

## SAFER RECRUITMENT POLICY

- DBS checks registered on the update service are rechecked annually.
- The Single Central Record is reviewed and updated monthly to ensure all information remains accurate and up to date.

### **Qualifications**

- Tutors providing EOTAS or Alternative Provision must hold Qualified Teacher Status (QTS).
- A copy of the tutor's QTS certificate is obtained and securely stored in their personnel file.

### **Data Management and Confidentiality**

Personal information, including DBS certificates, ID copies, and reference details, is stored securely and accessible only to authorised personnel.

### **5. Ongoing Compliance**

Although Spark Academy's tutors are self-employed freelancers, they are required to maintain up-to-date safeguarding credentials as a condition of providing services. Recruitment and safeguarding records are reviewed regularly to ensure compliance with current safeguarding legislation and best practice. Where DBS certificates are approaching expiry, a new DBS application will be initiated prior to the expiry date recorded on the Single Central Record. Failure to maintain valid vetting checks will result in the suspension of tutoring activities until compliance is achieved.

### **6. Sharing Information**

Copies of DBS certificates, update service checks, and qualification evidence may be shared with schools, local authorities, or commissioning bodies upon request, in line with safeguarding expectations and data protection regulations.

### **7. Review of Policy**

This policy will be reviewed annually or sooner if there are updates to statutory guidance or safeguarding regulations.

**Approved by: Becky Ingram**

**Position: Director**

**October 2025**

**Next Review Date: October 2026**