

Safeguarding Training & Induction Policy

Policy Owner: Joe Robinson (Designated Safeguarding Lead)

Applies to: All tutors, staff, contractors and associates

Delivery model: Online 1-to-1 and small-group tuition

Review cycle: Annually or following safeguarding updates

Next review date: February 2027

1. Purpose of this Policy

Robinson Tuition is committed to safeguarding and promoting the welfare of children and young people.

This policy sets out the procedures in place to ensure that all adults engaged by Robinson Tuition are:

- Suitable to work with children
- Appropriately vetted
- Subject to ongoing suitability checks
- Recruited in line with statutory safeguarding guidance

This policy is aligned with:

- Keeping Children Safe in Education (latest version)
 - Working Together to Safeguard Children
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2. Scope

This policy applies to:

- Tutors delivering private or school-commissioned tuition
 - Contractors and associates
 - Any adult engaged in regulated activity on behalf of Robinson Tuition
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3. Recruitment Principles

Robinson Tuition will:

- Deter unsuitable applicants
- Identify and reject unsuitable candidates
- Verify identity, qualifications and right to work
- Obtain appropriate criminal record checks
- Maintain accurate and secure recruitment records

Safeguarding considerations underpin every stage of recruitment.

4. Pre-Engagement Checks

Before any tutor begins delivering tuition, the following checks must be completed.

4.1 Identity Verification

- Government-issued photographic ID
 - Proof of current address
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4.2 Enhanced DBS Check

Where tutors are engaged in regulated activity:

- An Enhanced DBS certificate must be obtained
- Tutors are required to subscribe to the DBS Update Service where applicable

DBS status is recorded and monitored.

4.3 Right to Work Check

- Verification of legal right to work in the UK
 - Documentation retained securely
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4.4 Qualification Verification

For all new tutor engagements, Robinson Tuition verifies qualifications or relevant professional experience appropriate to the role being undertaken. (as of February 2026)

4.5 References

For tutors delivering school-commissioned provision:

- At least one professional reference must be obtained
 - References must confirm suitability to work with children
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5. Regulated Activity Considerations

Robinson Tuition assesses whether the role constitutes regulated activity under safeguarding legislation.

Where a role involves:

- Regular 1-to-1 tuition with children
- Unsupervised contact
- Ongoing engagement

Enhanced DBS checks are required.

6. Ongoing Suitability

Robinson Tuition maintains oversight of ongoing suitability through:

- Monitoring DBS status
- Reviewing conduct concerns

- Logging low-level concerns
- Reviewing safeguarding incidents

Where concerns arise, appropriate action will be taken in line with safeguarding policies.

7. Single Central Record (SCR)

Robinson Tuition maintains a Single Central Record in line with safeguarding best practice.

The SCR records the completion of required recruitment checks for all relevant adults working with children.

The SCR includes:

- Full name
- Role
- Identity verification completed (date)
- Enhanced DBS check (certificate number and date)
- DBS Update Service status
- Right to work check (date)
- Qualification verification (date) (from February 2026 onwards)
- Reference obtained (where required)
- Safeguarding training completion (date)
- Prevent training completion (where applicable)

The SCR is:

- Stored securely
 - Maintained by the DSL
 - Available for audit by partner schools upon request
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8. Contractors and External Providers

Where Robinson Tuition engages external tutors or contractors:

- The same safeguarding checks apply
 - Evidence of compliance must be obtained
 - Confirmation must be recorded on the SCR
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9. Allegations and Concerns During Recruitment

If safeguarding concerns arise during recruitment:

- The recruitment process will be paused
- Advice will be sought where necessary
- The candidate will not be engaged unless suitability is confirmed

10. Record Keeping and Data Protection

Recruitment records are:

- Stored securely
- Access-restricted
- Managed in line with data protection legislation

Retention periods are defined in Robinson Tuition's Data Retention Policy.

11. Monitoring and Review

The DSL:

- Oversees recruitment compliance
- Reviews the SCR regularly
- Updates procedures in line with statutory guidance