

STEFFI HESKETH TUTORING

Safer Recruitment and Tutor Vetting Statement

Public website policy

Purpose

This public statement explains the checks and safeguarding standards used before tutors are introduced to families and how suitability is monitored throughout the working relationship.

Document control	Details
Policy owner	Steffi Hesketh, Founder
Applies to	Parents, carers, students, tutors, applicants and website users as relevant
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Status	Approved and operational - public website version

Important

A DBS check is an important safeguarding tool, but it is not a complete guarantee of present or future suitability. Safer recruitment combines checks, professional judgement, clear conduct standards, reporting routes and ongoing monitoring.

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This policy should be read alongside our Safeguarding and Child Protection Policy and the other policies available on our website.

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1. Purpose

Steffi Hesketh Tutoring is committed to recruiting and introducing suitable, experienced and professionally accountable tutors. Safeguarding is considered throughout recruitment rather than treated as a single DBS check.

2. Status of tutors

- Tutors introduced for one-to-one tuition are normally self-employed professionals rather than employees of Steffi Hesketh Tutoring.
- The business provides matching, vetting, administration and safeguarding oversight. The tutor provides the teaching service personally.
- Self-employed status does not reduce the safeguarding standards, professional boundaries or reporting duties expected of a tutor.
- The exact checks must be appropriate and legally available for the role, location and type of work.

3. Recruitment stages

1. Application or onboarding information is reviewed for relevant qualifications, subject expertise, teaching experience and availability.
2. A structured introductory interview discusses teaching, online practice, safeguarding, professional boundaries, SEND and suitability.
3. Identity, qualifications, professional status, right to work and DBS information are checked as applicable.
4. References and relevant employment-history information are obtained and considered.
5. The tutor receives and agrees to required policies, conduct standards, reporting routes and payment arrangements.
6. Only after satisfactory checks and approval may the tutor be introduced to a family.
7. Suitability continues to be monitored through feedback, safeguarding reporting, declarations, training and review of concerns.

4. Identity, right to work and qualifications

- Government-issued identity documents are checked using an appropriate process.
- The tutor's right to work in the United Kingdom is checked where required.
- Qualified Teacher Status, degree, teacher-training or other relevant professional qualifications are verified through documents or suitable official sources.
- Subject expertise is considered separately from general teaching experience. A tutor should not be marketed as a specialist in a subject or level that is not supported by their training and experience.
- Material inconsistencies in names, dates, qualifications or history are clarified before approval.

5. DBS and barred-list checks

- Tutors must have an appropriate Enhanced DBS check for work with children. Barred-list information is checked where the role is legally eligible and the check can lawfully be requested.
- The original certificate or an appropriate digital result is inspected and identity is matched to the tutor.
- Where a tutor subscribes to the DBS Update Service, the business may complete a status check with the tutor's permission and record the result.
- From January 2026, eligible self-employed tutors can apply for Enhanced or Enhanced with Barred List checks through an approved DBS umbrella body. The business may also arrange a check where permitted by its role and policy.
- Overseas criminal-record or professional checks are considered where a tutor has lived or worked outside the UK and the information is reasonably obtainable.
- A disclosure does not automatically result in rejection. Information is considered lawfully, confidentially and proportionately against the role, safeguarding risk and rehabilitation rules.
- A tutor must disclose any new caution, conviction, investigation, restriction, barring concern or other change that may affect suitability.

6. References and employment history

- References are sought from suitable professional or education-related sources wherever reasonably possible. Personal or parent references may supplement but do not necessarily replace professional references.
- Referees may be asked about role, dates, teaching, reliability, conduct, safeguarding concerns and whether they would re-engage the tutor.
- Employment and education history is reviewed and significant gaps or unexplained inconsistencies are discussed.
- A reference received from a personal email address, an unverifiable source or a person with a close relationship to the applicant is treated cautiously and may require additional evidence.

7. Interview and suitability

- Interview questions test understanding of disclosures, professional boundaries, child-on-child abuse, online safety, SEND, Prevent, reporting and low-level concerns.
- The tutor is asked how they would respond to realistic online-tutoring scenarios rather than only confirming that they know policy wording.
- Communication, reliability, professional judgement, subject knowledge and willingness to follow reporting procedures are considered.
- A proportionate online search of publicly available professional information may be completed to identify issues relevant to suitability. It is not used to intrude into irrelevant private life or discriminate unlawfully.
- Approval may be refused or delayed where information is incomplete, inconsistent, unsuitable or creates an unresolved safeguarding risk.

8. Safeguarding training and policies

- Tutors receive the Safeguarding and Child Protection Policy, Online Tuition Policy, reporting route and Tutor Code of Conduct before working with students.
- Safeguarding training appropriate to the role is required and refreshed regularly. Prevent training is strongly encouraged as useful safeguarding CPD and may become mandatory where risk or contractual requirements justify it.
- Tutors must understand how to report a concern about a child, another tutor or the owner and how to contact emergency or local safeguarding services.
- Tutors must follow professional boundaries, parent-inclusive communication, recording, confidentiality and data-protection rules.
- A tutor who has not completed required onboarding or supplied requested evidence is not introduced to families.

9. Ongoing monitoring

- Feedback and complaints from parents, students and tutors are reviewed for suitability or conduct concerns.
- DBS Update Service checks or renewed certificates may be required at appropriate intervals or following a relevant change.
- Tutors may be asked to provide annual declarations about safeguarding, criminal, professional and right-to-work changes.
- Training, policy acknowledgements, qualifications, insurance and contact details are kept under review.
- Low-level concerns are recorded and considered for patterns, even when a single incident does not meet the allegations threshold.
- The business may pause new introductions, increase oversight, require training, suspend or end an arrangement while concerns are assessed.

10. Allegations and concerns

- A concern about a tutor should be reported immediately to Steffi Hesketh, the Designated Safeguarding Lead.
- A concern about Steffi Hesketh should be reported to the alternative route stated in the Safeguarding Policy and, where appropriate, directly to the LADO, children's services or police.
- The business will not investigate in a way that prejudices a police, LADO or children's-services process.
- Risk-management action may include temporary suspension from lessons or contact while advice is obtained. Suspension is a neutral protective measure, not a finding of guilt.
- Referrals to the Disclosure and Barring Service, professional regulator or other authority will be made where the legal criteria are met.

11. Vetting records and privacy

- A secure internal vetting record is maintained showing the checks completed, dates, outcomes and any restrictions or review date.
- Only information necessary for recruitment, safeguarding, contracts and legal compliance is collected.
- A copy of a DBS certificate is not normally retained for longer than six months, although the certificate details, date, check type and recruitment decision may be recorded for longer.
- Criminal-offence, identity and health information is restricted to authorised people and handled under the Privacy Notice and data-protection law.
- Parents may be told the type and status of checks completed but are not entitled to another person's confidential certificate or private information.

12. What vetting can and cannot guarantee

Important limitation

Vetting reduces risk but cannot eliminate it. Safe practice depends on continuing professional conduct, clear reporting, attentive parents and students, prompt response to concerns and regular review as well as pre-appointment checks.

13. Information for parents

- Parents may ask what type of qualification and DBS checks have been completed for a proposed tutor.
- Parents should report any boundary, communication, behaviour, recording or safeguarding concern promptly, even if they are uncertain whether it is serious.
- A tutor should communicate through agreed parent-inclusive channels and should not request secret contact with a child.
- The Safeguarding Policy and Complaints Policy explain how concerns are handled.

14. Review

This statement is reviewed annually and after relevant changes to DBS eligibility, safeguarding guidance, recruitment practice or the business model.

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Legal and guidance framework

This document has been prepared with reference to the following legislation and official guidance in force or published at the approval date:

- Department for Education safeguarding guidance for out-of-school settings, updated February 2026.
- Disclosure and Barring Service guidance for self-employed people and personal employees, effective January 2026.
- Disclosure and Barring Service guidance for employers and third parties, updated July 2026.
- Keeping Children Safe in Education safer-recruitment and allegations principles used as relevant good practice.
- Rehabilitation of Offenders Act 1974, Safeguarding Vulnerable Groups Act 2006 and applicable data-protection law.

This policy is reviewed at least annually and sooner when relevant law, guidance, systems or business arrangements change.