

Cove Tutors is committed to safeguarding and promoting the welfare of children. We expect everyone who works with us to share that commitment. Every tutor is checked before they teach any pupil, in line with Keeping children safe in education (the current edition) and the DfE's guidance for providers of out-of-school settings. Our tutors are engaged as self-employed contractors, and we apply the same checks to them that a school would apply to staff.

Before appointment

Application

Every applicant completes our application form, giving their subjects, qualifications, experience, DBS status, safeguarding training and availability. We ask for a full history of employment and tutoring work. We ask about any gaps and record the explanation.

Interview

Shortlisted applicants have an interview with our Designated Safeguarding Lead or another trained interviewer. The interview includes questions about safeguarding, attitudes towards children and young people, and professional boundaries. We explore any concerns raised by the application or references.

References

We take up two references before anyone is appointed. One must be from the applicant's most recent employer, or most recent client for those who are self-employed. Where an applicant has worked with children before, we seek a reference from that work. We ask referees specifically about the applicant's suitability to work with children and about any safeguarding concerns or disciplinary action. We do not accept open references or testimonials in place of references, and we follow up any reference that is vague or inconsistent.

Enhanced DBS check

Every tutor must have an enhanced DBS certificate with a check of the children's barred list. Where a tutor is registered with the DBS Update Service, we carry out a status check, with their consent, before appointment and at regular intervals after that. Where a tutor is not registered, or a status check shows a change, we require a new enhanced DBS check. Any information on a certificate is considered carefully and fairly, with a written risk assessment.

Identity and right to work

We check each applicant's identity using original documents, and check their right to work in the UK in line with Home Office requirements.

Qualifications

We check evidence of the qualifications and exam results each applicant tells us about. Where a tutor will carry out teaching work, we also check that they are not subject to a prohibition from teaching order.

Online search

In line with Keeping children safe in education, we carry out an online search of shortlisted applicants. This helps us identify any publicly available information that we may want to explore with them at interview. We tell applicants that we do this.

Overseas checks

Where an applicant has lived or worked outside the UK, we carry out further checks, such as a certificate of good conduct or criminal record certificate from the relevant country, where these are available.

Training

Before their first lesson, every tutor completes safeguarding and child protection training and Prevent awareness training.

Single central record

We keep a single central record of the checks carried out on every tutor, showing what was checked, when, and by whom. It is kept securely and is reviewed by our Designated Safeguarding Lead.

Induction

Every new tutor completes an induction before their first lesson. It covers our [safeguarding and child protection policy](#), our [online safety and remote lessons policy](#), our code of conduct, how to report a concern, and Part one of Keeping children safe in education (the current edition). Tutors confirm in writing that they have read and understood these.

Ongoing suitability

Safer recruitment does not end at appointment. Every tutor must tell us straight away about any change that could affect their suitability to work with children. This includes any caution, conviction, arrest, police investigation or change to their DBS status. We carry out regular Update Service status checks and keep tutors' training up to date. Any concern about a tutor's conduct is dealt with under our safeguarding and child protection policy, including referral to the local authority designated officer (LADO) and to the Disclosure and Barring Service where required.

Confirmation for schools, AP settings and local authorities

Schools, AP settings and local authorities that commission tuition from us can ask for written confirmation of the checks carried out on each tutor working with their pupils. This confirms that each check has been completed, the date it was carried out, and the date and number of the enhanced DBS certificate. Please email safeguarding@covetutors.co.uk, giving the tutor's name and the programme. We share only what is needed, in line with data protection law.

Cove Tutors is a trading name of Cornish Adventures Ltd, registered in England and Wales, company number 15788616.

Questions about this policy? Email hello@covetutors.co.uk

[All policies](#)