

Staffing Policy

Including safer recruitment, DBS disclosure assessment, code of conduct and whistleblowing

Policy owner	Dr Eleanor Hockley
Applies to	Proprietor and any future employees, associates, contractors or volunteers
Effective date	October 2026
Review date	October 2027, or sooner following changes in guidance or provision

1. Purpose and scope

Wealth of Knowledge Tuition provides specialist SEND, Alternative Provision and EOTAS education. The business currently operates as a sole trader, with Dr Eleanor Hockley delivering provision directly. This policy sets out existing professional standards and the checks that would be required before any additional person is engaged. It does not imply that the business currently employs staff.

Safeguarding, suitability and the welfare of learners take priority over staffing convenience. Any commissioning authority requirements will also be followed.

2. Responsibility and suitability

Dr Hockley is responsible for maintaining her own appropriate safeguarding knowledge, qualifications, professional boundaries, DBS status and relevant training, and for ensuring that any future recruitment is safe and proportionate to the role. Her Enhanced DBS certificate is subscribed to the Update Service; any status check will be undertaken only where legally permitted and with the necessary consent.

Where additional practitioners are proposed for commissioned provision, prior written approval will be obtained where required. Independent professionals separately commissioned by a family or authority are not automatically employees or subcontractors of Wealth of Knowledge Tuition.

3. Safer recruitment of any future staff or associates

- Define the role, safeguarding responsibilities, required qualifications and whether it is regulated activity.
- Use a role description and application process that explores relevant experience, employment history and gaps.
- Verify identity, right to work, qualifications and professional registrations where applicable.
- Obtain and scrutinise appropriate references, normally including a recent professional reference, and follow up concerns.
- Carry out the legally appropriate level of DBS check and children's barred-list check where the role is eligible and requires one; complete other checks required by the role or commissioning body.
- Discuss safeguarding, professional boundaries and suitability at interview or before engagement.
- Document recruitment decisions securely, including any risk assessment and the rationale for appointment.
- Ensure safeguarding induction, relevant policies, emergency contacts, supervision arrangements and contractual approvals are in place before work begins.

No person will undertake regulated activity with children where they are barred from doing so. A pending DBS check will not be treated as clearance for unsupervised regulated activity.

4. DBS disclosures: fair assessment and disregarding irrelevant information

A criminal record does not automatically prevent an appointment. Where a DBS certificate lawfully discloses information, it will be assessed confidentially, individually and only to the extent relevant to the role and safeguarding responsibilities.

- First identify whether the role is eligible for the check and which information may lawfully be considered.
- Do not seek or take account of protected convictions or cautions that are filtered under the applicable DBS rules.
- Consider the nature, seriousness, age and relevance of any disclosable matter, any pattern of behaviour, explanation provided, evidence of change and the safeguarding context.
- Invite the applicant to discuss relevant information and record a proportionate, reasoned decision.
- Disregard information that is legally protected, irrelevant to the role or not a lawful basis for refusal; do not disregard a legal bar or a substantiated safeguarding risk.
- Limit access to disclosure information, store it securely and retain it only as long as permitted and necessary. Normally record the decision rather than keeping a copy of the certificate.

Where a disclosure raises uncertainty, specialist advice will be sought before a decision. Any recruitment of a person with a relevant disclosure will be subject to the commissioning authority's applicable requirements.

5. Induction, oversight and professional development

Before working with learners, any future worker will be required to understand safeguarding and reporting procedures, the behaviour and complaints policies, data protection, health and safety, lone working, professional boundaries and learner-specific risk assessments. Suitable oversight, feedback and training will be arranged according to the role. Records of relevant checks and training will be maintained.

6. Code of conduct

- Treat learners and families with dignity, respect and fairness; make reasonable adjustments for SEND and communication differences.
- Maintain professional boundaries, appropriate language and transparent communication; do not use personal social-media relationships with learners.
- Never use humiliation, threats, discriminatory language or inappropriate physical intervention.
- Use agreed teaching locations, supervision arrangements and risk assessments; do not transport learners unless separately authorised and insured.
- Keep learner information confidential and use approved, secure systems; never share identifiable learner details with unapproved AI services.
- Report safeguarding concerns promptly, follow statutory and local referral procedures, and never promise secrecy about risk of harm.
- Declare any conflict of interest, gift or personal relationship that could compromise professional judgement.
- Record attendance, incidents and educational progress accurately; communicate material concerns to the appropriate parent/carer and commissioner.
- Do not work while impaired or where illness or other circumstances prevent safe delivery.

7. Allegations and concerns about adults

Concerns that an adult working with children may have harmed a child, committed an offence involving a child or behaved in a way indicating a safeguarding risk will not be managed as ordinary performance issues alone. The relevant Local Authority Designated Officer (LADO) or other statutory safeguarding route will be consulted as appropriate, and the commissioner informed in accordance with agreed procedures. Immediate danger will be referred to emergency services.

Where the concern relates to the proprietor, learners, parents, professionals and any future workers may report directly to the relevant local authority safeguarding service, LADO, police or commissioning organisation without needing to approach Dr Hockley first.

8. Whistleblowing and speaking up

Anyone delivering services on behalf of Wealth of Knowledge Tuition is encouraged to raise genuine concerns about unsafe practice, abuse, fraud, serious misconduct, concealment of wrongdoing or breaches of legal obligations. Concerns will be taken seriously and no person will be subjected to retaliation for raising a concern in good faith.

Concerns may be raised directly with Dr Hockley where appropriate. If the concern involves the proprietor, or internal reporting is inappropriate, it may be raised with the commissioning authority, relevant local authority safeguarding team/LADO, the police, or another appropriate prescribed body. Confidentiality will be respected as far as possible, but absolute anonymity cannot be guaranteed.

This section does not replace immediate safeguarding referrals. The legal protections for whistleblowing depend on the individual's status and the circumstances of the disclosure.

9. Records, review and related policies

Recruitment, suitability, training and incident records will be held securely with access restricted to those who need it. Retention will follow applicable data protection, safeguarding and contractual obligations. This policy will be reviewed annually and whenever staffing arrangements or relevant guidance change.

Read alongside the Safeguarding and Child Protection Policy, Behaviour Policy, Complaints Procedure, Health and Safety Policy, Data Protection and Information Management Policy and Business Continuity Plan.

Approved by: Dr Eleanor Hockley, Proprietor