

Safer Recruitment

Safer recruitment is a central element of safeguarding children. At Freesoles Dance, we recognise our duty to safeguard and promote the welfare of children and young people as outlined in the Children Act 1989 and 2004. We recognise the importance of adopting safer recruitment and selection procedures as part of our safeguarding duty and ensuring we always act with openness, honesty and candour on this matter. Robust recruitment practices help us identify and reject any unsuitable applicants and a safer recruitment policy helps us to respond to any concerns that may be raised during the recruitment and selection process. At Freesoles Dance it is our desire to employ the highest calibre of professional not only in terms of their dance teaching skills but also regarding their safeguarding practice and their commitment to the welfare and safety of our students.

This policy is to be read in conjunction with the Freesoles Dance safeguarding children policy.

Within this policy any use of the language children or young people applies to ALL up to their 18th birthday. Our approach to safeguarding children is inclusive and all children and young people will be safeguarded effectively regardless of gender, ethnicity, sexuality, disability or belief.

We understand that having a robust safer recruitment procedure in place will help us to identify anyone who is unfit to work with children and young people. That it will deter those unsuitable or unsafe from applying to us for work and that this will in turn **minimise the likelihood of children or young people being harmed by those in a position of trust.**

Safer Recruitment Practice:

At all stages of the recruitment process attention will be paid to the safeguarding of children and young people:

Planning:

- Considering time scales, interview panel planning, considering how the role will be advertised and deciding what skills and qualities are needed for the role will all help to prevent application from unsuitable candidates.

Advertising:

- When the role is advertised it should be made clear if this is a role that involves working with children and young people.
- During the advertising process our commitment to safeguarding and promoting the welfare of children and young people will be clearly stated.
- It will also be made clear at advertisement stage if this is a post for which the post holder must undertake a disclosure and barring check.

Job Description:

- When the job description is written it must clearly include not only the main duties of the post but the extent to which the post holder will have responsibility for the safety and welfare of children and young people. The job description must highlight the individual's responsibility for safeguarding and promoting the safety and welfare of those children.

Person Specification:

- The person spec. will include the essential and desirable qualifications and experience for the role, and this will include requirements and competencies to perform the role in relation to safely working with children.

Information for Candidates and Application Form:

- Within the application pack given to candidates alongside the application form, explanatory notes, job description and person spec the applicant must be able to view a copy of our safeguarding policy.
- The application form will include identifiers; the candidate's full name and previous names, their postal address and NI number.
- It will include academic and vocational qualifications as appropriate, a statement of skills and abilities and a full employment / education history from the end of secondary education onward (with no gaps).
- References: The application form should include details for **2 references** one from the current or most recent employer (not a colleague but a manager). If the post is relating to working with children a reference should be obtained from the most recent role that involved working with children.
- Information should be requested on and previous or spent convictions, cautions, reprimands, warnings or bind overs.

Shortlisting:

- In the shortlisting process incomplete applications should not be accepted and all applications must be carefully checked for gaps in employment history and the reason for these gaps should be explored.
- In short listing for interview attention should be paid to potential problem indicators such as repeat and unexplained changes of employment.

References:

- Will always be sought directly from the referee and general open letters of recommendation will not be accepted in replacement of reference.
- References will include safeguarding questions such as whether the referee feels the candidate is suitable to work with children and if not why, and whether the candidate has a good understanding of their safeguarding responsibility.
- In asking for references we will aim to establish whether the applicant has been subject to any disciplinary sanctions and whether the applicant has had any

allegations made against them or concerns raised that relate to the safety and welfare of children or the applicant's behaviour toward them.

- If necessary, a reference request will be followed up with a telephone conversation after the reference has been checked to establish further details.

Interview:

- At interview it will be stressed that a DBS check will be a requirement for a successful candidate.
- All candidates will have their identity checked at interview and photographic ID must be seen.
- Proof of qualifications must be seen and alongside proof of identity.
- In interview the candidate's values and attitudes toward working with children should be assessed as should be their ability to support the schools safeguarding agenda.
- Any gaps in employment history must be explored.
- The candidate must be offered the opportunity to disclose any information relating to the requirement for a DBS check.
- The interview should also include questions on the motivation to want to work with children and the ability to maintain appropriate professional boundaries where necessary.
- All interviews shall be carried out by more than one interviewer.

Conditional Offer:

- All employment, whether with employed status or as an independent contractor / freelance teacher is conditional and dependant on proof of identity and qualifications, appropriate references, and a DBS check. These must all be proved in writing.
- Conditional offers of employment or contracts for work will be withdrawn where the candidate is found to be on barred lists or they have been disqualified from working with children by the courts, where the applicant is found to have provided false information on or in support of their application or where there are serious concerns about the candidate's suitability to work with children.

Induction Period:

- During staff induction all new workers should be made familiar with the safeguarding policies and procedures and understand clearly how to report a safeguarding concern.
- They must be made aware of their safeguarding duties and responsibilities and recognise the need to follow organisational policy and procedure.
- All staff with direct / regulated contact should undergo basic safeguarding training.

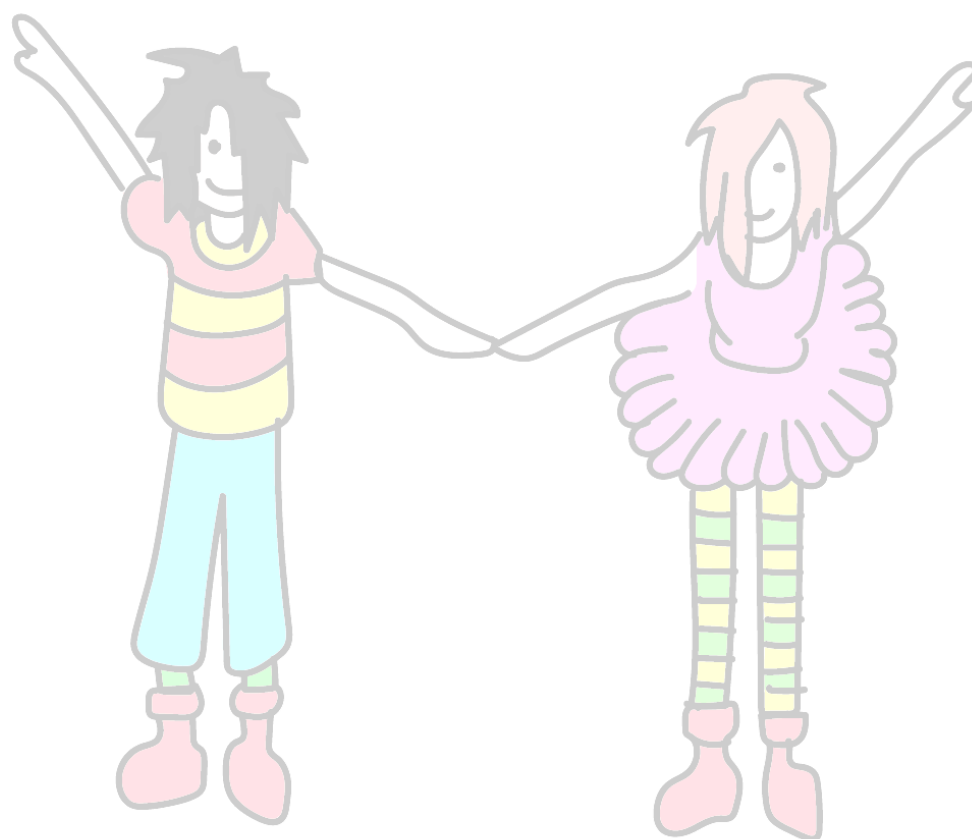
Short Term Commissioned Roles: e.g. Guest Teachers

Where an individual is hired on a self-employed or commissioned basis for a short or one-off piece of work, checks must still be made to their suitability. This must include a DBS check, in date within the last three years, CV and a safeguarding certificate as a minimum. Visiting guest teachers will not be left alone with student groups and a regular member of staff from Freesoles Dance will always be on hand to ensure best practice.

DBS Checks:

- The correct level of check (standard or enhanced) must be completed for the role applied for. The DBS eligibility checker can be used to confirm this information.
- A record should be kept of the date when the disclosure was obtained, by whom, level of disclosure and unique reference number.
- Details of Disclosure and Barring Service checks should be treated as confidential and kept secure.
- Further Disclosure and Barring Service checks on staff should always be considered when there has been a break from employment of 3 months or more (unless they subscribe to the online service) or there are grounds for concern about the person's suitability to work with children (note that the employee can decline).
- The disclosure and barring service operates an online update service designed to reduce the number of DBS checks requested.
- Instead of a new check being necessary whenever an individual applies for a new paid or voluntary role working with children/vulnerable adults, individuals can opt to subscribe to the online Update Service. This will allow them to keep their DBS certificate up to date, so that they can take it with them from role to role, within the same workforce.
- Employers do not need to register, but can carry out free, instant, online status checks of a registered individual's status with their consent. A new DBS check will only be necessary if the status check indicates a change in the individual's status (because new information has been added).
- Regarding any **criminal record** NOT relating to working with children and young people the Natalia Kremin school of Ballet will consider making a judgement about suitability, considering only those offences which may be relevant to the post in question. The decision shall be based upon, the nature of the appointment, the nature of the offence, the age at which the offence took place, the frequency of the offence. This will be a thorough process of risk assessment, decisions made will be objective and will be recorded.
- Checks should be made on **overseas staff** as for all other staff, (although it is not possible to conduct overseas Disclosure and Barring Service checks). A 'Certificate of Good Conduct' or equivalent should be obtained.
- Where staff are **recruited through an agency**, confirmation should be obtained that the appropriate checks have been undertaken. Similarly, safe recruitment practices need to be observed with **freelance workers** who will be working with direct / regulated contact with children and young people.
- Throughout this process if an issue of concern arises it may be necessary to contact the police to share information in line with our safeguarding policy.

This policy was written on the 25 October 2023.



Freesoles Dance