



SAFER RECRUITMENT POLICY

POLICY STATEMENT

Macclesfield Music Centre is committed to safeguarding and promoting the welfare of children and young people. We expect and require all staff, pupils and volunteers to share this commitment.

PROCEDURE FOR SAFER RECRUITMENT

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at each stage of the procedure. The Centre's commitment to safeguarding and promoting the welfare of children is made clear on the Centre's website and to candidates for all positions.

The Centre's application form makes appropriate reference to the importance the Centre attaches to Safeguarding and all applicants will be advised of the need to undertake an Enhanced DBS Disclosure should they be successful. Candidates' employment histories will be scrutinised through their CVs.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They are sought and obtained directly from the referee; we do not rely on open references and testimonials. Referees are asked to give any reason why the applicant should not be employed for work with children. Applicants should be aware that any previous employer may be contacted.

Interviews

The interview will assess the merits of those who wish to work in the Centre and explore their suitability to work with children. The selection process will involve a face-to-face interview and in addition to assessing and evaluating the applicant's suitability for the particular post, it will also explore:

- the candidate's attitudes toward children and young people;
- their ability to support the Centre's agenda for safeguarding and promoting the welfare of children;
- any concerns over the candidate's employment history,
- and any concerns or discrepancies arising from the information provided by the candidate and/or their referee.

Interviews will be conducted by appropriately experienced staff and will always include a member of staff trained in safer recruitment.

CONDITIONAL OFFER OF EMPLOYMENT

Pre-Employment Checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if not already been received);

- verification of the candidate's identity;
- a satisfactory DBS Disclosure at Enhanced level.

An Enhanced DBS check will routinely be obtained before employment starts. Should this not prove possible, staff should not have unaccompanied access to children.

Offers to Ex-Offenders

The Centre undertakes not to discriminate unfairly against any applicant who is the subject of an Enhanced Disclosure on the basis of a conviction or other information revealed. Applicants are asked to declare all convictions, including spent ones, as defined in the Rehabilitation of Offenders Act 1974 and are requested to provide details of any criminal record. The application form asks that this information be sent under separate, confidential cover. This information will only be seen by those who need to view it as part of the recruitment process.

Disclosed information will be assessed by the Co-Directors of MMC before any decision about employment is made. All candidates are warned that failure to reveal information that is directly relevant to the post could lead to withdrawal of an offer of employment, of the right to work in the Centre or summary termination of employment if this has commenced before the failure is discovered. Having a criminal record will not necessarily bar an applicant from working at the Macclesfield Music Centre. This will depend on the nature of the position and the circumstances and background of his/her offence(s). However, in all cases, the welfare and safety of pupils will be the paramount consideration.

INDUCTION

All staff and volunteers, regardless of previous experience, will receive a Centre Induction. The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme will be appropriate and refer to the relevant policies and procedures.

VOLUNTEERS

If the Centre is actively seeking volunteers, and those concerned are considering candidates about whom they have little or no recent knowledge, we will adopt the same recruitment measures that would apply to paid staff. In other circumstances, for example where a parent who is well known is asked to take on a particular role that is likely to last for a substantial period, a streamlined procedure will be adopted by seeking references, checking to ensure others in the School community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a DBS Disclosure.

In other circumstances, e.g. where a volunteer's role will be a one-off, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of pupils. This also extends to secondary school pupils on work placements (or similar) and students aged 18 or over in a normal student capacity.

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Approved: Trustees November 2017

Review Date: November 2018