

# Safer Recruitment Policy

Jan 2022

1. **Introduction**

1. This policy has been developed to embed safer recruitment practices and procedures throughout **SoCo Music Project** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children, young people and adults engaged in our services.  This policy complies with guidance outlined in “Keeping Children Safe in Education (April 2015)” and will be reviewed in annually.

1. This policy reinforces the expected conduct outlined in the Code of Conduct for

 Staff as well as **SoCo Music Project’s** Whistle Blowing Policy with which all staff are

 expected to be familiar with.  All successful candidates for paid or volunteer employment will be made aware of these documents.

1. This policy is an essential element in creating and maintaining a safe and

 supportive environment for all participants, staff and others within SoCo’s activities

 and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

* attracting the best possible candidates/volunteers to vacancies
* deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
* identifying and rejecting those candidates/volunteers who are unsuitable to work

 with children and young people

1. **SoCo Music Project** is committed to using procedures that deal

 effectively with those adults who fail to comply with the SoCo’s safeguarding and

 child protection procedures and practices.

5. As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a member of staff (including volunteers) has:

* behaved in a way that has harmed a child, or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved towards a child or children in a way that indicates he or she would pose a

 risk of harm if they work regularly or closely with children

1. As an employer we are under a duty to refer to the Disclosure and Barring Service

 (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

**2. Roles and Responsibilities**

2.1 The Board of Trustees will:

* ensure the organisation has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers
* monitor the organisation’s compliance with them
* ensure that appropriate staff have completed safer recruitment training

 (and repeat this every 5 years)

2.2 Trustees will:

* ensure that the organisation operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
* ensure that all appropriate checks have been carried out on staff and volunteers in the organisation
* monitor any contractors and agencies compliance with this document
* promote the safety and well-being of children and young people at every stage of this process

**3.  Inviting Applications**

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the

                     following statement;

 **SoCo Music Project** is committed to safeguarding children and young people.  All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.

3.2. All applicants will receive a pack containing the following when applying for a post:

* A statement of the organisation’s commitment to ensuring the safety and well-being of the participants
* Job description and person specification
* The organisation’s Safeguarding Policy
* The organisation’s Safer Recruitment Policy
* The selection procedure for the post
* The organisation’s whistleblowing policy
* An application form
* Copy of the organisation’s Code of Conduct

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline

 for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign

 the form if called for interview.

3.5 A curriculum vitae will not be accepted in place of a completed application form.

**4.  Identification of the Recruitment Panel**

4.1 At least one member of the Selection and Recruitment Panel will have successfully

completed training in safer recruitment within the last 5 years

**5.  Shortlisting and References**

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant’s current/most recent

 employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

5.3 References will be sought directly from the referee, and where necessary, will be

 contacted to clarify any anomalies or discrepancies.  Detailed written records will

 be kept of such exchanges.  Where possible references will be requested in

 advance of interview.

5.4 Where necessary, previous employers who have not been named as referees may

 be contacted in order to clarify any such anomalies or discrepancies. Detailed

 written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children, young people and vulnerable adults
* Any substantiated allegations
* Any disciplinary warnings, including time-expired warnings, relating to the

Safeguarding of children, young people and vulnerable adults

* The candidate’s suitability for the post, including the candidate’s ability and willingness to promote fundamental British values.

5.6 Reference requests will include the following:

* Applicants current post and salary
* Attendance record
* Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

**6.  Invitation to Invitation**

6.1 Candidates called to interview will receive:

* A letter confirming the interview and any other selection techniques
* Details of the interview day including details of the panel members
* Further copy of the person specification
* Details of any tasks to be undertaken as part of the interview process
* The opportunity to discuss the process prior to the interview
* Be asked to provide proof of identity

**7.  The Selection Process**

7.1 Selection techniques will be determined by the nature and duties of the post

 but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

7.3 Candidates will be required to:

* Explain any gaps in employment
* Explain satisfactorily any anomalies or discrepancies in the information available to the panel
* Declare any information that is likely to appear on the DBS disclosure
* Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

**8.  Employment Checks**

8.1 An offer of appointment will be conditional and all successful candidates will be

 required to:

* Provide proof of identity
* Complete an enhanced DBS application and receive satisfactory clearance
* Provide proof of professional status
* Provide actual certificates of qualifications
* Complete a confidential health questionnaire
* Provide proof of eligibility to live and work in the UK
* Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

8.2 All checks will be:

* Confirmed in writing
* Documented and retained on the personnel file
* Recorded on the organisation’s Single Central Record
* Followed up if they are unsatisfactory or if there are any discrepancies in the

 information received.

8.3 Employment will commence subject to all checks and procedures being

 satisfactorily completed.

**9**. **Induction**

9.1 All staff and volunteers who are new to the organisation will receive information on the organisation’s safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour.  These expectations will form part of new staff members’ induction training.

9.2 All successful candidates will undergo a period of induction and will:

* Meet regularly with their line manager
* Attend appropriate training including generalist child protection training

 This revised policy was adopted by **SoCo Music Project** Leadership Team.



Signed: …………………………………………………………. Signed on behalf of Matt Salvage - CEO

Date: 28th January 2022

Safer Recruitment Policy Review shall be carried out annually

Date for Review - 28th January 2023