

The Italia Conti Academy of Theatre Arts Ltd

Safer Recruitment Policy and Procedures: Safeguarding Children and Young Adults

This policy takes into account 'Safeguarding Children and Safer Recruitment and Selection in Education Settings'(SCSRE, 2007) and ISI Regulatory Requirements for Independent Schools (September 2013). It is available for parents and prospective parents on the Academy's website or from the office on request.

OVERVIEW

The Academy is committed to providing the best possible care and education for its students for safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In addition, the Academy is committed to providing a supportive and flexible working environment for all its members of staff. The Academy recognises that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

PURPOSE

The purpose of this policy is to establish, encourage and promote the core principles and indicators of safer recruitment and procedures for safeguarding children, young people and vulnerable adults.

The Academy provides education at secondary, further and higher education levels. All policies are managed by the Academy Quality Board.

Each level of education will have specific guidance and application relevant to each level.

The following policy applies to:

Theatre Arts School (Secondary Level) - Statutory regulation ISI

Performing Arts Courses (Further Education Level) – Statutory regulation Ofsted

Acting Course (Higher Education Level) - No statutory requirement. However, as good practice, this policy will be applied to a lesser degree.

CORE PRINCIPLES AND PRACTICES

Our central principles are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- maintain that if a member of the recruitment panel has a close personal or family relationship with an applicant they must declare this as soon as they are aware of

the applicant's employment interests and remove themselves from the recruitment , selection process.

- to ensure that no job applicant is treated unfairly on any grounds of including race, colour, nationality, ethnic origin, religion or religious believe, sex or sexual orientation, marital status, disability or age.
- to ensure compliance with all relevant regulations and guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Setting" (SCSRE) and the code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that the Academy meets its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment and selection procedure:

Pre-interview:

All recruitment advertisements will include the statement:

"The Italia Conti Academy of Theatre Arts is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. All appointments are subject to satisfactory enhanced Disclosure and Barring Service checks."

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A full Curriculum Vitae will be required in addition to the completed application form.

Applicants will be expected to sign a declaration that they know of no good reason, on grounds of mental or physical health, why they should not be able to discharge the duties and responsibilities required by the post.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. This will include discussion of any gaps in the employment history with a written record being made as to whether the explanations are satisfactory or unsatisfactory.

The Academy will obtain, before interview if possible, at least two, preferably three, independent, professional references that answer specific questions to help assess the candidate's suitability for the post and suitability to work with children, young people and vulnerable adults; also to seek the referees' knowledge of any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and vulnerable adults.

One referee will be the current or most recent employer. The Academy will not accept references from friends or relatives of the candidate. Referees will be sent a copy of the job description and person specification. The authenticity of the referee will be sought.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written record will be kept of such exchanges.

Interview:

The Academy will ensure:

- that one member of the interview panel has successfully undertaken the safer recruitment on-line training provided through the DfE/National College of Teaching and Leadership (NCTL).
- that face to face interviews take place and keep a written record of the interviews including explanations of any discrepancies and gaps in employment history.

On the candidate's arrival, the Academy will check:

- each candidate's proof of identity (current passport or driving licence with photograph, birth certificate or passport for date of birth) together with evidence of home/current address (recent utility bill or financial statement but not mobile phone accounts)*.
- each candidate's right to work in the UK*.
- each candidate's qualifications as claimed on the application form (original documents and_not photocopies).*

(* required for completion of the Single Central Register (SCR) with name/initials of checker and date.)

Provisional offer:

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following checks:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Academy's standard terms and conditions of employment.
- the receipt of at least two references, preferably three (one of which must be from the applicant's most recent employer) which the Academy considers satisfactory*.
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service DBS.*
- verification that the candidate has the health and physical capacity for the post. The Academy reserves the right to ask the successful candidate to complete a medical form or undertake a medical examination at the Academy's expense.)*

- provision by the candidate of a declaration of any convictions received. Candidates should be informed of this requirement and that false statements will lead to rejection or dismissal. They should be informed also that posts in the Academy are exempt from the Rehabilitation of Offenders Act 1974.*
- confirmation of identity and address – current passport or other document with a photograph, utility bill or financial statement (excluding mobile phone accounts); date of birth – birth certificate or passport*.
- confirmation of the candidate's right to work in the U.K.*
- confirmation of the appropriate qualifications for the post as claimed on application form – original documents required.*
- the successful completion of any necessary overseas checks to our satisfaction*.

(* These requirements are essential for inclusion on the SCR – all checks require the name/initials of the checker and the date – see section 8 in this policy.)

The Academy will also require documentation confirming the candidate's National Insurance Number (P45, P60 or NI card).

Where an applicant has changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change*.

If the above conditions are satisfactory and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All appointments are subject to a three month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Academy is one week.

The Academy's disciplinary procedures do not apply during this probationary period.

The Academy also reserves the right to extend this probationary period should it deem this necessary.

Induction

The recruitment process will conclude with a comprehensive induction. Induction will take place once the successful candidate has accepted the offer of employment and a start date has been agreed. The induction will be conducted with the relevant line manager / Head of Department together with the HR manager.

Criminal Record Checks – further information:

Due to the nature of the work, the Academy will apply for vetting investigations by the Disclosure and Barring Service (DBS) in respect of all prospective staff members. The Academy will always request an Enhanced Disclosure as described below:

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain on-conviction information from local police a record which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the list of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health.
- Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Retention and security of disclosure information

The Academy’s policy is to observe the guidance issued or supported by the DBS on the storage of disclosure information. In particular, the Academy will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the Academy’s senior management team.
- in most cases, not retain such information for longer than is necessary although the Academy will keep a record of the date of a disclosure, the name of the subject, type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding.
- prohibit the photocopying or scanning of any disclosure information.

Retention of records

When a successful applicant is appointed, the Academy will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Academy to keep their details on file.

Deputy and Agency Staff

Agencies supplying staff to the Academy are required to certify in writing, including date, that all such staff have been vetted by the DBS to an enhanced standard.

Supplying Agencies must satisfy the Academy that all of the requirements demanded of the Academy’s own staff under Section 2.3 above have been met (identity, enhanced disclosure, right to work in the UK, barred list/List 99 if appropriate, qualifications, overseas checks).

Agencies must provide the DBS number and date of provision in writing to the Academy. The Academy must also receive a copy of the disclosure in cases where it contains information. In keeping with SCSRE, the agency should take up references, obtain a declaration of medical fitness and check previous employment history.

A teacher working for an agency should have a fresh disclosure every three years or earlier if there are grounds for concern or a break in service of three years or more. A disclosure can be kept for up to three years to facilitate portability. The Agency staff member must provide original proof of identity and their disclosure for us to copy and verify on their first day of employment.

Teachers who deputise for absent teachers will complete the same identification and vetting procedures as permanently employed staff, though they may commence employment once it has been confirmed that they are not on the DfE List 99. A break in service of three months or more will constitute the need for a fresh disclosure.

It is not necessary to carry out checks on the following personal:

- Visitors to the head/other staff or those who will only have brief contact with children in the presence of a teacher;
- Visitors carrying out repairs or servicing equipment;
- Secondary school pupils on work experience or a similar activity;
- People present of site when the pupils are not present;
- Students/Pupils aged over 18 who are studying as pupils or students;
- Host families for exchange trips;
- Individuals retiring from maternity leave, sabbaticals or any similar periods of authorized leave

NB What does the Academy do if a disclosure is delayed?

A short period of work is allowed under controlled conditions, at the Head teacher or Course/Programmes Director's discretion. Prior consultation will involve the HR manager.

If an enhanced disclosure is delayed, the Head teacher or Course / Programmes Director in consultation with HR manager may allow the member of staff to start work:

- without confirming the appointment
- provided that the DBS application has been made in advance
- with appropriate safeguarding checks -supervision and risk assessment written – this should be explained to the person in question.
- The HR manager will check the suitability against the Barred list/ List 99.
- with a note being placed with the Single Central register with evidence of measures put in place whilst awaiting the disclosure.

Governors'/ Directors'/ Proprietors' appointment checks

The proprietor is the person responsible for overseeing the appointment of Governors', Directors' and Proprietors. In accordance with the recommendations of DCSF in "Safeguarding Children and Safer Recruitment in Education" The Italia Conti Academy of Theatre Arts will make the following checks for its trustees before or as soon as is practicable after their appointment:

- An Enhanced DBS check;
- Checks to confirm the individual's identity and their right to work in the UK;
- Overseas checks if required

Where the proprietor is a limited company, charitable trust or equivalent group, the chair of the relevant body is subject to the following checks by the DfE:

- an enhanced DBS criminal check, countersigned by the Secretary of State.
- identity check
- verification of right to work in the UK
- overseas check where appropriate

The Chair is responsible for ensuring that other members of the group are subject to the following checks:

- an enhanced DBS check**
- identity check
- verification of right to work in the UK
- overseas check where appropriate

**This can be a standard check unless the individual has responsibility for training, supervising or being in sole charge of children/ young people/vulnerable adults in the Academy.

All checks must be made in advance of appointment or as soon as practicable thereafter.

These appointments and checks must be registered on the Academy's Single Central Register.

The Single Central Register (SCR) of appointments, including supply staff

It is a regulatory requirement for schools to keep and maintain a single central register of all appointments to include the following checks:

- a) **Identity*** (passport, one other official document with photograph or Birth Certificate)
- b) **Address*** (recent utility bill , financial statement (excluding mobile phone bills)
- c) **DBS* – enhanced disclosure**

- d) **Barred List/list 99 check* – see ISSR for current information**
- e) **Right to work in the UK***
- f) **Medical Fitness according to requirements of the post***
- g) **Overseas check where appropriate***
- h) **Qualifications – original documents***
- i) **References – in writing***
- j) **Curriculum Vitae with Application Form indicating employment history***
- k) **Name of post and date of appointment**
- l) **Relevant checks against the list of those prohibited from teaching and from management**

All this information is required by the Academy, and all but k) require the name/initials of the checker and the date.

The definition of staff is – ‘Any person working at the Academy whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or an occasional volunteer.’

The following are included – teachers, peripatetic teachers and coaches, part time staff, gap students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the Academy e.g. after-school care helpers.

New regular volunteers who work with children and young people are subject to an enhanced disclosure, references, informal interview, no concerns raised by others in the school community checks and should appear on the SCR. Supply staff should also be included on this register. (All volunteers who have been vetted by DBS should appear on the SCR.)

Contractors’ staff are not required to be entered on the SCR. However, the Academy will:

- ensure that, where contractors’ staff will have access to areas where unsupervised contact is possible, the contract with the company provides for the required checks on staff to be completed by the company – enhanced DBS, right to work in UK, overseas check if appropriate, medical fitness, identity and references, barred list where appropriate. Copies of the records of these checks will be passed to the Academy and will be stored safely and be available for checks during any inspection of the Academy.
- check photographic identity on all individuals as they arrive at the Academy.

Monitoring and Review

This policy will be monitored annually by the Principal and HR Manager in accordance with regulatory requirements and new legislation. Spot checks of the Single Central Register will be carried out by the Principal and monthly checks by the HR Manager. The Principal

and HR manager will present this policy together with evidence of all checks and with the Child Protection Policy to the Academy Quality Board annually for their consideration and approval, which will be recorded in the minutes of the meeting. Action will be taken to rectify any weaknesses or deficiencies in these policies without delay.

Policy created: 8th January 2014

Revised March 2016

Next Review date by the Principal and Directors: May 2016

Associated documents: Application Form, including Employment Information Annex and internal check list.

Child Protection Policy