

Safer Recruitment Policy 2026

At **Rendition Dance and Performing Arts** we are committed to safeguarding children and adults with their care and support needs and will not tolerate any form of abuse or neglect from any person.

We recognise our duty as defined in the **Care Act 2014** to safeguard individuals, **Children Act 1989 and 2004**, **Working together to safeguarding children 2018** and the **Education Act 2002** and promote their wellbeing and wherever possible consider their views, wishes, feelings and beliefs whilst doing so.

We will take appropriate steps to safeguard anyone who is believed to be at risk or experiencing abuse or neglect and will ensure all appropriate safeguarding actions are taken.

Everyone has a right to live free from harm and abuse, we recognise our responsibility to support these individuals to receive the safeguarding support they need.

All staff and volunteers have a strict duty never to subject an individual to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Individuals who attend Rendition Dance School Norfolk may view our policy where appropriate and a copy will always be kept on our website.

At Rendition Dance and Performing Arts we will;

- Promote equality of opportunity for everyone.
- Eliminate discrimination that is unlawful under any Act.
- Eliminate harassment of any pupils.
- Promote positive attitudes towards others.

This policy has been developed to embed safer recruitment practices and procedures throughout **Rendition Dance and Performing Arts** and to support the creation of a safer culture by reinforcing the safeguarding and wellbeing of children, young people and adults in our care.

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

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school 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, young people and vulnerable adults

Rendition Dance and Performing Arts is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

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 staff member 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.

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.

Roles and Responsibilities

Rendition Dance and Performing Arts will:

- Ensure the school has effective and up-to-date policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers
- Monitor the school's compliance with them
- Ensure that appropriate staff have completed safer recruitment training (and repeat this every three years)
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Monitor any contractors and agencies compliance with this document
- Promote the safety and wellbeing of children, young people and adults at every stage of this process

Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Rendition Dance and Performing Arts is committed to safeguarding children, young people and adults. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

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

- Job description and person specification
- The school's Safeguarding Policies
- The school's Safer Recruitment Policy
- The selection procedure for the post
- The school's whistleblowing policy
- An application form
- Copy of the School's Code of Conduct

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.

Candidates submitting an online application form will be asked to sign the form if called for an interview.

A curriculum vitae (**CV**) will not be accepted in place of a completed application form. A copy of it will be accepted as an appendix to an application form.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last three years

Shortlisting and References

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

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).

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.

When 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.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children, young people and adults
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people and vulnerable adults
- The candidate's suitability for the post

Reference requests will include the following:

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

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

Invitation to Interview

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

The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

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

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

Employment Checks

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

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if there are any unsatisfactory discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

Induction

All staff and volunteers who are new to the school will receive information on the school'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.

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

- Meet regularly with their induction tutor

OR

- Meet regularly with their line manager

Attend appropriate training including generalist child protection training

Policy to be reviewed Annually