



Safer Recruitment Policy

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Introduction

Music Academy for Schools LLP (MAS) is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims and Objectives

The aims of the Safer Recruitment Policy are to help deter, reject or identify people who might be unsuitable for working with children by having appropriate procedures for appointing staff and volunteers.

The aims of the MAS recruitment policy are as follows:

- To ensure that the best possible staff and volunteers are recruited based on their qualities, abilities and suitability for the position
- To ensure that all job applications are considered equally and consistently, making sure that no applications are mistreated on any grounds including race, colour, nationality, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age
- To ensure compliance with all relevant legislation, recommendations and publications: *Keeping Children Safe in Education - September 2018* (KCSIE), the *Prevent Duty Guidance: for England and Wales – July 2015* (the Prevent Duty Guidance) and any guidance or code of practice published by the *Disclosure and Barring Service* (DBS)
- To ensure MAS meets its commitment to safeguarding and promoting welfare to children and young people by carry out all necessary pre-employment checks

Recruitment and Selection procedure

Advertising – To ensure equality of opportunity, MAS will advertise job posts to encourage a broad field of applicants to apply. Varied media will be used to ensure the vacancy is accessible to all. Any advertisement will stress the commitment to safeguarding and promoting the welfare of children and vulnerable adults.

A Job Description, Person Specification and Child Protection Policy will be available to view from the advertisement.

Application Forms – MAS has its own tailored application form and all applicants for employment will be required to complete and return the form. The form contains questions on academic and full employment history, as well as their suitability for the advertised role. There is a section to complete if there has been a gap in employment.

The applicant is required to declare if they have any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. (Please visit <https://www.gov.uk/government/publications/dbs-filtering-guidance> for further information).

A Curriculum Vitae will not be accepted in place of the application form.

Interview – Applicants may be invited for a brief, informal interview to enable a more accurate short-list to be drawn up.

Short-listed applicants will be invited to attend a formal interview with the MAS directors. Relevant skills and experience will be discussed during the interview, after, the applicant must deliver a prepared lesson to one of the MAS students. The lesson will be observed by the MAS directors. Afterwards, the MAS directors will discuss the delivery of the lesson with the music student.

All candidates are asked to bring the following original documents with them:

- Photo ID that will satisfy DBS and Safer Recruitment requirements
- Documents showing professional Music and/or Teaching Qualifications that are relevant for the post

The safeguarding of children and young people will also be discussed in detail during the formal interview.

References will have already been obtained prior to interview and will be kept on the successful applicant's personal file.

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

- The agreement of a mutually acceptable start date and the signing of a contract
- Verification of the applicant's identity if not already sought
- Two completed references
- A completed DBS Enhanced Certificate
- Verification of the applicant's medical fitness for the role
- Verification of the applicant's right to work in the UK
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK
- Verification of professional and relevant qualifications

Outcomes of the Application – Where the following applies, MAS will report the facts to the Police and/or Disclosure and Barring Service:

- The applicant is found to be on the Barred List, or the DBS Disclosure shows that the applicant has been disqualified from working with children and young people by a Court
- The applicant is found to have been prohibited from the teaching profession
- The applicant has provided false information in, or in support of, his or her application
- There are serious concerns about the applicant's suitability to work with children and young people

Induction

All new staff will take part in an induction programme designed to help familiarise them with the MAS policies and procedures, including confirming that they have read, understood and agreed to the following:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Staff Code and Conduct
- Keeping Children Safe in Education Part 1 and Annex A September 2018

The programme also includes Child Protection training and assessment.

Appointment and Safeguarding Procedures for Others

Self Employed Professionals – if the individual is self-employed, the same checks will apply as those for staff

Visiting Artists – any visiting person will be appropriately supervised. MAS will, in line with regulation, also act to ensure the visiting person is suitable.

Volunteers – all volunteers will be subject to the following checks:

- Produce photo ID on arrival
- Produce an Enhanced DBS Certificate (including barred list check where appropriate)
- An informal meeting and a Safeguarding introduction will be arranged where required

No DBS or Barred List checks will be carried out for those who are one-off volunteers for MAS events. However, proof of ID will be checked, and the volunteer will be supervised at all times.

Data Protection

MAS will ensure the security of all employee's and volunteers' personal data at all time, whether perspective, current or past. Personal data will be processed in accordance with the General Data Protection Regulations and Data Protection Act 2018. Data will be retained and disposed of in line with the MAS GDPR policy.