



SoundSkool Music - Safer Recruitment Policy Statement

This statement outlines the college's recruitment procedure and how the college ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the college's pupils is always at the forefront of the college's concerns, which is why we strive to embed a robust safeguarding culture into the recruitment practices of the college.

Advertising

The job information and associated documents will be published online. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The recruitment panel will comprise an appointing officer, who is responsible for the management of the entire recruitment process, and at least two other members of staff, with the headteacher usually being one of these. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.

When advertising for a role, the college will set out the safeguarding requirements, including to what extent the role will involve contact with children, whether the appointed staff member will be engaging in regulated activity, and the level of DBS check, if any, required.

Advertisements will include:

- A statement of the college's commitment to safeguarding and promoting the welfare of pupils whilst making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Information surrounding whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Applicants will be reminded in the application form or elsewhere in the information provided to them that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children. Applicants will need to sign a declaration which confirms that the information they have provided is true.

Online searches

Shortlisted candidates may be subject to online searches. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, that the college may want to explore with the applicant at interview. Any concerns will be addressed during the interview process. The college will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

Only those candidates who have been shortlisted will be asked to disclose any relevant information including:

- Information of any criminal offences committed.
- If they are known to the police and children's social care services.
- Whether they have been disqualified from providing childcare.
- Any relevant overseas information.

Pre-interview checks

The recruitment panel will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children
- Verifying that the candidate has qualifications or experience relevant to the post
- Checking references against application forms and noting down discrepancies or concerns, and following up these concerns with referees
- Checking and, where necessary, following up candidates' self-declaration forms

References

Once a candidate, including an internal candidate, has been shortlisted for a position, references will be requested and scrutinised by the recruitment panel. Any concerns will be resolved satisfactorily prior to confirming an appointment. Concerns raised following a candidate's references will be explored further with the referee where appropriate and discussed with the candidate at interview.

The recruitment panel will ensure that any past disciplinary action or allegations disclosed as part of a reference are considered carefully when assessing the candidate's suitability for the role. If this involves safeguarding or potential safeguarding concerns, the DSL will be consulted to help assess the candidate's suitability.

Interview process

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison by a designated note-taker on the interview panel. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children. The college will use a range of selection techniques to identify the most suitable person for the post.

Interview questions seek to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children.
- Looking at any gaps in employment or where the candidate has changed employment or location frequently and asking about the reasons for this.
- Seek examples of the candidate's previous experience.

Interviews will also be used to explore the potential areas of concern to determine the applicant's suitability to work with children.

Disclosures

The college will consider the following when assessing any disclosure information on a DBS certificate:

- The seriousness and relevance to the post which they have applied to
- How long ago the offence occurred
- The country where the offence occurred

- Whether it was a one-off incident or a history of incidents
- The circumstances around and at the time of the incident
- Whether the individual accepted responsibility for what happened
- Whether the offence has been decriminalised

For all volunteers, the college will undertake a written risk assessment and use professional judgement and experience when deciding what checks, if any, will be required.

Induction training

All staff will receive appropriate safeguarding and child protection training in line with their role as part of the induction process. As part of staff training, all staff will be made aware of and familiarised with the systems within the college which support safeguarding. Training will be refreshed on an annual basis.

Staff who work directly with pupils will be required to read Part one of the latest version of the DfE's statutory guidance 'Keeping children safe in education' (KCSIE). All other staff must read either Part one or Annex A, which is a condensed version of Part one.

Alongside training, all staff will receive safeguarding and child protection updates, e.g. via email, e-bulletins and staff meetings, as required, and at least annually. This is to ensure all staff are equipped with the relevant skills and knowledge to be able to safeguard pupils effectively.