

Safer Recruitment Policy

Safe recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed within Katie Wright School of dance.

When recruiting for Katie Wright School of dance, the following process will be followed and applied consistently when appointing a teacher, helper, volunteer or anyone who may be responsible for the students.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

A detailed job role description including the qualities, qualifications, experience and standards required in the successful candidate.

Details of the checking procedures to be carried out such as DBS checks and proof of qualifications.

Explaining the organisation is an equal opportunities employer, operating within child safeguarding standards.

All applicants, whether paid or voluntary, full time or part time positions will be required to present the above before being considered for a role at the school.

References

Contact details of two written references will be required, one of which should be a previous employer which will be contacted by telephone or email.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Disclosures

All applicants will be required to complete an enhanced level DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation.

Interview

All candidates will be asked questions which relate to the person specification to explore experience and suitability for the role. The interview will be used to:

Explore the candidate's suitability to work with young people.
Explore their attitude and their motivations for applying for the role.

Once offered a role at the school, all staff and volunteers will undergo a formal induction which will cover the organisation's Safeguarding and Child Protection Policy and Procedures.

Ongoing training

The dance school will be provide continual training with staff, ensuring all qualifications and checks are kept up to date on a regular basis.