



# XYZ Music Academy Ltd

## Safer Recruitment Policy

**Policy Title:** Safer Recruitment Policy  
**Organisation:** XYZ Music Academy Ltd  
**Approved By:** Managing Director  
**Policy Owner:** Designated Safeguarding Lead (DSL)  
**Review Frequency:** Annually  
**Next Review Date:** September 2026

---

## 1. Statement of Intent

XYZ Music Academy Ltd is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We expect all staff, contractors, volunteers, and associates to share this commitment.

The purpose of this policy is to ensure that all recruitment and selection processes are conducted fairly, consistently, and safely, helping to deter, reject, or identify individuals who may pose a risk to children or vulnerable adults.

XYZ Music Academy follows the principles outlined in:

- Keeping Children Safe in Education (KCSIE)
  - The Children Act 1989 and 2004
  - The Safeguarding Vulnerable Groups Act 2006
  - The Equality Act 2010
  - The Rehabilitation of Offenders Act 1974 (Exceptions Order)
  - Working Together to Safeguard Children
  - UK GDPR and Data Protection Act 2018
- 

## 2. Scope

This policy applies to:

- Permanent employees
  - Temporary employees
  - Tutors
  - Peripatetic teachers
  - Alternative Provision staff
  - Volunteers
  - Work experience placements
  - Contractors
  - Agency workers
  - Directors and Trustees (where applicable)
- 

## 3. Recruitment Principles

XYZ Music Academy will ensure that:

- Safeguarding is embedded throughout the recruitment process.
- Recruitment decisions are based on merit and suitability.
- Appropriate checks are completed before employment commences.
- Recruitment practices comply with employment and safeguarding legislation.
- Individuals unsuitable to work with children are prevented from doing so.

---

## 4. Advertising Vacancies

All recruitment advertisements and job descriptions will clearly state:

"XYZ Music Academy Ltd is committed to safeguarding and promoting the welfare of children and vulnerable adults. All successful applicants will be subject to enhanced DBS checks, reference checks, and safer recruitment procedures."

Advertisements will also specify:

- The safeguarding responsibilities of the role.
- Required qualifications and experience.
- Requirement for satisfactory references.
- Requirement for identity verification.
- Requirement for an Enhanced DBS check with Children's Barred List information where applicable.

---

## 5. Application Process

Applicants must complete an official application form.

CVs may be accepted as supporting information but will not replace a completed application form.

Applications should include:

- Full employment history.
- Explanations for gaps in employment.
- Qualifications.
- Professional experience.
- Relevant safeguarding experience.
- Details of any disciplinary findings relating to children.
- Declaration of criminal convictions where applicable.

Incomplete applications may be rejected.

---

## 6. Shortlisting

Shortlisting will be conducted by at least one member of staff trained in safer recruitment practices wherever possible.

The panel will:

- Review employment history.
- Identify unexplained gaps.
- Assess suitability for working with children.
- Consider any safeguarding concerns.
- Determine whether further clarification is required at interview.

Any anomalies will be explored during the interview process.

---

## 7. Interview Process

All shortlisted candidates will attend a formal interview.

Interviews may be conducted:

- Face-to-face
- Online (where appropriate)
- Through a multi-stage recruitment process

Interview panels should include at least two representatives wherever possible.

The interview will:

- Assess suitability for the role.
- Explore safeguarding knowledge.
- Examine attitudes towards child welfare.
- Investigate employment history.
- Address any inconsistencies or concerns.

Safeguarding-related questions will form part of every interview.

Examples include:

- How would you respond to a safeguarding concern?
- What would you do if a child disclosed abuse?
- How would you maintain professional boundaries?

- How would you manage inappropriate behaviour from a colleague?
- 

## 8. Selection Decisions

Selection decisions will be based on:

- Qualifications
- Experience
- Skills
- Interview performance
- Suitability to work with children
- Safeguarding understanding
- References and pre-employment checks

No appointment will be confirmed until all required checks have been completed satisfactorily.

---

## 9. Pre-Employment Checks

Before employment begins, XYZ Music Academy will complete the following checks as appropriate:

### Identity Verification

Verification of:

- Passport
- Driving Licence
- Birth Certificate
- Utility bills or proof of address

### Right to Work Check

The Academy will verify an individual's legal right to work in the UK.

### Enhanced DBS Check

Where the role involves regulated activity:

- Enhanced DBS Certificate
- Children's Barred List Check

Individuals may not commence regulated activity until satisfactory checks are completed unless an approved risk assessment permits supervised activity.

### **Qualifications Verification**

Relevant qualifications will be checked where necessary.

### **Employment History Verification**

Employment dates and history will be confirmed.

### **Reference Checks**

A minimum of two references will be obtained.

References should:

- Be professional references.
- Be obtained directly from referees.
- Include questions regarding suitability to work with children.
- Confirm disciplinary concerns where appropriate.

Open testimonials will not be accepted as references.

### **Overseas Checks**

Where applicants have lived or worked overseas, additional checks may include:

- Police clearance certificates.
- Certificates of good conduct.
- Overseas criminal record checks.

---

## **10. Single Central Record (SCR)**

XYZ Music Academy will maintain a Single Central Record containing evidence of:

- Identity checks
- DBS checks
- Barred list checks

- Right to work checks
- Qualification checks
- Reference checks
- Prohibition checks where applicable

The SCR will be reviewed regularly by senior management.

---

## 11. Agency and Supply Staff

Before engaging agency workers, XYZ Music Academy will obtain written confirmation that the agency has completed:

- Identity checks
- DBS checks
- Barred list checks
- Qualification checks
- Right to work checks

The Academy reserves the right to request evidence of these checks.

---

## 12. Volunteers

Volunteers working with children will be subject to risk-assessed recruitment procedures.

Depending on their role, volunteers may require:

- References
- Enhanced DBS checks
- Identity verification
- Safeguarding training

Volunteers will never replace appropriately qualified staff.

---

## 13. Contractors and Visitors

Contractors who may have unsupervised access to children must be appropriately vetted.

The Academy will ensure:

- Appropriate supervision.
  - Visitor sign-in procedures.
  - Identification badges.
  - Risk assessments where necessary.
- 

## 14. Induction

All new staff will receive safeguarding induction before commencing work.

Induction will include:

- Safeguarding and Child Protection Policy.
- Staff Code of Conduct.
- Whistleblowing Policy.
- Behaviour Policy.
- Reporting procedures.
- DSL contact details.
- KCSIE Part 1 (or current equivalent guidance).

Staff must confirm that they have read and understood safeguarding documentation.

---

## 15. Probationary Period

All new employees will normally complete a probationary period.

Performance monitoring will include:

- Safeguarding practice.
- Professional conduct.
- Attendance.
- Communication.
- Adherence to Academy policies.

Failure to meet required standards may result in termination of employment.

---

## 16. Ongoing Safeguarding Responsibilities

Safer recruitment does not end at appointment.

XYZ Music Academy will maintain safeguarding through:

- Annual safeguarding training.
- Regular supervision.
- Observation of practice.
- Performance reviews.
- Staff conduct monitoring.
- Whistleblowing procedures.
- Ongoing DBS and suitability declarations where appropriate.

---

## 17. Concerns During Recruitment

If safeguarding concerns arise during recruitment, the Academy may:

- Seek clarification from the applicant.
- Request additional references.
- Conduct further investigations.
- Withdraw an offer of employment.
- Refer information to relevant authorities where necessary.

Providing false information may result in:

- Withdrawal of an offer.
- Dismissal.
- Referral to relevant safeguarding agencies.

---

## 18. Equality and Diversity

XYZ Music Academy is committed to equal opportunities and does not discriminate on the basis of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All recruitment decisions will be based on suitability, competence, and safeguarding requirements.

---

## 19. Monitoring and Review

The Managing Director and Designated Safeguarding Lead are responsible for monitoring the effectiveness of this policy.

The policy will be reviewed:

- Annually
  - Following safeguarding incidents
  - Following legislative changes
  - Following updates to KCSIE guidance
- 

**Name:** Duncan Lee

**Position:** Managing Director

**Date:** September 1st 2025

**Review Date:** September 1st 2026