**SAFER RECRUITMENT POLICY**

Taylor’s Dance Company (‘we’, ‘our’, ‘us’, ‘the school’) promotes an enjoyable & safe environment for all students whilst attending classes. The school has a moral & legal obligation to ensure that, when given the responsibility for young people, we provide them with the highest possible standard of care.

This policy applies to anyone working on behalf of Taylor’s Dance Company LTD, including directors, managers, employees, subcontractors, volunteers, sessional workers, agency staff and students. (‘all staff’)

**1: Application to Work**

* All staff will complete an application form.   
  The application form will obtain information about the applicant's past and self-disclosure about any criminal record.
* All staff will be asked to provide two referees. The referee must not be related or a spouse, and one referee must be regarding previous work with children. These references will be obtained in writing by email.
* All staff will be asked to provide evidence of identity and evidence of their right to work in the UK.
* All staff will be asked to provide a DBS enhanced child workforce certificate or be willing to obtain one.
* All staff will be interviewed by the Director/Principal

**2: Upon Offer of Work**

* All staff will sign a contract.
* All staff will receive an induction.
* All staff will sign the school’s Code Of Conduct
* We will ensure that the application form has been completed in full, including sections on criminal records & self-disclosures.
* We will ensure a clean and recent DBS Certificate is in place.
* We will ensure all staff have a right to work and we hold evidence of identity.
* Qualifications will be substantiated.
* Job requirements & responsibilities will be clarified.
* Child Protection Procedures are explained & training is given.
* We will ensure all staff have relevant first aid and safeguard training, or make sure this is booked in as soon as possible.

**3: Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff & volunteers to:

* Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
* Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
* Respond to concerns expressed by a child.
* Work safely & effectively with children.