

## **Safeguarding Policy**

### **1) INTRODUCTION**

The purpose of this policy is to set out the minimum requirements Life Music's recruitment process. This process aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

This policy was reviewed on 28<sup>th</sup> May 2019. It will be due for review again 28<sup>th</sup> May 2020.

### **2) IDENTIFICATION OF RECRUITERS**

Subject to the availability of training, Life Music will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

### **3) INVITING APPLICATIONS**

3.1 All advertisements for posts will include the statement:

"Life Music is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service check."

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- Life Music's child protection policy;
- Life Music's Safeguarding policy (this document);
- the selection procedure for the post;
- an application form.

3.3 All prospective applicants must complete, in full, an application form.

### **4) SHORT-LISTING AND REFERENCES**

4.1 Short-listing of candidates will be against the person specification for the post

4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

4.4 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.

4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

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- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

### **5) THE SELECTION PROCESS**

- 5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 5.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.
- 5.3 All candidates will be subject to an observation lesson to assess teaching capability and rapport with students.
- 5.4 Candidates will always be required:
- to explain satisfactorily any unusual gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on an enhanced DBS check;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **6) EMPLOYMENT CHECKS**

- 6.1 All successful applicants are required:
- to provide proof of identity
  - to complete an enhanced DBS application and receive satisfactory clearance
  - to provide actual certificates of qualifications
  - to provide proof of eligibility to live and work in the UK

### **7) INDUCTION**

- 7.1 All staff who are new to Life Music will receive induction training that will include the school's safeguarding policies and guidance on safe working practises. All staff receive an induction manual.
- 7.2 Regular contact will be maintained during the year between all employee(s) and the director, Karl Whitworth.
- 7.3 All staff will receive Child Protection training on a regular basis, currently every 2 years.
- 7.4 All staff will receive guidelines and instruction regarding appropriate physical contact during music lessons.