

DANCE PROJECTION

Safer Recruitment and Pre-Employment Checks Policy

Dance Projection

1. Policy Statement

Dance Projection is committed to safer recruitment practices to ensure the highest standards of safeguarding and to promote the welfare of children and young people. This policy sets out the company's procedures for recruiting staff, contractors, and volunteers in line with relevant legislation, including:

- The Department for Education's guidance *Keeping Children Safe in Education*
- The Childcare Disqualification Requirements: *Disqualification under the Childcare Act 2006*
- The Safeguarding Vulnerable Groups Act 2006 (as amended)
- Data Protection legislation and GDPR

Dance Projection is committed to providing equal opportunities for all applicants and does not discriminate on the grounds of race, religion or belief, gender reassignment, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, disability, or age.

2. Advertising Vacancies

2.1. Staff vacancies will be advertised through a variety of media, including the Dance Projection website. Each vacancy will be accompanied by a Job Description and Person Specification.

2.2. In exceptional circumstances, discretion may be exercised not to advertise a vacancy, provided there are no existing members of staff who could reasonably consider themselves suitable candidates.

2.3. Individuals may only be directly appointed if they have an existing and continuing right to work in the UK.

3. Applications

3.1. Prospective applicants must submit:

- A CV detailing their employment and academic history.
- A cover letter explaining their suitability for the role.

3.2. Applicants must provide satisfactory explanations for any gaps in employment or academic history.

3.3. All applicant information will be treated with the highest confidentiality and processed in accordance with GDPR and data protection laws.

4. Shortlisting and Interviews

4.1. The Hiring Manager/Owner will shortlist applicants against clear criteria derived from the Job Description and Person Specification.

4.2. Shortlisted applicants will be invited to attend an interview, which may include:

- A face-to-face interview with the Hiring Manager
- Class teaching or observation activities

4.3. All shortlisted applicants will be assessed on their suitability to work with children, including questions about their motivations and understanding of safeguarding.

4.4. Standardised questions will be asked of all candidates, and detailed interview notes will be recorded for each stage.

5. Appointment Decision

5.1. The final decision to appoint will be made by the Hiring Manager/Owner.

5.2. Any offer of employment is conditional upon the completion of pre-employment checks outlined in this policy, the agreement of a mutually acceptable start date, and the signing of a Dance Projection employment contract.

6. Pre-Employment Checks

Dance Projection will carry out the following checks before confirming any appointment:

- Verification of identity, address, right to work in the UK, and qualifications
 - References
 - Disclosure and Barring Service (DBS) checks
 - Any other formal or informal background checks reasonably required, including internet and social media searches
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6.1. Identity, Right to Work, and Qualifications

- Applicants invited to interview must bring original documents confirming their identity, address, right to work in the UK, and qualifications.
 - Where a name has changed (e.g., through marriage, deed poll, adoption), documentary evidence of the change must be provided.
 - Right to work evidence must meet the Home Office “Right to Work Checklist” requirements.
 - All original qualification certificates referred to in the application must be provided.
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6.2. References

- At least two satisfactory reference is required, including one from the current or most recent employer.
 - References cannot be provided by relatives or solely by friends.
 - Referees will receive the job description and will be asked to comment on the applicant’s suitability for the role and any concerns regarding their suitability to work with children.
 - Any issues raised by a reference will be discussed with the candidate.
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6.3. Medical Fitness

- Successful applicants must complete a Health Questionnaire post-offer.
- Dance Projection may seek additional medical advice or request a full medical assessment where appropriate.
- In line with the Equality Act 2010, reasonable adjustments will be considered before any job offer is withdrawn.

6.4. Disclosure and Barring Service (DBS)

- All prospective employees, contractors, and unsupervised volunteers will undergo the appropriate level of DBS check, determined by the role.
- For all regulated activity roles, Dance Projection will apply for an Enhanced DBS Check including a Children's Barred List check.
- The purpose is to confirm the applicant is not barred from working with children and to assess overall suitability.

7. Retention and Security of Information

7.1. Applicant information, including disclosure information, will be stored securely and accessed only by relevant senior leaders.

7.2. DBS disclosure information will not be retained for longer than necessary and will be securely destroyed (e.g., by shredding) after a maximum of six months.

7.3. Photocopying or scanning of disclosure information is prohibited without the individual's express permission.

7.4. For successful candidates, key verification documents will be retained on their personnel file for the duration of employment, in line with legal requirements.

8. Safeguarding Compliance Statement

Dance Projection confirms that:

- All required safeguarding, safer recruitment, vetting, and barring checks are completed for employees, volunteers, and contractors.
 - There are no current safeguarding issues relating to employees or volunteers.
 - The company is responsible for ensuring subcontractors undergo the necessary checks and for providing relevant information to partner organisations if required.
 - Dance Projection fully complies with all applicable safeguarding policies and will report any safeguarding concerns raised by learners, employees, or partner organisations to the appropriate safeguarding lead within 24 hours.
 - The company reserves the right to carry out additional checks or request further information where there are reasonable concerns regarding compliance.
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9. Policy Review

Dance Projection is committed to reviewing this policy and related practices annually, or sooner if appropriate, to ensure ongoing compliance and effectiveness.

Last Reviewed: 08/10/25

Signed:

Heidi Speakman

Co-Owner, Dance Projection