



Safer Recruitment Policy

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POLICY STATEMENT

Art Inc are committed to the safeguarding of our young people. Art Inc are committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices, identifying and rejecting applicants who are unsuitable to work with children and young people. Art Inc will respond to concerns about the suitability of applicants during the recruitment process. Art Inc will respond to concerns about the suitability of employees and volunteers not just before but also once they have begun their role ensuring all new staff and volunteers participate in an induction which includes child protection and a list of the supporting procedures that accompany the policy the date the policy comes into force and when Art Inc will review it.

AIMS & OBJECTIVES

deter unsuitable applicants from applying for roles with vulnerable groups. Candidates will be treated fairly and in compliance with legislation.

Art Inc's expectations are clear throughout the application and recruitment process.

SELECTION PROCESS

advertising all posts with a clear safeguarding and child protection statement



having a clear job description and person specification for all roles. This will also link to Art Inc's Values

- Empathy
- Nurture
- Clear Boundaries (Establishing safe-guarding routines)
- Dreams

having a standard application form

asking applicants to complete a self-disclosure form

having clear shortlisting and interviewing procedures

carrying out pre-employment checks (for staff and volunteers)

At least one of the interviewees being Safer Recruitment trained
the process of making an offer.

PRE-EMPLOYMENT & EDBS Checks

Pre-employment checks include:

- Identity check
- Right to work in the UK
- seeking 2 references, 1 of which being their latest employer
- Identifying and challenging gaps in work history
- Overseas check
- EDBS

EDBS

Art Inc works with a variety of young people some of whom may be extremely vulnerable. All staff including volunteers will be required to complete a full **Enhanced Disclosure and Barring Service Check**

We require staff to be on the government DBS online update service so that they can be checked when requested on a regular basis

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

Overseas

Since 01 January 2021, checks for teachers from the European Economic Area (EEA) are no longer available from the Teaching Regulation Agency in England, General Teaching Council (GTC) in Northern Ireland, GTC in Scotland and the Education Workforce Council in Wales. Instead, Art Inc will obtain proof of past conduct as a teacher/worker with children and a criminal records check from the country/countries the teacher has lived and worked in. For teachers that have worked or trained overseas we request a Letter of Professional Standing from the professional regulating authority in the relevant country.

INDUCTION

All staff will receive safeguarding training on Induction



All staff will receive induction on our Values

All staff will receive annual updates on KCSiE

All staff will receive annual updates on Prevent

All staff will receive annual updates on GDPR

All staff will receive annual updates on Internet safety & Online Communication

All staff must sign on read-receipt/complete

An up to date record of staff training will be held by Art Inc.

FINAL STATEMENT

Art Inc is fully committed to the recruitment of appropriate and suitable candidates while ensuring the safeguarding of our young people. Art Inc will ensure staff are treated fairly throughout the recruitment process with clear expectations, checks and training. Art Inc's commitment to Safeguarding is also underpinned by their Safeguarding Policy.