



Safer Recruitment Policy

22 Music Academy

1. Introduction

22 Music Academy is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This Safer Recruitment Policy outlines our approach to recruiting staff and volunteers, ensuring that robust procedures are in place to prevent unsuitable individuals from working with our students. The policy is underpinned by key UK legislation, including the Children Act 1989, the Education Act 2002, the Safeguarding Vulnerable Groups Act 2006, and Keeping Children Safe in Education (KCSIE) statutory guidance.

2. Purpose and Scope

This policy applies to all staff, volunteers, governors, and contractors at 22 Music Academy who may have access to children or vulnerable adults. The aim is to ensure a safe and supportive environment for all students by minimising the risk of harm through rigorous recruitment processes.

3. Legal Framework

- Children Act 1989 and 2004: Places a duty on organisations to safeguard and promote the welfare of children.
- Education Act 2002 (Section 175): Requires educational establishments to have arrangements to safeguard and promote welfare.



- Safeguarding Vulnerable Groups Act 2006: Sets out vetting and barring arrangements for people working with children.
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975): Requires enhanced disclosure for those working with children.
- Keeping Children Safe in Education (KCSIE): Statutory guidance for schools and colleges on safeguarding children.

4. Recruitment and Selection Procedures

1. Job Descriptions and Person Specifications
2. All roles must have clear job descriptions and person specifications outlining safeguarding responsibilities.
3. Advertising and Information for Applicants
4. All recruitment adverts and packs must state the Academy's commitment to safeguarding and that enhanced Disclosure and Barring Service (DBS) checks are required.
5. Application Forms
6. Applicants must use the approved application form, providing a full work history and explaining any gaps.
7. Shortlisting
8. Shortlisting will be undertaken by at least two staff members, one of whom must have completed safer recruitment training.
9. References
10. References must be sought for all shortlisted candidates, including at least one from the most recent employer. References must be obtained directly from the referee using official forms and must address suitability to work with children.
11. Interview Process



12. At least one member of the panel must have current safer recruitment training. Interviews will include questions relating to safeguarding and attitudes towards children and young people.
13. Pre-Appointment Checks
14. Enhanced DBS check for all staff and volunteers.
15. Barred List check for regulated activity roles.
16. Verification of identity, right to work in the UK, qualifications, and professional status.
17. Overseas checks for candidates who have lived or worked outside the UK.
18. Single Central Record (SCR)
19. The Academy must maintain an up-to-date SCR of all staff, volunteers, and governors, detailing all pre-employment checks.
20. Induction and Training
21. All new staff and volunteers must complete safeguarding induction and regular refresher training, including the Academy's safeguarding and whistleblowing policies.

5. Ongoing Safer Practice

- All staff must adhere to the Academy's Code of Conduct.
- Any concerns arising during employment must be reported in line with the safeguarding policy.
- Regular reviews and audits of recruitment processes will be conducted to ensure compliance and improvement.

6. Confidentiality and Data Protection

All recruitment data will be handled in line with the Data Protection Act 2018 and UK GDPR, ensuring confidentiality and secure storage of sensitive information.



7. Policy Review

This policy will be reviewed annually by the Board of Governors or sooner if there are changes to legislation or guidance.

8. Monitoring and Compliance

- The Designated Safeguarding Lead (DSL) is responsible for monitoring the implementation of this policy.
- All concerns or breaches will be addressed in line with the Academy's disciplinary procedures.

9. Linked Policies

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Staff Behaviour (Code of Conduct) Policy
- Equality and Diversity Policy
- Data Protection Policy

10. References

- Children Act 1989 and 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- Keeping Children Safe in Education (KCSIE) 2024
- Data Protection Act 2018 and UK GDPR