

Italia Conti Chislehurst

Safer Recruitment Policy

1. Introduction

Italia Conti Chislehurst is committed to providing the best possible care and education to its students, to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition, Italia Conti Chislehurst is committed to providing a supportive and flexible working environment to all its members of staff. Italia Conti Chislehurst recognises that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of Italia Conti Chislehurst's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds of including race, colour, nationality, ethnic origin, religion or religious believe, sex or sexual orientation, marital status, disability or age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in "Safeguarding Children: Safer Recruitment and Selection in Education Setting" and the code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that Italia Conti Chislehurst meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provision of this policy.

2. Recruitment and selection procedure

All recruitment advertisements will include the statement

"The Italia Conti Academy of Theatre Arts is committed to safeguarding children, young people, and vulnerable adults. All appointments are subject to satisfactory enhanced Disclosure and Barring Service disclosure".

All applicants for employment will be required to complete an application form containing questions about their academic an employment history and their suitability for the role.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. *This will include discussion of any gaps in the employment record with a note being made as to whether the explanations are satisfactory or unsatisfactory.* .

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following;

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which Italia Conti Chislehurst considers satisfactory
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service and Barred List check
- provision by the applicant of a statement certifying their medical fitness to undertake the responsibilities and duties of the job.
- receipt of proof of the applicant's right to work in the U.K.
- confirmation of the appropriate qualifications
- the successful completion of any overseas checks to our satisfaction

If the above conditions are satisfactory and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All appointments are subject to a three month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or Italia Conti Chislehurst is one week.

Italia Conti Chislehurst's disciplinary procedures do not apply during this probationary period. Italia Conti Chislehurst also reserves the right to extend this probationary period should it deem this necessary.

3. Pre-employment checks

In accordance with the recommendations of the DfES in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" Italia Conti Chislehurst carries out a number of pre-employment checks in respect of all prospective employees.

3.1 Verification of identity and address

All successful applicants must provide prior to their appointment the following evidence of identity, address and qualifications;

- current driving licence
- two utility bill or statements (from different sources but excluding mobile phone bills) dated within the previous three months showing their name and home address and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card) and
- documentation confirming any educational and professional qualifications referred to in their application form and

- current passport or full original birth certificate. Non U.K. passports should contain evidence of the applicants right to stay and work in the U.K.

Were an applicant has changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change

3.2 References

- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed and during the interview
- References will be sought directly from the referee. References and testimonials provided by the candidate will never be accepted without checking.
- 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.
- 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
- Referees will always be asked specific questions regarding
 - The candidate's suitability for working with children, young people and vulnerable adults
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and vulnerable adults
 - The candidate's suitability for the post.

3.3 Relevant Qualifications check

- Proof must be provided of the authenticity of qualifications where these are claimed.

3.4 Criminal records check

Due to the nature of the work, Italia Conti Chislehurst will apply for vetting investigations by the Disclosure and Barring Service (DBS) in respect of all prospective staff members. Italia Conti Chislehurst will always request an Enhanced Disclosure as described below.

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain on-conviction information from local police a record which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the list of those considered unsuitable to work with children or vulnerable adults maintained by the DfES and the Department of Health.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

3.5 Retention and security of disclosure information

Italia Conti Chislehurst's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, Italia Conti Chislehurst will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of Italia Conti Chislehurst's senior management team.
- in most cases Italia Conti Chislehurst will not retain such information for longer than is necessary although Italia Conti Chislehurst will keep a record of the date of a disclosure, the name of the subject, type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information

4. Retention of records

If an applicant is appointed, Italia Conti Chislehurst will retain any relevant information provided on their application for (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests Italia Conti Chislehurst to keep their details on file.

5. Deputy and Agency Staff

Agencies supplying staff to Italia Conti Chislehurst are required to certify that all such staff have been vetted by the DBS to an enhanced standard.

Supplying Agencies must satisfy Italia Conti Chislehurst that all of the requirements demanded of Italia Conti Chislehurst's own staff under Section 2 above have been met. Agencies must provide the DBS number and date of provision in writing to Italia Conti Chislehurst and the Agency staff member must provide photographic proof of identity on their first day of employment

Teachers who deputise for absent teachers will complete the same identification and vetting procedures as permanently employed staff, though they may commence employment once it has been confirmed that they are not on the DfE List 99 of proscribed teachers.

5. Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact Italia Conti Chislehurst.