



RECRUITMENT POLICY
MIDLANDS ACADEMY OF DANCE AND DRAMA
VERSION 1.0



Recruitment Policy

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0		Nov 2022	Nov 2023	First Policy



Recruitment Policy

Introduction

Midlands Academy of Dance & Drama (MADD) was founded in 1967 by the Principal, Frances Clayton and is based in Nottingham. MADD offers diplomas in Professional Dance, Musical Theatre, classes to 3-18-year-olds, and qualifications in Teacher Training in Dance with the International Dance Teachers Association (IDTA).

Therefore, certain individuals working for or on behalf of MADD will have direct contact with children and/or vulnerable adults and/or access to highly personal and sensitive information. Furthermore, we recognise that it is our responsibility to safeguard our workers and others who come into contact with our staff.

It is both our legal and moral duty to ensure that our employees and third-party staff working for or on behalf of MADD are of good character and are competent and therefore this policy has been developed to enable us to provide a safe and effective service.

Scope

This policy applies to all MADD staff, job applicants, agency workers, self-employed contractors, apprentices, and volunteers who are, by the nature of their position required to work for or on behalf of MADD.

In parts this policy applies only to specific groups. This will be made clear in the relevant sections.

This policy follows Keeping Children Safe in Education 2022 statutory guidance.

Definitions

DBS: The Disclosure and Barring Service (DBS) was established in December 2012 under Part V of the Protection of Freedoms Act (POFA)1 to undertake disclosure and barring functions.

DBS Check: Any level of check available from DBS.

These can be either:

- a Basic DBS check
- a Standard DBS check
- an Enhanced DBS check

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- an Enhanced with Barred Lists DBS check.

DBS Certificate: A certificate issued following the check. The information shown on a certificate varies, depending on the type of check applied for.

Overseas Police Check: A check of an overseas police records conducted by the employer on individuals who have lived abroad for a significant period of time. Such checks may be mandatory for certain work visa applications.

Spent Convictions: In law, a conviction becomes 'spent' after the elapse of a defined period. People whose convictions are 'spent' must be treated as if their conviction had never occurred. Job applicants are therefore entitled to conceal details relating to spent convictions.

DBS ID Checking Guidelines: We will follow the DBS guidance where a check is required.

Individual Teacher Record: We will view such records to:

- view a teacher's personal details
- view initial teacher training qualifications
- confirm they have been awarded QTS
- check whether they have successfully completed their teacher induction period
- view any additional qualifications, including relevant mandatory qualifications and national professional qualifications
- identify any prohibition, sanction or restriction that may/will affect their ability to carry out certain activities, or work in particular roles, for example, Secretary of State's teacher prohibition order
- see details of any Secretary of State decision not to impose a prohibition order following a professional conduct panel's determination of unacceptable professional conduct, conduct that may bring the profession into disrepute or conviction of a relevant offence
- identify potential restrictions imposed by the Disclosure and Barring Service (DBS).

Teacher Services Restrictions Lists: If it is not possible to access individual's teacher record, we may use Teacher Services to find out if a teacher has any current prohibitions, restrictions, or sanctions. This information is accessed using the following lists:

- teachers who have failed to successfully complete their induction or probation period

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- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England
- individuals who have been barred from taking part in the management of an independent school (including academies and free schools).

Award of Qualified Teacher Status (QTS): A record of relevant qualifications to undertake a teaching position.

Roles and Responsibilities

The Principal has overall responsibility for ensuring that this policy is disseminated amongst the relevant staff and that each individual is aware of their responsibilities.

HR and all staff involved in the recruitment process are responsible for ensuring that the recruitment, selection, and safety checks processes are aligned with this policy.

Individuals holding a professional registration are responsible for the upkeep of their registration.

All staff are responsible for updating MADD with any changes to their professional registration status or changes in personal details and providing information regarding any pending or charged criminal offences which may affect their DBS status.

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Advertising

All adverts should include:

- A job description and specification.
- A statement as to MADD's commitment to safeguarding and promoting the welfare of children and vulnerable adults.

Adverts for roles subject to a DBS should include:

- A statement that safeguarding checks will be undertaken.
- A statement as to the safeguarding responsibilities of the post as per the job description and personal specification.

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- A statement as to whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The Ministry of Justice's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
- A statement as to whether a role involves engaging in regulated activity and that it is an offence to apply for the role if the applicant is barred from engaging in that regulated activity.

Applications

All applicants must provide:

- Their personal details, current and former names, current address, and national insurance number.
- Details of their present (or last) employment and reason for leaving.
- Full employment history, (since leaving school, including education, employment, and voluntary work) including reasons for any gaps in employment.
- Qualifications, the awarding body, and date of award (if applicable).
- Details of referees/references (see below for further information).
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Shortlisting

The Principal and Scheduling, Policy and Compliance Officer, and/or Senior Leaders will review all applications and supplementary evidence and shortlist candidates for interview.

Shortlisting decisions are based on evidence that the applicant has met the requirements of the person specification.

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Where there are a large number of suitable applicants their desirable credits are weighted accordingly to further shortlist.

When shortlisting MADD will:

- Ensure that at least two people carry out the shortlisting exercise.
- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.
- Complete cursory due diligence checks where a concern is raised.

Shortlisted candidates applying for a teaching role will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will also be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Interviewing

The interview panel will usually comprise of at least two members of staff and include any or all of the following: The Principal, Heads of Department, and/or Senior Leaders.

At least one member of staff involved in any interview panel should have a good understanding of UK Equality Law and Safeguarding Best Practice.

During interviews, the panel must bring a copy of the role description and person specification for reference and any relevant information from the interview must be captured on the interview proforma.

Any potential candidate must be advised during the interview that failure to meet any of the following criteria will deem them inappropriate for the role or will result in any subsequent offer being withdrawn:

- Meeting the job description and person specification.
- Providing the required legitimate identity documents and proof of qualifications (where required).
- Obtaining two satisfactory references.
- Obtaining a satisfactory DBS Check (where required).

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- Being able to provide a statement that they are legally able to work with children and vulnerable adults and not be on a barred list (if no DBS check is required).

Candidates must have equal opportunities when applying for a position and the interviewees must outline legal and legitimate reasons why a candidate has been successful or unsuccessful. Reasons, why an individual is offered a position over another, must be decided using objective information gathered and must be documented.

Medical Suitability

Certain roles require a level of physical fitness and/or mental resilience and therefore MADD reserves the right to enquire as to an applicant's medical suitability.

Where reasonable adjustments are requested, the charity will do its utmost to accommodate the applicant.

Proof of Qualifications

Teaching staff and tutors will be required to provide to MADD proof of qualifications.

MADD will seek to verify all qualifications via:

- Reviewing and verifying original certificates; and/or
- Checking teaching records as described in the definitions section.

References

MADD requires all applicants to provide the names and contact details of two referees.

Referees will be contacted and must state that:

- The applicant is known to them; and
- The applicant is thought to be suitable for employment in the specified role; and
- The applicant is of good character; and
- They know of no reason the applicant should not work with children or vulnerable individuals.

At least one referee should be a professional person and the other an individual able to provide a character reference. Neither referee must be related to the applicant

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For teaching positions MADD will:

- Not accept open references e.g., to whom it may concern.
- Not rely on applicants to obtain their own references.
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations).
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer.
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Identity Checks and Right to Work

Staff working for MADD are required to provide the following and have the information verified before any offer of employment is made:

- Original Photographic Identity (passport or overseas alternative); a photocopy will be taken and held on file.
- Proof of National Insurance Number.
- UK Bank Account or Building Society Account details.

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- Original Right to Work in UK documentation (if applicable) or access to the UK Immigration portal to confirm their status; a photocopy will be taken and held on file.

Photographic identity documents must be checked to ensure that the candidate is a true likeness to the photograph displayed.

Teachers subject to a DBS check will be required to provide appropriate identification documents defined by the DBS ID Guidance:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

DBS Checks

An enhanced DBS check is mandatory before any offer of employment for a teaching or tutoring position or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

MADD makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

Where a DBS check is required, MADD will finance the check, however, applicants must share the information with MADD if using the update service before any formal offer is made and/or engaging in any work (paid or unpaid).

Any criminal history will be reviewed, and any formal offer made will depend on the nature of the offence, the number of offences, and the time which has passed since such offences.

MADD undertakes to discuss any matter revealed on a DBS certificate or international police check with the applicant before withdrawing a conditional offer of employment.

Where any checks indicate that the applicant is unsuitable for a position, they will be informed in writing of the reason for the withdrawal, and their right to appeal.

Ongoing DBS checking is also mandatory whether through the Update Service or one-off annual DBS checking. Refusing to comply with a request for a DBS check may result in disciplinary action.

MADD relies on its staff to uphold the good name of the organisation and is responsible for ensuring that colleagues subject to DBS checks report to the Principal any criminal proceedings against them or any conviction which affects their suitability for the role.

This list of examples is merely for guidance:



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- Being arrested for or charged with an offence relating to the harming of children and/or vulnerable adults; or
- Being arrested for or charged with any offence other than a minor traffic violation.

Following disclosure MADD will re-assess the suitability of the colleague as it would for an applicant for a new position.

Individuals failing to provide such information will be disciplined and may be subject to summary dismissal or immediate severance of any agency, service, or contractor agreement.

Offer of Employment

The offer of employment will be made, where possible, to the selected candidate verbally and followed by an offer in writing.

Offer letters will include a request for confirmation of acceptance or decline within a reasonable period of time, mindful of the needs of MADD

Should the applicant accept the offer, the appropriate procedures for reception and induction of the new starter will be applied.

Should the applicant decline the offer, MADD may make an offer of employment to another suitable interviewed candidate.

Alternatively, the interviewers may agree to restart the entire recruitment process.

When an offer of employment for the position has been accepted, the unsuccessful applicants will be notified in writing.

All offers requiring a DBS check will be subject to the check confirming their suitability.

Overseas Police Checks

Following with best practice, teachers who have lived or worked overseas for a substantial amount of time should be subject to an overseas police check in addition to a DBS check.

The following Gov.UK website details how MADD may obtain an overseas police check and provides information on individual countries and states by alphabetical order:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>



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Data Protection

MADD will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.

MADD will abide by legislation relating to when a DBS certificate at an enhanced level can legally be requested and how this information is processed, including the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate the Police Act Regulations as amended.

Criminal records information will only be used to assess the suitability of an applicant for a specific position of trust for which they have applied.

All certificates and information about criminal records will be kept securely.

Information will only be released to staff members who are entitled to see it as part of their role.

Criminal records information will be destroyed once it is no longer needed. Unless there are exceptional circumstances, information will be destroyed or deleted no more than 6 months after receipt.

Confidentiality

MADD will deal with all matters related to DBS and/or other checks sensitively and with due respect for the privacy of all individuals involved.

All staff must treat as confidential any information communicated to them in connection with the management of such checks.

Breaches of the requirement to maintain confidentiality related to such matters will be taken seriously and may result in disciplinary action.

Staff are asked to immediately report any breaches of confidentiality to the Principal.

Failure to Comply

Failure to reveal information that is directly relevant to the position sought will lead to withdrawal of an offer of employment. Where an applicant has applied for a regulated role and is found to be barred from engaging in regulated activity working with children and/or vulnerable adults the appropriate authorities will be informed.



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Monitoring and Reviewing

This policy should be reviewed periodically to ensure that it remains compliant with current legislation, meets best practices, and is not discriminatory.

Where we identify the need for modification of policy or if there are legal changes, they will be implemented and additional controls will be put in place and reflected in an updated version of this policy document.

The version number on new policies is always 1.0 and should be increased by one whole number each time the policy is edited other than to make simple changes, where they may increase in increments of 0.1.