



## **Safer Recruitment Policy**

Step In Time School of Performing Arts is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Step In Time is also committed to providing a supportive and flexible working environment to all its members of staff.

We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share in this commitment.

### **The aims of Step In Time'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 which includes their attitudes towards safeguarding and their ability to work with children in a way which promotes the safety and welfare of children
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly in reference to any protected characteristic under the Equality Act (2010) including race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, pregnancy or maternity, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Keeping Children Safe in Education (September 2022) (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that Step In Time meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

### **STAFF RECRUITMENT AND SELECTION PROCEDURE**

1. Staff vacancies will be advertised in a variety of media and on the School's website, accompanied by a Job Description with Person Specification. Discretion not to advertise might be exercised in exceptional circumstances
2. Prospective applicants should submit an application form, containing questions about their academic and employment history and their suitability for the role
3. All personal information will be removed from the application form. The recruitment team will see only the applicant's qualifications, employment history, skills and personal statement. This is to ensure all applicants are treated on the same footing, regardless of any protected characteristic they may possess (as defined in the Equality Act 2010) and to safeguard the processing of personal data.

- 4 .Those shortlisted will be invited to attend an interview and class teaching/observation. All shortlisted applicants will be tested at interview about their suitability to work with children.
5. Notes of the interview and classes will be recorded. All applicants will be asked the same questions including questions about their motivations to work with children and young people.
6. The decision to appoint will be made by at least two members of staff. At least one person on the recruitment panel has undertaken safer recruitment training.

### **PRE-EMPLOYMENT CHECKS**

Any offer of employment will be conditional on the agreement of a mutually acceptable start date and the signing of a contract incorporating Step In Time's standard terms and conditions of employment, and the following checks being completed satisfactorily

1. Verification of identity, address, right to work in the UK
2. References
3. Medical fitness i.e. Health Questionnaire
4. Disclosure and barring service
5. Insurance
6. Qualifications

### **QUERIES**

All queries about our recruitment process should be directed to [stepintimepa@gmail.com](mailto:stepintimepa@gmail.com)