

Safer Recruitment

- Teaching Recruitment Policy and Procedure -

Our Policy

Newham Music provides high quality, inspiring music education opportunities to children, young people, schools, communities and families.

We engage outstanding music educators and musicians to deliver our provision. We are committed to developing outstanding music educators through our training and support programme.

We recruit teachers on merit and want to create a balanced team of outstanding experienced practitioners alongside those who have potential for future development.

We are committed to safeguarding and promoting the welfare of children and we expect everyone at NM to share this commitment. We all have a responsibility to promote the welfare of all children and young people and to keep them safe and are committed to practice in a way that protects them.

Our Teaching Recruitment policy links to our Equal Opportunities and wider Safeguarding and Child Protection policies.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children We recognise that: • the welfare of the child is paramount, as enshrined in the Children Act 1989

What teaching is covered by this policy and procedure?

We provide a variety of music education teaching in a variety of settings including schools, our Academy centres out of school hours and in other venues and performance spaces. This policy covers all teaching and workshop leading/supporting positions.

Safer Recruitment Practice

This Policy and Procedure complies with national guidance on safer recruitment practice.

Relevant documents:

Keeping children safe in Education, Sept 2016 - Department for Education

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

_____ (date)

Signed: _____ (this should be signed by the most senior person in your organisation, for example the safeguarding lead on your board of trustees).

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Our Procedures

1. Who appoints teachers?

The CEO will oversee the appointment of all teachers for Newham Music alongside any of the following members of the team: The Manager for Teaching and Learning, the Education Leader, the Business and Operations Manager and Project/Programme Leaders with an appropriate level of experience for the role. We always conduct face-to-face interviews and our interview panels always comprise at least two interviewers. At least one interviewer will be Safer Recruitment trained.

2 Qualifications and Professional Experience

All our teaching staff are educated to first degree level and/or have demonstrated a professional level of music expertise as appropriate to the demands of their role. Teaching staff are required to provide evidence of their qualifications before commencing work for us.

3 Advertising requirements

Teaching roles are advertised in the manner that is most appropriate to reach the target audience. This could include website, local intranets and networks, via social media and in the printed press. Recruitment is often on an ongoing basis and we will pursue suitable applicants when they present themselves as available for work.

4 Keeping information during the recruitment process

All information throughout recruitment is treated as confidential and stored securely. Access is limited to the CEO, Business and Operations Manager, Manager for Teaching and Learning, Education Leader and the Finance Officer. If a candidate withdraws during this time we may keep this information if deemed appropriate.

5 Candidate application pack

To include:

- Job Description (including reference to responsibility for safeguarding and promoting the welfare of children)
- Newham Music's Code of Conduct (Teacher Guidelines)
- Person specification including Essential/Desirable skills, qualifications, experience. How the skills will be tested. Specific reference to suitability to work with children
- Application Form which will include questions about disabilities and reasonable adjustments
- Method of assessment eg. Formal Interview, micro-teach activity, performance on main instrument
- Information about pay rates and engagement conditions
- Candidates will be required to undertake an enhanced DBS check along with other Statutory Disclosure information
- NM Safeguarding and Child Protection policy statement; NM Equal Opportunities policy statement

6 Closing Dates

Where there is a closing date we will notify candidates if they have been shortlisted in writing. We may consider applications received outside of a closing date when there is good reason to do so.

7 Selection procedure for interview

Recruitment is often on an ongoing basis as we respond to requests for provision from Schools and families. All candidates are assessed equally against the criteria in the person specification without exception or variation and without unlawful discrimination. We keep all application forms on file for 12 months. Gaps in employment/education will be addressed at interview.

8 Interview

Where possible we run interviews in schools or at our Academy. We invite candidates for interview by email. Invites will include:

- Details for the venue and time
- Details for the interview activities
- Details for documents that need to be brought to interview including current DBS, relevant Qualification certificates, suitable ID, right to work documents

Interviews include:

- set formal questions
- a short teaching activity
- performance on the candidates chosen instrument/voice

Any issues arising from the application form or references will be taken up during the interview.

9 Appointing Teachers and procedure

Formal offers for work are made by email and where possible telephone.

We verify successful candidate's:

- Identity and relevant academic/vocational/professional qualifications
- References and relevant previous work history including last employer
- Right to work in the UK

We take a copy of the candidate's current DBS (if they have one)

We carry out an enhanced DBS check and ask new teachers to complete other statutory Disclosures

10 References

We take up references directly with the referee. We do not rely on open references or testimonials

We will ask:

- The previous/latest employer to verify experience/qualifications
- If the candidate was/is working with children we will ask the employer: about their suitability to work with children and vulnerable adults; about disciplinary offences relating to children, including any which the penalty is time-expired; whether they have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure

11 DBS Checks

All our teaching staff are subject to an enhanced DBS check and other statutory disclosures. On the odd occasion when a teacher does not have a current one and is waiting for an up to date DBS check to be processed, we will arrange for a chaperone to be present whilst they are working with children. A barred list check will be obtained in this situation.

12 Conditional offer of appointment

Appointment offers are conditional upon:

- Two satisfactory references
- Verification of ID and other documents
- A completed Enhanced DBS check and other Statutory Disclosures

A copy of any checks taken out are kept on the personnel file.

If an applicant belongs to a professional body and we have reason to think they are in breach of the standards of the body we will follow the reporting procedures of the body.

Where a DBS check shows information that has not been disclosed during the interview we will refer to the DBS /police for advice as appropriate.

Where there is cause for concern as a result of a DBS check, disclosure or lack of suitability to work with children we will report to DBS who will make a further decision. The DBS will clarify whether the candidate is suitable.

Serious, deliberate fraud or deception as part of an application may amount to a criminal offence and be referred to the police / relevant teaching authorities. In the case of a DBS check showing that an applicant is barred or disqualified from working with children this would constitute a criminal offence and be reported to the police

13 Personnel File for appointed teachers

Following a conditional offer of work we create a Confidential personnel file for each teacher. This will include all relevant and required checks and information.

14 Single Central Record

We keep a single central record of appointed teachers details (the Teacher Record). This shows that we have verified key information about every teacher including ID, DBS, right to work in the UK and relevant qualifications.

15 Employment status

Many of our teaching roles are offered on a self-employed basis. For all work we will arrange an appropriate contract or agreement that will be sent by post and email. Once a signed copy has been returned to the Business and Operations Manager work is confirmed.

16 Induction

All teachers undergo an Induction before they start teaching. In exceptional circumstances a teacher may receive an Induction shortly after they begin teaching. We ensure that all teachers understand their responsibilities for safeguarding and promoting the welfare of children. We also want teachers to be confident about how to raise wider issues and report concerns.

17 Safeguarding / Child Protection

Making safeguarding and promoting the welfare of children an integral factor in recruitment is an essential part of creating safe environments for children. All teachers undergo an Induction which includes training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. Suitable refresher training to keep staff knowledge and skills up to date is also available. Staff who do not have designated lead responsibility for child protection will have refresher training every two years.

Our safeguarding statement is included in:

- Publicity materials
- Advertisements
- Online adverts
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

18 Equal opportunities

Newham Music is committed to equal opportunities for all members of the team, job applicants, children, young people and vulnerable adults, irrespective of age, disability, ethnic or national origin, gender, race, religion or sexual orientation. Our commitment is not purely based on a strong ethical stance, but also because we value the diverse community that we work in and the individualism that every member of the team brings to our organisation. We ensure our commitment to equal opportunities and diversity is implemented without exception.

Equal opportunity is all about good and fair working practice. Everyone has the right to work and in an environment free of discrimination and harassment and we will not tolerate such behaviour under any circumstances.

We have a full Equal Opportunities Policy Statement

19 Complaints

The aim of our recruitment procedure is to afford every candidate a fair and appropriate process which accommodates the individual needs and give the opportunity to compete on a level playing field. If a candidate feels that they were not afforded this provision, they should contact the Business and Operations Manager within 5 working days of being told that they have been unsuccessful or receiving feedback. The candidate should state clearly why they believed that they were not given this opportunity.

The complaint can be made in any way that they deem appropriate which could be verbally, through a third party or in writing including email. If the Business and Operations Manager is unavailable (e.g. on holiday) the complaint should be referred to the CEO. We will respond within 5 working days of receipt of the complaint. A written note of the nature of the complaint and our response will be placed in the vacancy file and retained for audit purposes. We will make the complainant aware of the procedure they can follow should they not be happy with the response from the CEO.

If the complainant is not happy with the response from the CEO they can then contact the Chair of Trustees who will:

- 1) Outline the complaint in writing. Trustees will respond in writing within 10 working days.
- 2) The complainant must respond within 10 working days and can request a meeting within 10 working days from the date of receipt of the correspondence. The meeting will be recorded in writing.
- 3) Should the candidate still not be satisfied with the outcome they can take the complaint to the Charities Commission <https://www.gov.uk/government/organisations/charity-commission>.

20 Policy Statement on the recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service to assess candidates suitability for positions of trust, Newham Music complies fully with the [DBS Code of Practice](#) and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

A criminal record does not necessarily bar someone from teaching as this will depend on the nature of the position and the circumstances and background. Where possible Newham Music aims to enable rehabilitation and successful working placements through providing appropriate individual support to teachers.

When an enhanced DBS check highlights a previous conviction or caution we will notify the school that the teacher is working in, in advance. We will outline why we believe the person is suitable to carry out the work/work with children.

Central record of checks for new teachers - CONFIDENTIAL

Information about position	
Date appointed:	Role:
Identity	Description of evidence seen / date
Name:	
Address:	
DOB:	
Required Qualifications	Description of evidence seen / date
Qualification/s:	
DBS checks	Description of evidence seen / date
DBS reference number:	
Date issued:	
Right to work in UK	Description of evidence seen / date
Right to work in UK?	
Additional overseas check:	
Details of person who carried out checks	
Name:	Position:
Date:	Signed:

