

# THE KNIGHT’S

*ACADEMY OF DANCE*

*Safer Recruitment Policy*

**Last reviewed: Aug 2023**

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

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*THE KNIGHT****’****S ACADEMY OF DANCE*

*Safer Recruitment Policy*

*Statement of intent*

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children. The Knights Academy of Dance (***the dance school***) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The dance school is committed to ensuring that the recruitment and selection of all who work within it is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity. The dance school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The dance school will:

* ensure that appropriate staff who undertake recruitment have received accredited safer recruitment training;
* ensure that every appointment panel includes one member who has received safe recruitment training;
* implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role;
* keep and maintain a single central record of recruitment and vetting checks in line with DFE (Statutory guidance Keeping Children Safe in Education) requirements; and
* require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

All staff and volunteers must go through a recruitment process which takes into account safeguarding issues as follows:

* A DBS check for the Child Workforce that is enhanced with barring;
* Two references, at least one of which must be a professional reference. If the second reference is personal it must not be from a family member;
* The interview process must include questions about safeguarding and sharing the dance school’s safeguarding policy and expectations; and
* Relevant qualifications and experience in order to practice safely.

**Reviewed by Stacey Knight, Principal**

**Date: Aug 2023**