



## Recruitment Policy

On-Stage Now Performing Arts Academy recognises that the majority of people involved in performing arts working with children have only the best possible intentions. However, it also recognises its responsibilities to safeguard the welfare of all children participating in Performing Arts by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

When On-Stage Now Performing Arts Academy recruits new volunteers or paid staff, all reasonable steps will be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by the academy will be consistent and fair at all times.

### **Planning**

The first stage of any recruitment process will involve planning. The Principal will draw up a profile, which highlights the main areas of an identified voluntary role. They will also decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification. A recruitment process will occur in such a way that every applicant is treated in a fair and consistent manner.

### **Application Forms**

Application forms will be used to collect information on each applicant. Each applicant's information will then be collected, retained and stored in

a consistent way.

The Principal will then look at the application forms to ensure that a fair and equitable scrutiny is completed. Applicants will be asked to provide identification documents to confirm their identity, e.g. a passport or a driving licence.

### **Meeting / Interview**

Appropriate members of the teaching staff will meet with all applicants prior to any recruitment decisions being made. More than one staff member should be present. The meeting/ interview will enable the academy to explore further the information provided in the application form. The questions to be asked will be prepared in advance and will provide the applicant with the opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations. Whilst it will be important to elicit information regarding an applicant's technical capabilities that are relevant to the post, it will also be necessary to explore attitudes and commitment to child welfare.

Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children.
- Give a child-related scenario and ask the applicants what they would do e.g. 'It is a winter evening and the rehearsal session has finished. A parent has not arrived to pick up their child – what would you do?'
- Is there anything we should know that could affect your suitability to work with children? Have you ever been refused work with children?

### **References**

At least two references will be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and if possible, one that demonstrates the individual has been

involved in Performing Arts, particularly involving children previously. Both references should contain a statement relating to the referee's awareness of the responsibilities of the post applied for. References will then be followed up prior to any offer of appointment being made. If the references raise concerns, contact will be made with the NSPCC for advice and guidance.

### **Vetting Procedures (including Enhanced DBS Checks)**

A vetting procedure is very important in determining if someone is suitable to work with children. As such the Criminal Records Checks are another tool in the recruitment procedure. The DBS process should only be used when a person is appointed to a post within the academy that, by reference to the job description and the nature of the job, will bring the person into regular, direct, personal and possibly individual contact with children. If an applicant is from outside the UK, or has lived outside the UK within the last five years, then alternative vetting procedures may be required. Applications for DBS checks should be coordinated by the Principal or Safeguarding lead.

Asking an individual to complete a DBS application form will be the first stage of the DBS process and the outcome of the application must be sought. It is possible for the DBS process to take several weeks.

Individuals will be advised that they should not start the post/job until an outcome of the application has been confirmed.

If an applicant claims to already have a valid DBS Enhanced Certificate, a copy of this should be presented.

### **Recruitment Decisions**

The Principal should consider all the information they receive via the application form, confirmation of identity, the outcome of the take up of references as well as the outcome of the DBS check. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into On-Stage Now Performing Arts Academy.

## **Post Recruitment**

It is important that once a new volunteer or paid staff member has been recruited follow up action is taken, for example:

- Any qualifications should be substantiated, for example, requesting photocopies of qualifications
- That new staff are made aware of, and sign up to, On-Stage Now's child protection policy and procedures, best practice guidelines and codes of conduct
- That any training needs are established and actioned
- A statement of the roles and responsibilities of the new volunteer or paid staff member is prepared
- Initially, a period of supervision/ observation or mentoring may be introduced to support the new staff member.

