

Safer Recruitment & Staff Suitability Policy

1. Policy Statement

Musical Mayhem London CIC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, freelancers and volunteers to share this commitment.

Safer recruitment is a vital part of safeguarding. This policy outlines the procedures used to ensure that all adults working with children are suitable, appropriately checked and are able to uphold our values of **confidence through creativity, inclusion and safety**.

No individual will be allowed to work unsupervised with children unless appropriate recruitment and vetting checks have been completed.

2. Scope

This policy applies to:

- Performing arts teachers
 - Holiday camp staff
 - Party entertainers
 - Volunteers and work experience placements
 - Trustees and directors
 - Administrative staff with access to children or sensitive information
 - External contractors working in regulated activity
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3. Recruitment Principles

Musical Mayhem London CIC follows safer recruitment practices to:

- Deter unsuitable applicants
- Identify safeguarding risks early
- Ensure transparency and accountability
- Maintain compliance with Ofsted expectations

All recruitment will:

- Be fair and non-discriminatory
 - Include safeguarding responsibilities within job descriptions
 - Clearly state that roles involve regulated activity with children where applicable
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4. Advertising Roles

All job adverts will include:

- A safeguarding commitment statement
- Disclosure of regulated activity with children
- Requirement for enhanced DBS check with barred list check where applicable
- Statement that references will be obtained
- Notice that the role is exempt from the Rehabilitation of Offenders Act 1974 (where applicable)

Example wording:

“Musical Mayhem London CIC is committed to safeguarding children. All roles are subject to enhanced DBS checks, satisfactory references and safer recruitment procedures.”

5. Application Process

Applicants must complete:

- A formal application form or written submission
- Full employment history with explanations for gaps
- Disclosure of any criminal convictions or investigations
- Two referees (including most recent employer where possible)

CVs alone are not accepted without additional safeguarding information.

6. Interview & Selection

Interviews will:

- Include safeguarding-focused questions
- Explore attitudes towards working with children
- Assess professional boundaries and behaviour
- Verify identity documents

Where appropriate, candidates may:

- Deliver a teaching trial
- Complete a practical assessment
- Undertake scenario-based safeguarding discussions

At least one interviewer will understand safer recruitment principles.

7. Pre-Employment Checks

Before starting regulated activity, Musical Mayhem will complete:

Identity Verification

- Passport, driving licence or equivalent ID

Enhanced DBS Check

- With barred list check where applicable
- DBS update service encouraged

Right to Work in the UK

Qualifications Verification

- Relevant performing arts or childcare training

References

- Minimum of two references
- Checked for safeguarding concerns

Employment History Review

- Explanation of gaps

Health & Capability Declaration

- Ensuring ability to safely fulfil duties

8. Staff Suitability & Ongoing Monitoring

Suitability is an ongoing responsibility.

Musical Mayhem will:

- Maintain a **Single Central Record (SCR)** of checks
- Conduct annual safeguarding updates
- Review conduct and professionalism regularly
- Address concerns immediately

Staff must disclose:

- Any criminal investigation or charge
- Changes to DBS status
- Safeguarding concerns about themselves or others

Failure to disclose may result in disciplinary action.

9. Induction

All new staff and volunteers receive:

- Safeguarding policy and procedures
- Code of conduct
- Mobile phone and digital safety policy
- Behaviour expectations
- Whistleblowing policy
- Emergency safeguarding contacts

Induction must be completed before unsupervised contact with children.

10. Supervision & Probation

New staff will:

- Complete a probation period
- Be observed teaching or working with children
- Receive safeguarding guidance and feedback

Where concerns arise, supervision levels may increase.

11. Volunteers and Students

Volunteers are recruited using safer recruitment principles.

Depending on their role they may:

- Require DBS checks
 - Work under supervision until checks are completed
 - Not undertake personal care tasks without clearance
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12. Contractors and External Providers

External professionals working with Musical Mayhem children must provide:

- DBS confirmation or written assurance
- Safeguarding compliance confirmation

- Professional references where applicable
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13. Allegations Against Staff

Any safeguarding concern or allegation will be managed in line with:

- Musical Mayhem Safeguarding Policy
- Local Authority Designated Officer (LADO) procedures

Staff may be suspended from duties pending investigation where necessary to protect children.

14. Confidentiality and Record Keeping

All recruitment records are stored securely in line with GDPR.

Records retained include:

- DBS numbers and dates
 - Reference checks
 - Interview notes
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15. Equal Opportunities

Musical Mayhem London CIC is committed to inclusive recruitment.

Decisions are based on:

- Suitability
- Skills
- Safeguarding capability

Not on protected characteristics.

16. Review of Policy

This policy will be reviewed:

- Annually
- Following legislative updates
- After any safeguarding incident



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Safer Recruitment Statement

Musical Mayhem London CIC believes that safer recruitment is everyone's responsibility. By embedding safeguarding into every stage of recruitment, we ensure children can learn, perform and flourish in a safe, inclusive and supportive environment.

Policy Adopted On:

Policy Review Date:

Signed:

Lyndsey Rogerson, Executive Director of Musical Mayhem London CIC

The individuals listed below have read and understand this policy

