



Tall Stories Summer School

Safe Recruitment Policy

Tall Stories uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting new paid staff or volunteers who will be working directly with children (e.g. for the Summer School) we will follow the procedures set out below.

Advertising the vacancy

Any job advertisements will include a description of the role, person specification and a statement about our commitment to safeguarding children.

Interview procedure

Candidates will be asked to bring proof of identity, e.g. passport, driving licence or birth certificate. The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- notify any unsuccessful interviewees.

When a new member of staff is confirmed, we will give him/her:

- a contract detailing the terms and conditions of employment which should be signed by the employee. The contract includes a declaration that they have read and understood the Tall Stories policies relevant to the contract and the Tall Stories handbook and a declaration that they are not disqualified from working with children in any way. A signed copy of their contract will be kept on file.
- The Tall Stories policies relevant to the contract, including Safeguarding and Child Protection Policy
- A handbook outlining the Tall Stories code of conduct and disciplinary procedures
- A contract information form to be filled in
- A Declaration of Health and Capability form to be filled in and signed

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them. Additional criminal records checks will be made for anyone who has lived abroad.

New staff will only be allowed to work *unsupervised* with children when we have had full sight of a satisfactory DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will *not be allowed unsupervised access* to the children until we have seen and reviewed their DBS certificate.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure. We will update the DBS checks for all staff every 3 years.

Disqualification

The Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified we will terminate their employment and update the relevant government bodies.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

This policy was adopted by: Tall Stories Theatre Company Ltd	Date: 8/6/21
To be reviewed: 8/6/22	 Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Suitable people [3.9-3.18]; Staff qualifications, training, support and skills [3.20-3.26].*