

# LAINE

THEATRE ARTS

## **Policies**

# SAFER RECRUITMENT POLICY

## 1. INTRODUCTION

Laine Theatre Arts is committed to safeguarding the welfare of children, young people, and vulnerable adults. This policy outlines our approach to safer recruitment, ensuring that all staff, volunteers, contractors and freelance staff are suitable to work with students.

## 2. KEY PRINCIPLES

### 2.1. SAFEGUARDING

We prioritise the safety and well-being of our students and staff.

### 2.2. COMPLIANCE

We adhere to UK safeguarding laws and follow our safeguarding and child protection policy which can be found on the policy page of our website: [www.laine-theatre-arts.co.uk](http://www.laine-theatre-arts.co.uk)

### 2.3. TRANSPARENCY

Recruitment is fair, consistent, and based on safeguarding principles.

## 3. RECRUITMENT PROCESS

### 3.1. JOB DESCRIPTIONS

All roles will clearly state any safeguarding requirements and include the need for an Enhanced DBS check.

### **3.2. APPLICATION AND SHORTLISTING**

Candidates must submit a completed application, upon successful application, candidates will be required to provide the names and contact details of nominated referees. Applicants are required to disclose all information regarding current and spent criminal convictions and any ongoing police investigations or criminal proceedings at the point of application or at the earliest opportunity.

The criteria for shortlisting will be set out in the job information and will focus on relevant professional experience aligned to the job description.

### **3.3. BACKGROUND CHECKS AND REFERENCES**

Successful candidates must undergo an Enhanced DBS check, with references and (or) recommendation, and if necessary overseas background checks before their employment is confirmed. Any offer of employment with Laine Theatre Arts is subject to the individual holding a clean enhanced DBS certificate.

### **3.4. OFFER AND INDUCTION**

Conditional employment offers are made pending satisfactory background checks. No staff member either on contract or freelance will be able to attend the college until the college is in receipt of a clean enhanced DBS check which will need to be renewed every three years. New staff will receive safeguarding training and an introduction to our policies as part of their induction, and will be required to take part in the College's annual staff development and training programme.

## **4. VOLUNTEER RECRUITMENT**

Volunteers will follow the same recruitment procedures as staff, including DBS checks and safeguarding training.

## **5. CONCLUSION**

This policy ensures that we recruit only those who are fit to work with young people, maintaining a safe environment for our students at all times. This policy will be reviewed every three years.

# APPENDIX 1

## LAINE THEATRE ARTS – SAFER RECRUITMENT REFERENCE FORM RECOMMENDING STAFF MEMBER

Name of HOD / Staff Member Recommending Applicant:

\_\_\_\_\_

Department: \_\_\_\_\_

Date of Recommendation: \_\_\_\_\_

### SECTION A – TO BE COMPLETED BY THE APPLICANT

Applicant Full Name: \_\_\_\_\_

Current Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth (optional – for ID check purposes): \_\_\_\_\_

### Employment History (last 3 years)

| Employer/Organisation | Position Held | Dates (From – To) | Reason for Leaving |
|-----------------------|---------------|-------------------|--------------------|
|                       |               |                   |                    |
|                       |               |                   |                    |
|                       |               |                   |                    |

### Role at Laine Theatre Arts

☐ Guest Teacher   ☐ Freelance Teacher   ☐ Permanent Staff

Capacity of engagement: ☐ Contracted Employee   ☐ Freelance Engagement

Department / Subject Area: \_\_\_\_\_

### Proposed Engagement Details

Proposed dates of engagement: From: \_\_\_\_\_ To: \_\_\_\_\_

Nature of teaching / service to be provided:

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Expected duration / frequency of work:

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### Disclosure and Barring Service (DBS) Status

Do you hold a current DBS certificate? ☐ Yes ☐ No

If yes, please indicate: ☐ Basic ☐ Enhanced

DBS Certificate Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

☐ I have attached a copy of my DBS certificate.

### Criminal Convictions

Do you have any spent or unspent criminal convictions, cautions, or bind-overs? ☐

Yes ☐ No

If yes, please provide details (this will be treated in confidence):

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### Referees

Referee 1

- Full Name: \_\_\_\_\_
- Organisation: \_\_\_\_\_
- Professional Position: \_\_\_\_\_
- Relationship to you: \_\_\_\_\_
- Email: \_\_\_\_\_
- Telephone: \_\_\_\_\_

## Referee 2

- Full Name: \_\_\_\_\_
- Organisation: \_\_\_\_\_
- Professional Position: \_\_\_\_\_
- Relationship to you: \_\_\_\_\_
- Email: \_\_\_\_\_
- Telephone: \_\_\_\_\_

## Applicant Declaration

I confirm that the information provided is accurate. I consent to Laine Theatre Arts contacting the referees I have named and to those referees providing a reference in support of my application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B – TO BE COMPLETED BY THE REFEREE

Applicant's Name: \_\_\_\_\_

Referee's Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Professional Position: \_\_\_\_\_

Contact Email/Telephone: \_\_\_\_\_

1. How long have you known the applicant, and in what capacity?

\_\_\_\_\_

2. Have you worked directly with the applicant? ☐ Yes ☐ No

If yes, please provide details:

\_\_\_\_\_

3. Please comment on the applicant's professional competence, teaching ability, and subject knowledge:

\_\_\_\_\_

4. Please comment on the applicant's reliability, professionalism, and ability to work with colleagues:

\_\_\_\_\_

5. Do you have any concerns about the applicant working with children, young people, or vulnerable adults? ☐ Yes ☐ No

If yes, please provide details:

\_\_\_\_\_

6. Would you recommend this person for the role?

☐ Yes, without reservation ☐ Yes, with some reservations ☐ No

Details:

\_\_\_\_\_

Referee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION C – OFFICE USE ONLY

Checks Completed:

- ☐ DBS Certificate checked and logged
- ☐ References received and logged   ☐ Referee 1   ☐ Referee 2
- ☐ Employment history reviewed
- ☐ Criminal convictions declaration reviewed

Final Approval:

- ☐ Approved for engagement   ☐ Not approved for engagement

HR Representative:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KEY DATA

|                   |                                                |
|-------------------|------------------------------------------------|
| Version:          | 2                                              |
| Approved by:      | Senior Management Committee on 16 October 2025 |
| Review Interval:  | 3 Years                                        |
| Last Review Date: | October 2025                                   |
| Next Review Date: | September 2028                                 |