

Safe Recruitment Policy 2026

Summary

The International British Theatre School (IBTS) applies rigorous safer recruitment practices to ensure that all staff, volunteers, and contractors are suitable to work with children.

Our aim is to protect the welfare of all participants while ensuring a fair, transparent, and compliant recruitment process.

1. Policy Statement

IBTS is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Recruitment procedures will comply with **EYFS 2024**, **KCSIE 2025**, and **Ofsted Safeguarding and Welfare Requirements**.

Every appointment decision will be based on clear evidence of the candidate's suitability for the role, verified through documentation, checks, and references.

2. Advertising Vacancies

- All job adverts will clearly state our **commitment to safeguarding** and the requirement for an **enhanced DBS check**.
 - Adverts will include role descriptions, key responsibilities, qualifications, and safeguarding expectations.
 - IBTS is an **equal opportunities employer** and will not discriminate on the basis of gender, race, age, disability, religion, or any protected characteristic under the **Equality Act 2010**.
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3. Application Process

- Applicants will receive:
 - A **job description** and **person specification**
 - An **application form** (CVs alone will not be accepted)
 - A copy of IBTS's **Safeguarding Policy**
- The application form will include:
 - A declaration of criminal convictions under the **Rehabilitation of Offenders Act 1974**
 - A statement confirming the accuracy of information provided
 - Contact details for **two referees**, including the most recent employer

All applications must be submitted by the stated closing date.

4. Shortlisting and Interviewing

- Candidates will be shortlisted based on qualifications, experience, and safeguarding suitability.
- Interviews will be conducted by at least **two trained interviewers**, one of whom holds **Safer Recruitment Training certification**.
- Interview questions will assess professional experience, safeguarding awareness, and suitability for working with children.
- Gaps in employment history must be explored and recorded.
- Interviewees must bring:
 - Proof of identity (passport, driving licence, or birth certificate)
 - Proof of address (e.g. recent utility bill)
 - Proof of qualifications

- Right to work evidence (as per the **Asylum and Immigration Act 1996**)
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5. Appointment and Pre-Employment Checks

Before employment is confirmed:

- **Two satisfactory references** must be received and verified.
- **An enhanced DBS check** (including children's barred list check) must be completed.
- **DBS Update Service** status will be reviewed if applicable.
- A **Health Declaration Form** must be completed to confirm medical fitness.
- Qualification certificates and proof of identity will be photocopied and retained securely.

Employment offers remain **conditional** until all checks are successfully completed.

6. DBS and Criminal Record Disclosures

- All staff, volunteers, and contractors with regular contact with children will hold a **valid enhanced DBS certificate**.
- Checks are renewed or verified through the **DBS Update Service every six months**.
- Additional checks will be carried out for applicants who have lived or worked overseas.
- Where a DBS record reveals information, the Manager will:
 - Review the nature of the offence
 - Assess risk using a formal risk assessment
 - Discuss the information confidentially with the applicant before making a decision

Applicants disqualified under the **Childcare Act 2006 (Disqualification Regulations)** will not be employed.

7. Record Keeping

IBTS maintains a **Single Central Record (SCR)** including:

- Staff names and roles
- Date of DBS check and reference number
- Confirmation of identity, qualifications, and right to work
- Dates of reference verification and safer recruitment training

This record is updated regularly and made available to Ofsted upon inspection.

8. Disqualification Declaration

- All staff must sign an annual declaration confirming they are **not disqualified from working with children**.
 - Any change in circumstances (e.g. conviction or caution) must be reported immediately to the Director.
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9. Induction and Probation

All new staff complete a structured induction within their first month, including:

- Review of IBTS safeguarding, behaviour, and health & safety policies
- Completion of a **Staff Code of Conduct**
- Training in safeguarding and child protection
- Ongoing probationary assessment for suitability and performance

10. Training and Review

- At least one member of every recruitment panel will hold **Safer Recruitment Training** (refreshed every 3 years).
- The Director ensures regular audits of recruitment records.
- Policies and procedures are reviewed annually or following changes to regulation or guidance.

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

Policy Owner: Ben Whiteside, Director
International British Theatre School