



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
Safer Recruitment	Jade Sloan		7/5/26	May 2027

Safer Recruitment Policy for Blackbird Creative Arts Ltd

Introduction

Blackbird Creative Arts Ltd is committed to safeguarding and promoting the welfare of young people and vulnerable adults who engage in our services. As part of this commitment, we will ensure that all staff, volunteers, and contractors involved in the delivery of our performing arts provision adhere to the highest standards of recruitment practices to prevent harm and ensure the safety of all individuals involved.

Scope of Policy

This policy applies to all recruitment activities at Blackbird Creative Arts Ltd, including the hiring of staff, volunteers, and contractors working with children and young people.

Recruitment Procedure

Job Description and Person Specification

1. All positions will have a clear job description and person specification outlining the responsibilities, required qualifications, and necessary experience.
2. Safeguarding responsibilities will be explicitly outlined in all job descriptions for roles that involve working with children or vulnerable adults.

Advertising of Vacancies

1. Job advertisements will clearly state our commitment to safeguarding and the necessity of an enhanced DBS (Disclosure and Barring Service) check for roles involving contact with children or vulnerable adults.
2. We will ensure that recruitment advertising reaches a broad and diverse audience to promote equality of opportunity.

Application Process

1. Candidates must complete a comprehensive application form, providing full details of their previous employment, relevant qualifications, and experience in working with young people or vulnerable individuals.
2. We do not accept CVs as a replacement for our comprehensive application form. All candidates must complete the full application form to ensure a complete career history is provided and any gaps in employment can be properly scrutinised.

Online searches for shortlisted candidates

In line with KCSIE guidelines, we will carry out a basic online search (including publicly available social media) on all shortlisted candidates prior to the interview. This is to identify any incidents or issues related to their suitability to work with children that might need exploring at the interview stage.

Interview Process

1. Interviews will be conducted by a panel, ensuring that at least one member has experience or training in safeguarding and safer recruitment practices.
2. The interview process will explore the candidate's suitability for the role, including their understanding of safeguarding policies and their approach to working with young people.
3. Candidates will be asked specific questions to assess their attitudes toward safeguarding and the prevention of abuse.

Verification of Qualifications and Experience

1. We will verify all qualifications, including checking with awarding bodies, and confirm all previous employment references, particularly where the candidate has worked with children or vulnerable adults.

DBS Checks

1. All candidates applying for roles that involve contact with young people or vulnerable adults will be required to undergo an enhanced DBS check before they are employed or begin their voluntary role.
2. If applicable, candidates will be asked to complete an additional Children's Barred List check through the DBS process to ensure they are not disqualified from working with children.

Safeguarding Training

1. All staff and volunteers will undergo mandatory safeguarding and child protection training before beginning their roles.
2. Ongoing safeguarding training will be provided as part of our commitment to keeping staff up to date with best practices in safeguarding and safer recruitment.

Probationary Period

1. All new staff and volunteers will be subject to a probationary period to ensure their suitability for the role.
2. During this period, regular reviews will be conducted, including feedback from colleagues and supervisors, to ensure that the individual meets our safeguarding standards.

Ongoing Monitoring and Support

1. All staff and volunteers will be continuously monitored, and regular safeguarding supervision and support will be provided.
2. Any concerns about a member of staff or volunteer's behaviour towards young people will be addressed immediately following our safeguarding procedures.

Confidentiality

1. The personal information provided by candidates will be treated in the strictest confidence, with disclosure only made where required by law or safeguarding procedures.
2. All safeguarding records, including DBS checks, will be stored securely and managed according to data protection policies.
3. All statutory pre-employment checks (including identity, right to work in the UK, enhanced DBS, and Barred List checks) will be recorded on our Single Central Record (SCR) prior to the successful candidate's first day

References

- All candidates for roles involving direct contact with children and young people will be required to provide two references, one of which must be from their most recent employer or organisation in which they worked with young people.
- References will be checked before any offer of employment or voluntary role is made.

Commitment to Equality and Diversity

Blackbird Creative Arts Ltd is committed to promoting diversity and equality within our recruitment practices. We ensure that all recruitment decisions are based on merit, experience, and qualifications, and that all candidates are given equal consideration regardless of race, age, disability, sex, sexual orientation, gender reassignment or any other protected characteristic.

Policy Review

This policy will be reviewed regularly to ensure that it remains up-to-date and compliant with safeguarding regulations and best practice in safer recruitment. Any changes will be communicated to all staff, volunteers, and relevant stakeholders.

Contact Information

For any queries or further information regarding our safer recruitment practices, please contact:

Jade Sloan

Blackbird Creative Arts Ltd

Stanhope House, 113-117 Stanhope Road South, Darlington, DL3 7SF

Email: blackbirdcreativearts@gmail.com

Phone: 07739 013819