

Human Resources Recruitment Policy **March 2019**

Human Resources Recruitment Policy

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Introduction

National Youth Ballet is committed to providing the best possible care and artistic teaching for its student members, and to safeguarding and promoting the welfare of children and young people. National Youth Ballet is also committed to providing a supportive and flexible working environment to all its members of staff/volunteers. National Youth Ballet recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff/volunteers who share in this commitment.

The aim of this policy is to ensure that:

- the best possible staff/volunteers are recruited on the basis of their merits, abilities and suitability for the position.
- all job applicants/volunteer positions are considered equally and consistently.
- no job applicant/volunteer position is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

To ensure compliance with all relevant legislation, recommendations and policies of National Youth Ballet and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

To ensure that National Youth Ballet meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment/volunteer checks.

Trustees Recruitment and Selection Procedure

The Chair of Trustees and at least one other Trustee is responsible for the recruitment of new Trustees. They will ensure that new Trustees are selected with the relevant professional experience to ensure the Board's membership contains the balanced skill sets needed for the efficient operation of National Youth Ballet. Trustees will have read and understood National Youth Ballet's own Safeguarding policies.

Staff/Volunteer Recruitment and Selection Procedure

Individuals can be directly appointed only if they have an existing and continuing right to work in the UK. Any offer of an employment position will be followed by the signing of a contract incorporating National Youth Ballet's standard terms and conditions of employment, and subject to the following checks being completed satisfactorily.

Verification of Identity, Address and Right to Work in the UK

Applicants will be asked to provide acceptable original documents demonstrating their right to work in the UK, as per government guidance. Identity checks will be made against an official document such as a passport, a driving license or a birth certificate, at least one of the documents must show the applicant's current address. Evidence includes documentation confirming their National Insurance number and any educational or professional qualifications relevant to the role. Where an applicant claims to have changed their name by any means, they will be required to show documentary evidence of that change. Human Resource (HR) administration requires the date of birth of applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that National Youth Ballet may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants.

National Youth Ballet is aware that it is an offence to employ someone who does not have the right to work in the UK, with a maximum term of imprisonment for conviction of offence on indictment for five years, and that it could be subject a fine of £20,000 per illegal worker for a breach of the rules.

Disclosure and Barring Service

Under Child Safeguarding regulations, National Youth Ballet must see evidence of a disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members and volunteers. Prior to 29 May 2013, an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records that a chief police officer considered relevant to the role applied for at National Youth Ballet.

Since 29 May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures.

Prohibition from Teaching Check

A prohibition check will be undertaken on anyone employed to carry out teaching work. The list against which names are checked is managed by the Department for Education.

Volunteers / Chaperones

All those engaged by National Youth Ballet, as outlined above, must submit a current enhanced DBS disclosure and their Chaperone/Matron licence from their local council. These will be held on file and shared with the Head of Pastoral Care to use in her consideration of who to accept for the above role.

Volunteers must read and ensure they understand all the relevant policies of National Youth Ballet. Under no circumstances will National Youth Ballet permit an unchecked volunteer to have unsupervised contact with pupils.

Visitors

The Prevent Duty Guidance requires National Youth Ballet to have clear protocols for ensuring that any visitors, whether invited by staff or by pupils, are suitable and appropriately supervised. National Youth Ballet is not permitted to obtain a DBS disclosure or Children's Barred List information on any visitor who does not engage in regulated activity for National Youth Ballet or perform any other regular duties for or on behalf of National Youth Ballet.

All visitors, including National Youth Ballet Trustees and Patrons, will be subject to National Youth Ballet visitors' protocol. This will include signing in and out at Reception and being escorted by a fully vetted member of staff between appointments.

Retention and Security of Disclosure Information

National Youth Ballet will observe the guidance by the DBS and adhere to Data Protection legislation on the use of disclosure information. Such information will be stored on a database for inspection purposes, accessible only to the HR team and relevant senior Trustees. National Youth Ballet will ensure that any disclosure information is destroyed by suitably secure means such as shredding. National Youth Ballet prohibits the photocopying or scanning of any disclosure information without the express permission of the individual to

whom the disclosure relates.

Retention of Records

When an adult is appointed, National Youth Ballet will retain any relevant information. This will include copies of documents used to verify identity, right to work in the UK and qualifications. This documentation will be retained by National Youth Ballet for the duration of the successful applicant's employment with National Youth Ballet. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months. The same policy applies to any information suitability obtained about volunteers involved with National Youth Ballet activities.

Referrals to the DBS and National College for Teaching and Leadership (NCTL)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks, National Youth Ballet also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at National Youth Ballet despite being barred from working with children; or
- has been removed by National Youth Ballet from working in regulated activity (whether paid or unpaid), or
- has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child

Where the individual referred to the DBS is a teacher, National Youth Ballet may also decide to make a referral to the NCTL.

This policy was written in March 2019.

Adopted by and on behalf of National Youth Ballet.

Review date March 2020.