



RECRUITMENT AND SELECTION POLICY

INTEGR8 DANCE
September 2024

Recruitment process

Mission Statement

As part of its mission Integr8 Dance is committed to the following:

- The welfare of the child is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in dance, cheerleading and/or other activities held by Integr8 Dance in a safe environment
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment, and to respect their rights, wishes and feelings
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- All Integr8 Dance employees or volunteers who work with children will be recruited with regards to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and Child Protection procedures
- Working in partnership with parents and children is essential for the protection of children
- Supporting those affected by abuse
- Make links with statutory childcare authorities and other organisations if / when required.

Integr8 Dance aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

This policy should be considered alongside the Safeguarding Policy and the Staff handbook.

1. Identify Needs

The staffing structure and need for certain posts will be assessed when a member of staff leaves, new classes are established, when the budget is under review or at other

appropriate times. Integr8 Dance will also ensure the new role fits with the organisational chart (please refer to the organisational chart for an up to date internal structure of the company).

This will be fully discussed and agreed with the Managing Director in advance of any advertisement.

2. Prepare job description

2.1 Define the job role and prepare necessary documents

Before advertising, the HR Manager will ensure appropriate documentation is available for prospective applicants including an up-to-date job description and person specification.

At the start of the recruitment process it is important to define what the post holder's responsibilities towards children will be, as well as the qualifications and experience needed to perform the job.

When a job post requires an enhanced DBS Disclosure, this must be reflected in the job description and person specification relating to that post. It is likely that due to the nature of work with Integr8 Dance and contact with children that all posts will require an enhanced DBS Disclosure.

All job descriptions must detail:

- Main duties and responsibilities of the post;
- The post holder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children;

All Person Specifications Must Detail:

- Qualifications required to do the job;
- Professional registrations (if required);
- Right to work in the UK;
- Enhanced DBS Disclosure;
- Define the skills and competencies required;
- Explore issues relating to the safeguarding of children, such as:
 - Motivation to work with children;
 - Ability to form and maintain appropriate relationships and personal boundaries with children;

As with any other requirement on the person specification, it will state how these issues will be tested e.g. application form, interview, or teaching assessment. All of the points on the person specification should be evidenced either in a candidate's application form or through the interview and selection process.

2.2 Who are they reporting to?

The post holder will be assigned to a team leader who will be their first point of call during their employment in this post. The team leader will guide them through their probation period, making sure they understand the correct teaching standards, as well as conduct teaching observations each half term or as required.

2.3 Define KPIs

KPIs will be discussed and approved by the Managing Director. These will be aligned with the overall business strategy and outcomes. KPI progress will be monitored and reviewed throughout the year.

3. Prepare advert

The advert will include the job description, a brief overview of responsibilities and person specification, highlighting the type of person Integr8 Dance are looking for. The advert should show how exciting the role is, as well as emphasise the culture and values of the company.

The expected salary will be stated as well as any additional benefits associated with the role.

The advert for a vacancy will also demonstrate Integr8 Dance's commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. The following statement will be included in adverts for any vacancies:

"Integr8 Dance is committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK."

3. Advertise the role

Once the need for an appointment has been identified, Integr8 Dance will proceed to advertise internally, locally and nationally as appropriate. The role will be advertised externally via the company website, social media and job sites such as Indeed. Integr8 Dance will also accept team referrals, in which case there will be a £100 bonus awarded to the team member who made the referral in the instance of a successful hire.

4. Responding to applicants

All applicants will receive an email response thanking them for their interest in the job post and asking them to complete Integr8 Dance's application form.

Applicants must fully complete the application form. CV's will not be accepted unless specifically requested. The HR Manager will respond to applications within 7 working days to inform them whether Integr8 Dance will be progressing their application to the interview stage.

5. Review and shortlist candidates

Applicants who do not meet the minimum requirements of the post will receive an email to inform them that their application will not progress to interview. Feedback will be given if relevant.

Shortlisted candidates will then be invited for interview explaining that referees will be contacted prior to interview. They will receive information about what they need to do in preparation for interview. This will include bringing appropriate documentation to verify identity and so that a DBS check can be initiated for the successful candidate. Integr8 Dance will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

Candidates who have not made the shortlist will be emailed thanking them for their interest and, if possible, feedback will be given as to why their application has not progressed to the interview stage.

5. Interview

5.1

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on self-disclosures, and a DBS check if applicable to their role on staff
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified

- Any gaps in their employment records will be queried
- They should sign up to Integr8 Dance Staff & Volunteer Code of Conduct
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness and safeguarding.

5.2

The interviewing process will allow time for any discrepancy in a candidate's application or references to be queried and clarified.

This ensures that all successful candidates have had any issues surrounding their application and references fully explored before they are offered the post. Every interview will be carried out on a face-to-face basis, either in person or via Zoom. The interview will be conducted by a minimum of 2 staff members (ideally Managing Director/ HR Manager and team leader), one will lead the interview and the other will observe. Both panel members will be responsible for keeping clear, concise and objective notes of the interview on the interview form, which can be made available to candidates afterwards, should they request.

During the interview, the following areas will be covered:

- Explain what's going to happen
- Introduction to Integr8 - who we are, values, culture
- Introduction to job role
- Introduction to type of person we are looking to hire - attitude and skills
- What is it that excites you about this role?
- Why do they want to work with Integr8?
- And what skills do you bring to Integr8?
- Any final questions?
- Thank them and say you will be in touch within a few days with the next steps.

The recruiting panel will also seek to probe the candidate on the following points:

- Employment and education background
- Motivation to work with children;
- What they feel their duties are as a teacher in relation to student safeguarding?
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline
- Current position - why are they leaving their current job? What appeals to them about this role?
- Where do they see themselves in the next 3-5 years?

- What do they do outside of work?

For teachers - after the initial interview they will be asked to teach a 30 minute sample session no more than 1 week after the interview. The candidate will receive details of what they should prepare for this session at least 48 hours prior to the session date.

5.3 Feedback

The HR Manager will contact each candidate (whether successful or not) to be informed of the outcome of their interview, and where possible may offer feedback on how the candidate performed during the process. This will normally be within 5 working days of the interview.

6. Make the offer and pre-employment checks

Successful candidates will be contacted via telephone to make them the offer of employment. This will be followed up within 24 hours with the employment contract, staff handbook and DBS application form.

Any offer of employment will be a conditional offer subject to satisfactory checks and references being received and checked by Integr8. Only when all of these checks are completed and returned can an offer of employment be confirmed.

6.1 References

References will be requested prior to job offer and ideally received back prior to start date. This relies entirely on the speed referees return them, this may not always allow for them to be seen prior to start date. One of the referees must be the candidate's current or previous employer.

The Integr8 Dance reference request form will be used when requesting references. References will not be accepted in any other format.

The recruitment checklist form will be completed for each interviewed successful applicant. The checklist will include all necessary checks that that are required prior to employment commencing. This form will be filled in and returned to the HR Manager to agree a start date for the employee. The checklist will be retained in the personnel file for the appointed member of staff.

6.2 DBS

All new starters will be required to complete an Enhanced DBS check prior to employment. Applicants will be advised at the point at which they fill out their DBS form that they can join the update service.

If the employee is already part of the update service, the HR Manager will seek consent to check the update service and confirm the certificate matches the individual's identity ensuring the certificate is for the appropriate workforce and level of check.

It is the Integr8's policy that every member of staff should have the opportunity to disclose such offences to the Managing Director as soon as they become aware of it. If Integr8 has concerns about an existing staff member's suitability to work with the children, Integr8 will carry out all the relevant checks as if they were a new member of staff.

A vigilant approach in relation to safeguarding throughout employment will be maintained since a DBS disclosure is a 'snap-shot in time'. All staff will be required to renew their application every three years unless they have been registered with the Update Service where the Integr8 can undertake periodic checks as appropriate. If a disclosure is returned with nothing found there will be no further action until the next review date.

Where an individual does start work in a regulated activity before the DBS disclosure is available, a full risk assessment will be carried out and the individual will be appropriately supervised and all other checks.

All DBS dates and numbers will be recorded on the Bright HR portal.

6.3 Right to Work

It is a legal obligation that every employer in the UK verifies whether a prospective employee has the right to work in the UK. This can be easily confirmed by photocopying evidence to support their right to work in the UK, which can then go on their personal file on Bright HR. A copy of their passport (or, if the candidate does not have one, their birth or adoption certificate) must be retained at this stage.

6.4 Overseas Criminal Record Disclosure

If the prospective employee has lived abroad for a period of time or comes from another country prior to working in the UK, then in these cases an overseas check will need to be applied for as well as a UK DBS and details for each country's equivalent Bureau are available on the Home Office website.

There is no mandatory period of time spent overseas which requires additional checks to be completed. The HR Manager will assess each applicant individually, although the Integr8 will usually undertake an overseas criminal records check / request a certificate of good conduct if a candidate has resided overseas for a period of 3 months, or longer, in the five years prior to applying for a position with Integr8 (taking into account NSPCC guidance). Depending on the response it may be necessary to undertake additional references and checks.

These checks will be made clear to candidates at interview. Any offer of employment will be a conditional offer subject to satisfactory clearances being received and checked by Integr8.

6.5 Rehabilitation of Offenders Disclosure

If a candidate is successful, they will be required to complete a DBS Disclosure application form. Once the Enhanced DBS Disclosure Certificate is returned, any conviction information will need to be discussed with the Managing Director to determine whether Integr8 Dance will proceed with any offer of employment. This information will not be kept if the candidate is not successful and will be destroyed.

7. Onboarding

7.1 All staff will undertake a formal induction process which will include:

- Safeguarding training. All staff receive annual safeguarding training in September either full or refresher. If a staff member commences employment after the September training date, another suitable course will be supplied,
- Integr8's child protection policy,
- The identity of the DSL and deputy DSL,
- The staff code of conduct including the whistleblowing procedure.

7.2 Personnel Files

Integr8 Dance will store all personnel files with Bright HR. All staff will be given a log in to access these at any time. New starters will be given their log in on their first day and asked to fill out their details on the system. The HR Manager will upload all documents relating to each staff member and conduct a yearly audit to ensure these documents remain up to date. This will include:

- Signed contract
- ID

- DBS certificate
- References
- Safeguarding Training certificate
- First Aid certificate
- Relevant qualifications

7.2 Equality

If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to their start of employment.

7.3 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Integr8 Dance requires:

- All staff and volunteers in positions of responsibility for children to undergo a DBS check
- All employees, volunteers, coaches and Safeguarding Lead to undertake relevant training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/ bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All coaches, trainee coaches and leaders should have an up to date first aid qualification

Training opportunities will be identified and agreed during the induction and an employee's annual appraisal. Integr8 Dance will ensure all employees receive appropriate training in accordance with any statutory requirements/priorities as well as to ensure its on-going commitment to developing employees.

8. Review in probation period - within 3 months

All new employees will be subject to a 3 month probationary period and this will be confirmed in the unconditional offer of employment letter and the contract of employment.

During this time their performance and behaviour will be monitored by senior staff members.

The aims of the induction process are to:

- familiarise employees with their new environment
- be aware of the appropriate behaviours and standards of conduct expected
- help them to develop skills and the knowledge to do their job
- gain an awareness to how their post relates to the Integr8's wider operational and strategic objectives
- become a motivated and effective member of staff as quickly as possible
- maintain a vigilant culture where safeguarding is at the heart of its business

For teachers they will assist and shadow experienced teachers during classes for a minimum of 6 weeks. Their assigned team leader will give weekly feedback, or as necessary, within this time and offer feedback and areas for improvement, if required.

Safer Recruitment Checklist
Integr8 Dance
January 2023



Activity	Currently in place Yes/No	Action
Ensure Job Descriptions and Person Specifications reflect the boundaries of roles and the responsibilities of safeguarding		
Identify and train staff who will be involved in the selection process		
Develop internal questions and selection tools in advance of recruitment taking place		
Ensure a minimum of 2 people shortlist applications using an agreed criteria and identify any gaps		
Assess candidates using a range of selection methods where possible		
Probe values and attitudes towards children as part of the interview process		
Carry out DBS checks with all staff working with children		
Take a minimum of 2 references		
Ask candidates to declare any criminal convictions or other information relevant to their work with children as part of the application process		
Check Right to Work in the UK		
New starters must provide valid form of ID		

Activity	Currently in place Yes/No	Action
All new staff to be sent staff handbook prior to start date to outline expectations of acceptable behaviour and boundaries of their role		
Ensure staff have all the relevant training they require to be safe and effective in their role		
Ensure clear policies and procedures exist and are accessible, telling staff what to do if they have any concerns about a child or the behaviour of individuals towards a child		
Respond quickly and appropriately to any allegations about the behaviour of staff towards a child		

Reference Request Form



Candidate:

Post:

Reference Criteria	Please add comments to support your response		
Please state current job title. If the person has left, please indicate most recent.			
Please state dates of employment.	From		To
If the person has left your employment, please indicate reason for leaving.			
How long and in what capacity have you known the applicant?			
Has the candidate been subject to disciplinary or capability procedures?			
Do you have any reservations about the candidate's suitability to work with children or vulnerable adults? Please provide details of any concerns of a safeguarding nature			
In accordance with the Prevent Duty, do you have any concerns about the candidate being involved in extremism or showing intolerance of different faiths and values?			
Would you re-employ this candidate?	YES	NO	Comments
I would recommend the candidate for this post without reservation.	YES	NO	Comments

Please record any additional comments that you would like to make in relation to this candidate, in particular with reference to candidate's performance history and conduct, any specific concerns that are held concerning the person's suitability for this post and to work with children/vulnerable adults.

Please complete the form below as comprehensively and accurately as possible.

Person Specification / Job Description Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
The candidate has established excellent working relationships with Colleagues.					
If applicable, the candidate has established excellent and appropriate working relationships with pupils and parents.					
The candidate has demonstrated strong planning and organisational skills.					
The candidate has good ICT skills.					
The candidate has good communication skills.					
The candidate is able to meet deadlines.					
The candidate shows flexibility and adaptability.					

The candidate demonstrates energy, drive and self-motivation.					
The candidate has demonstrated soundness of judgement.					
The candidate is able to stay calm under pressure.					
The candidate has excellent behavior management and support skills.					

Signed:

Date:

Position:

Organisation:

Please return to Natalie Foster at Integr8 Dance by email (natalie@integr8dance.com) or by post to: Integr8 Dance, Unit 12, Winnall Valley Road, Winchester, SO23 0LD.

In case of query please telephone 01962 808398.

Please be aware that, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018, the content of the reference could be discussed with the applicant.

Updated - September 2024

To be reviewed - September 2025