

## Recruitment Policy

Swindon Dance recognises that, in order to achieve its aims and deliver a high level inclusive programme of dance to its customers, will require a staff force of the highest calibre which shares its vision and commitment.

### Aims

Swindon Dance is committed to ensuring that:

- The best possible staff are recruited on the basis of merit, ability and suitability for the position,
- All job applicants are considered equally and consistently,
- No job applicant is treated unfairly on any grounds including race, colour, ethnicity, religious belief, gender, sexual orientation, marital status, disability or age,
- Compliance with all relevant legislation, recommendations and guidance as published by national government is followed,
- The Organisation meets its commitment to safeguarding and promoting the welfare of children and young people, and
- The Organisation carry's out all necessary pre-employment checks.

Employees involved in the recruitment of staff are responsible for familiarising themselves with and complying by the provision of this policy.

### Procedure

All job applicants are required to complete a Swindon Dance application form. Incomplete application forms will be returned to the applicant for completion regardless if the application deadline has past.

Curriculum vitae will not be accepted.

All applicants will receive a job specification and personal specification for the role applied for.

If application passes initial stage the applicant will be invited to attend a formal interview. The interview will be led by a company director or senior manager and manager from the relevant department.

At the interview the applicants relevant skills, experience and qualifications for the role will be discussed in more detail.

If an offer of employment is made following the interview it will be conditional on the following:

- The agreement of a mutually acceptable start date,
- The signing of a Swindon Dance contract,
- The receipt of two written references (of which one must be from the applicants most recent employer) which Swindon Dance deems to be satisfactory,

- The receipt of an enhanced disclosure from the DBS which Swindon Dance deems to be satisfactory, and
- Confirmation that the applicant is not named on either the Children's Barred List or the Adult barred List.

This procedure is for guidance only and does not form part of an employee's contractual rights.

### **Identity verification**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right of work in the UK, address and qualifications. These include:

- Passport,
- Two utility bills or statements, from different sources, showing their name and home address,
- Confirmation of their National Insurance Number i.e. P45, P60, wage slip, National Insurance card,
- Original documentation confirming any educational and professional qualifications referred to in their application form, and
- Proof of date of birth.

Where an applicant has changed their name they will be required to provide documentary evidence of the change.

Swindon Dance requires proof of date of birth of all applicants for verification of identity, any unexplained discrepancies in education and employment history. Swindon Dance does not discriminate on the grounds of age.

### **References**

All offers of employment are subject to the receipt of two written references which are considered satisfactory to Swindon Dance. These will be requested once an offer of employment has been made.

One of these references must be from the applicant's current or most recent employer. Neither referee should be a relative or friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they are applying and whether they have any reason to believe the applicant is unsuitable to work with children and young people.

All referees will be sent a copy of the job description and personal specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked the following:

- The applicants dates of employment, job title and duties, end salary, performance and disciplinary record and reason for leaving,
- Whether the applicant has ever been the subject of disciplinary procedures related to the safety and welfare of children and young people (including any in which disciplinary sanction has expired), and

- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

Only written references obtained directly from the referee will be accepted. References or testimonials that are either 'open' or provided by the applicant will not be accepted.

### **Disclosure and barring Service (DBS)**

All offers of employment are subject to the applicant producing an up-to-date enhanced disclosure from the Disclosure and barring Service (DBS).

The applicant will not be able to start their employment at Swindon Dance until a satisfactory DBS is received.

DBS checks will also be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be requested to provide further information, including the equivalent of DBS disclosure from the relevant jurisdiction(s).

### **Contractors and agency staff**

Contractors and Agencies engaged by Swindon Dance must complete the same checks for their employees that Swindon Dance completes for its staff. Swindon Dance will require confirmation that these checks have been completed before any employees of the contractor will be able to commence working with the organisation.

### **Background**

Swindon Dance will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Swindon Dance makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment within the Organisation. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within Swindon Dance are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants must therefore declare all previous convictions, including those which would normally be considered "spent". A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for Swindon Dance to employ anyone who is barred from working with children and young people. It is a criminal offence for any person who is barred from working with children and young people to attempt to apply for a position at Swindon Dance.

Swindon Dance will make a report to the Police and/or the ISA if it:

- Receives an application from a barred person,
- Is provided with false information in, or in support of an application, and
- Has a serious concern about an applicant's suitability to work with children.

### **Assessment criteria**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check Swindon Dance will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question,
- The seriousness of any offence or other matter revealed,
- The length of time since the offence or other matter occurred,
- Whether the applicant has a pattern of offending behaviour or other relevant matters,
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Swindon Dance will consider it a high risk to employ anyone who has been convicted at any time of any the following offences if the post involves regular contact with children:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence,
- Cruelty to animals,
- Serious class A drug related offences, and
- Robbery, burglary, theft, deception or fraud.

Swindon Dance will consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud if the post involves access to money or budget responsibility.

Swindon Dance will consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years if the post involves some driving responsibilities.

### **Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Organisation will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by either the Executive or Artistic Director or member of the Organisation's Board of Trustees before a position is offered.

### **Disputing a DBS disclosure**

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Swindon Dance will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Retention and security of disclosure information**

Swindon Dance observes the guidance issued or supported by the DBS on the use of disclosure information but is under no obligation to do so. In particular, Swindon Dance will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers,

- Only allow access to stored information to members of the Organisation's senior management,
- Not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months,
- Keep a record of the date of a disclosure, the name of the subject, type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken, and
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding.

Swindon Dance complies with the provisions of the DBS code of practice, a copy of which is available on the DBS website.

### **Retention of records**

If an applicant is appointed, Swindon Dance will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

### **Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the staff member responsible for the recruitment of that role.