



Shooting Fish

THEATRE CO.

Safer Recruitment Policy

The aim of the Safer Recruitment Policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups. This applies for employed staff and volunteers. Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

Shooting Fish recognises that anyone may have the potential to abuse. All reasonable steps are taken to ensure suitable people are recruited for all projects.

This policy will be reviewed annually alongside our Safeguarding Policy.

Application stage

- If a role involves working with children (anyone under 18) or adults at risk, the role will be subject to a DBS check.
- We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS check.
- All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role.

- This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.
- During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unprotected spent offences.
- We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Interview and induction:

- Consent will be obtained from an applicant to seek an DBS check. All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check.
- Two confidential references will be required, of which one should be regarding previous work with children/ vulnerable adults (for posts in which there will be direct contact with children).
- All staff and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations.

Induction

All staff and volunteers should receive formal or informal induction, during which:

- The job requirements and responsibilities will be clarified.
- Child protection procedures are explained and training needs are identified and delivered.
- All policies are shared