



let's make  
some music

# Safer recruitment policy

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# Introduction

Lewisham Music (LM) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements for the recruitment of teaching, management, administration and support staff to LM. The aim is to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Chief Executive by the Board of Trustees. All decisions will be made with regard to operational needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the LM's Pay Policy.

## Statutory Requirements

The policy takes into account the provisions of *Working Together to Safeguard Children in Education* (HM Government, July 2018) and *Keeping Children Safe in Education* (DfE, September 2023). LM will ensure that the statutory requirements for the appointment of staff will be met. Requirements will change from time to time and this policy will be updated accordingly.

## Equal Opportunities

The Trustees and Chief Executive will abide by the existing legislation and will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010): age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Board of Trustees will promote equality in all aspects of LM's delivery, operation and management, including with regard to the recruitment of staff.

## Roles and Responsibilities

The Board of Trustees will:

- ensure LM has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements

- monitor LM's compliance with them
- ensure that appropriate staff and trustees have completed safer recruitment training.

The Chief Executive will:

- ensure that LM operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks on staff and volunteers, including enhanced DBS checks, have been carried out on a regular basis
- ensure that a Single Central Staff Record of permanent and temporary staff is kept in accordance with DfE legislation and guidance.
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

## **Delegation of Appointments and Constitution of Selection Panel**

The Board of Trustees delegates the power to offer employment for all posts to the Chief Executive. The Chief Executive may not delegate the power to offer employment to any other senior manager or trustee. The Chief Executive will aim to involve at least one trustee in the appointment of all teaching staff and in the appointment of other posts, where possible.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

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