

SAFER RECRUITMENT POLICY

Introduction

Music Theatre Wales (MTW) is committed to creating and maintaining a safe environment for everyone we interact with. This includes a strong commitment to safeguarding children, young people and adults at risk.

No-one should ever experience abuse of any kind, and we have a responsibility to promote the welfare of all people - to keep them safe and supported, and to practise and create in a way that protects them.

Safeguarding is always our priority and applies to anyone working on behalf of MTW including employees, trustees, freelance staff, contractors, trainees and volunteers (collectively known as “staff”).

Scope

This policy is committed to ensuring the safety and well-being of children, young people and adults at risk by following best practices in recruitment. We aim to create a fair and transparent process that selects the most qualified candidates who share our values and culture of safeguarding.

This policy supports MTW’s full safeguarding policy. It applies to all recruitment activities for paid staff, freelancers and volunteers (including Trustees) within MTW and outlines our commitment to:

- safeguarding and protecting all children, young people and adults at risk by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children, young people and adults at risk
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of staff once they have begun their role
- ensuring all new staff participate in an induction which includes safeguarding

By following this Safer Recruitment Policy, we can create a safer environment for everyone and ensure we are recruiting the best possible candidates for our organisation.

Responsibilities

MTW core staff and board of trustees: Develop, implement, and review this policy annually.

MTW General Manager: Ensure all recruitment practices comply with this policy and adhere to fair and consistent recruitment procedures.

All Staff: Report any concerns regarding a candidate's suitability.

Key Principles

Selection will be based on merit: Qualifications, experience, and suitability for the role will be the primary factors in selection.

Fairness and transparency: The recruitment process will be open, transparent and free from discrimination.

Right to work checks: We will verify the eligibility of all permanent staff to work in this country.

Reference checks: We will obtain references from previous employers and/or educational institutions.

Disclosure and Barring Service (DBS) checks: We will conduct DBS checks for all permanent roles as well as freelance roles involving contact with children, young people and adults at risk.

Interviewing: Interviews will be conducted by at least two members of the MTW core team and/or Board of Trustees and interview questions provided in advance.

Probation period: A probationary period will be used to assess a new employee's suitability for the role.

Recruitment Process

Job advert / creative call-out: All vacancies and creative opportunities will have a clear and detailed job description outlining the duties, skills and qualifications required.

Application process: Applications can be submitted in writing or in video format via email.

Shortlisting: Shortlisted candidates will be selected based on a clear set of criteria linked to the duties, skills and qualifications as described in the job advert or creative call-out.

Interviews: Interviews will be conducted using a structured format with pre-determined questions (which are also provided to candidates in advance). Notes will be taken and references will be contacted. Any gaps in employment history will be explored during the interview process and there is an understanding that there may be legitimate reasons for this.

Selection: The interview panel will make a final decision based on all available information. Unsuccessful candidates will be notified promptly via email with feedback provided if requested.

Safeguarding Training: All new staff will be required to complete safeguarding training and undertake a DBS check relevant to their role.

Disclosure of Criminal Records

Candidates will be encouraged to disclose any unspent convictions that are relevant to the role. This information will be treated confidentially and assessed fairly in line with the rehabilitation of offenders act.

Reporting Concerns

Any concerns regarding a candidate's suitability should be reported immediately to MTW's Designated Safeguarding Person or Lead Trustee for Safeguarding.

Diversity and Inclusion

MTW is committed to recruiting a diverse workforce and will ensure our recruitment practices are fair and inclusive. As part of our commitment to increasing the diversity of our workforce we provide a guaranteed interview scheme to applicants who meet the minimum requirements for the job who are disabled, neurodivergent or people of the global majority.

Supporting Documents

This policy statement should be read alongside MTW's detailed Safeguarding Policy and Procedures document which is available to all staff. This document outlines specific procedures for recognizing and responding to abuse or harm.

Further organisational policies, procedures, guidance and other related documents that inform this policy are:

- Safeguarding policy and procedure
- Safeguarding roles and responsibilities within MTW
- Grievance policy and procedure
- Disciplinary policy and procedure
- Health and Safety policy statements
- Project specific risk assessments

All of which can be found [here](#).

Contact details

MTW Designated Safeguarding Person

Name: Kathryn Joyce
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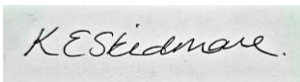
MTW Board Lead for Safeguarding

Name: Kerry Skidmore
Email: MTWBoardSafeguarding@gmail.com

This policy came into force on: 16/10/2024

Its next review date will be: 16/10/2025

Signed:



Date: 16/10/2024