



ROYAL
BALLET
SCHOOL

SETTING THE STANDARD

SAFER RECRUITMENT POLICY

SEPTEMBER 2026

Registered address: 46 Floral Street ■ Covent Garden ■ London WC2E 9DA

www.royalballetschool.org.uk

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INTRODUCTION

The Royal Ballet School (the **School**) is committed to providing its students with the best possible care and education, while safeguarding and actively promoting the welfare of children and young people. The School is also committed to providing all its staff members with a supportive and flexible working environment. To achieve these aims, the School recognises that it is fundamental to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position, which includes their attitudes towards safeguarding and their ability to work with children in a way which promotes the safety and welfare of children and young people;
- to ensure that all job applicants are considered equally, fairly, and consistently;
- to ensure that no job applicant is treated unfairly in reference to any protected characteristic under the Equality Act (2010), including race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, pregnancy or maternity, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (**DfE**), *Keeping Children Safe in Education* (September 2026) (**KCSIE**), *The Education (Independent School Standards) Regulations 2014 (ISSRs)*, the *Prevent Duty Guidance* and relevant guidance published by the Disclosure and Barring Service (**DBS**), as amended from time to time;
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

All individuals involved in the recruitment and selection of staff, are responsible for familiarising themselves with and complying with the provisions of this policy.

GOVERNOR RECRUITMENT AND SELECTION PROCEDURE

With the assistance of the Nominations Committee, the Chair is responsible for recruiting new Governors. They will ensure that new Governors are selected with the relevant professional experience to ensure the Board of Governors' membership contains the balanced skill sets needed for the efficient operation of the School.

Further details can be found in the Recruitment of Governors, Trustees & Volunteers policy.

STAFF RECRUITMENT AND SELECTION PROCEDURE

- 1 Staff vacancies will be advertised widely on various media and on the School's website, accompanied by a Recruitment Pack, including the job description and person specification. Discretion not to advertise might be exercised in exceptional circumstances. In the event of this, care must be taken to ensure that other internal members of staff would consider themselves to be a suitable candidate. Individuals can be directly appointed only if they have an existing and continuing right to work in the UK.
- 2 Prospective applicants should submit an application form via the School's website, containing questions about their academic and employment history and suitability for the role. Applicants must provide a complete employment and education history and satisfactory explanations for any gaps. A Curriculum Vitae (CV) will not be accepted in place of an application form, to ensure consistency and comparability of information across all applicants.
- 3 All personal information will be removed from the application form. The recruitment panel will see only the applicant's qualifications, academic and employment history, and suitability statement. This is to ensure all applicants are treated on the same footing, regardless of any protected characteristic they may possess (as defined in the Equality Act 2010), to prevent unconscious bias, and to safeguard the processing of personal data in adherence to data protection laws.
- 4 The hiring panel will shortlist applicants against the Job Description and Person Specification. Once a candidate has accepted an offer of employment, a member of the HR team will conduct an online search of publicly available information as part of the School's safeguarding and pre-employment checks. Candidates will be informed as part of the recruitment process that an online search may be undertaken. Where potentially relevant information is identified, this will be considered by HR and, where appropriate, raised with the candidate before a final recruitment decision is made.
- 5 Shortlisted applicants will be invited to attend an interview process, which may include a pre-interview vetting call, panel interview with members involved in the shortlisting, and skills-based assessments including presentations, scenario-based tasks, classroom teaching/observation.
- 6 Notes from the interview process will be recorded. All shortlisted applicants will be assessed on their suitability to work with children and young people. Structured interview questions will be agreed in advance and will include questions exploring the candidate's motivation for working with children, relevant experience, and understanding of safeguarding and professional boundaries. Any gaps in employment, frequent changes in employment or location, discrepancies in application and reference information, or other potential concerns identified during the recruitment process will be explored with the candidate and appropriately recorded.

- 7 At least two members will make the decision to appoint a member of staff. At least one person on any recruitment panel must undertake safer recruitment training. A member of the People Team will sit on the panel in most cases.

PRE-EMPLOYMENT CHECKS

Any offer of employment will be conditional upon the satisfactory completion of all mandatory pre-employment checks and agreement of a mutually acceptable start date. The required checks will be determined by the nature of the role and will include, where applicable, verification of identity, right to work in the UK, qualifications, references, DBS and children's barred list checks, prohibition from teaching, Section 128 management checks, overseas checks and medical fitness.

The School will ensure that all required checks are completed before an individual commences work, unless statutory guidance permits them to commence subject to appropriate safeguards and a documented risk assessment. Where an individual is permitted to commence work before receipt of an enhanced DBS certificate, the requirements set out in the Disclosure and Barring Service section below will apply.

Completion of safeguarding training issued by the School is a condition of employment. The School will ensure that staff receive the safeguarding training required for their role as part of their induction and ongoing safeguarding arrangements.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its obligations, the School does not discriminate based on race, religion and belief, gender reassignment, sex, sexual orientation, marital or civil partnership status, pregnancy and maternity, disability or age.

1. VERIFICATION OF IDENTITY, ADDRESS, RIGHT TO WORK IN THE UK AND QUALIFICATIONS

Identity and Address Verification

Applicants invited to interview may be asked to present original documents for identity verification.

There are three ways in which ID documents can be viewed and validated. Option one is used if it is impossible to have a face-to-face appointment with the applicant. If you are unable to use option one the reasons need to be recorded and option two can be considered. If option two is impossible the reasons must be recorded and option three can be used. The reasons behind the use of options two or three must be kept, along with a record of the documents used to validate the identity, for a minimum of 2 years.

All documents must be physical documents, unless applicants have an eVisa on the Home Office view and prove site or a digital PASS card with QR code that has been checked.

Option 1

The ID verification should be done in person, allowing the ID checker to view the applicants' physical documents, eVisa, or digital PASS card, in the presence of the applicant.

Option 2

The ID checker will conduct the ID verification via video link. In these circumstances, the ID checker must be in possession of the physical documents. These can be posted in advance of the virtual call. Any risks identified when using live video must be assessed and mitigated by the ID checker. You must not rely on the inspection of the documents via a live video link, or by checking a scanned copy of the document.

Option 3

The ID checker will conduct the ID verification via video link, without the ID checker being in physical possession of the ID documents. The details of the documents must be recorded and stored at the time of the check. The documents must be presented to the ID checker on the first day of employment. The ID checker must record the date the ID check was completed in person and cross reference the details recorded from the video link ID check. If there are any discrepancies the DBS check may be invalid.

In line with the Disclosure & Barring Service (DBS) requirements, all applicants must follow the single three-route identity checking process, which applies equally to all nationalities. The documents provided must be from the approved list set out below and in Appendix 1, and together they must confirm the applicant's full name and date of birth.

Route 1

Applicants must be able to show;

- one document from Group 1
- two further documents from either Group 1, Group 2a or Group 2b

Route 2

This route can only be used if Route 1 proves impossible.

Applicants must be able to show (if they do not have any of the documents in Group1);

- one document from Group 2a
- two further documents from either Group 2a or Group 2b

Route 3

This route can only be used if Route 1 and 2 proves impossible.

Applicants must be able to show;

- a birth certificate issued after the time of birth (UK, Isle of Man, and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

Where an applicant claims to have legally changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration), they must provide their birth certificate and documentary evidence supporting the name change.

The School asks for all applicants' birth date to verify their identity and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

Right to Work in the UK

The School will undertake a right to work check for all prospective employees before employment commences, in accordance with current Home Office guidance and the applicable Code of Practice on preventing illegal working.

The School may request evidence of an applicant's right to work during the recruitment process and will ensure that the required check is completed before the individual commences employment.

Depending on the applicant's circumstances, the School will conduct the appropriate type of check, which may include a manual check of original acceptable documents, an online check using the Home Office right to work service where the applicant provides a valid share code, or a check through an approved digital verification service, where applicable.

Where an applicant has a time-limited right to work, the School will record the date on which a follow-up check is required and will undertake the follow-up check in accordance with Home Office requirements.

The School will retain evidence of the right to work check for the duration of the individual's employment and for the period required by current Home Office guidance following the end of employment.

The School will apply right to work requirements consistently and will not discriminate against applicants on the basis of nationality, race or immigration status.

Qualifications

All applicants are required to supply original documents which evidence any educational and professional qualifications referred to in their application, as requested by the School.

2. REFERENCES

A minimum of two references will be sought, one of which must be from the applicant's current or most recent employer. If you have previously worked with children, the second referee should be from that employer. If you have not worked with children, then the second referee can be someone you know in a professional capacity e.g. previous line manager. Neither referee should be a relative, colleague or someone known to you solely as a friend.

Referees will be provided with the job description and asked to confirm whether they consider the applicant suitable for the role and suitable to work with children. Where the referee is a current or previous employer, the reference will normally be asked to confirm:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record (including whether they have ever been the subject of disciplinary procedures involving concerns relating to the safety and welfare of children, even if the record has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious;
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" in Visiting Speakers and the Prevent Duty section)

(*only to be included in reference requests sent after the offer of employment has been made)

The School will only accept references obtained directly from the referee and will not rely on open testimonials, references, or those provided by the applicant. The School will compare all references with information on the application form and resolve discrepancies with the applicant before confirming any appointment.

The School will carefully consider any information about past disciplinary actions or allegations disclosed when assessing the applicant's suitability for the role.

The School may, at its discretion, contact any referee by telephone to verify the details of the written reference provided.

3. MEDICAL FITNESS

The School is legally required to verify the medical fitness of anyone appointed to a post at the School after an offer of employment has been made but before the appointment it can be confirmed.

It is the School's practice to ask applicants to complete a Health Questionnaire, which is then, if necessary, reviewed against the Job Description for the role, along with other physical or mental requirements of the position, i.e. proposed timetable, layout of School etc.

If the School doubts an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertake a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting the applicant, obtaining medical evidence, and considering reasonable adjustments and suitable alternative employment, where available.

4. DISCLOSURE AND BARRING SERVICE

Under Child Safeguarding regulations, the School must apply for a disclosure from the Disclosure and Barring Service (DBS) concerning all prospective staff members, governors and unsupervised volunteers. The level of check will be determined by the role and its potential for access to children. Although the School does not routinely update DBS checks, a new DBS check will be sought if a concern is raised about any staff member (including governors and volunteers).

Before 29 May 2013, an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the *Rehabilitation of Offenders Act 1974*) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records, which a chief police officer considered relevant to the role applied for at the School.

Since 29 May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures.

The DBS and the Home Office have developed a set of filtering rules relating to spent convictions, which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction
- it is the person's only offence

- it did not result in a custodial sentence

It will not be removed under any circumstances if it appears on a list of "specified offences", which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction
- it is the person's only offence
- it did not result in a custodial sentence

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences" or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed.

This contains many offences, including certain sexual, violent and other offences considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the *Safeguarding Vulnerable Groups Act 2006* (as amended). An Enhanced Check for Regulated Activity aims to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

The School will not permit an individual who is barred from working with children to undertake regulated activity.

For the purposes of volunteering, teaching, training, instructing or supervising children on a frequent basis, or on more than three days in a 30-day period, or overnight, constitutes

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regulated activity. The removal of the previous supervision exemption means that supervision by another person does not prevent such activity from being regulated activity. Supervision is a safeguarding control and does not alter whether an individual's duties constitute regulated activity.

It is for the School to decide whether a role amounts to "regulated activity", taking into account taking into account the nature of the role, the individual's access to students and the level of contact with children – however, nearly all posts at the School amount to regulated activity.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check with the barred list for all staff, supply staff, volunteers, and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person carrying out regulated activity but for the fact that they need to carry out their duties more frequently, i.e. roles which would amount to regulated activity if carried out more frequently.

Applicants with recent periods of overseas residence or those with little/no previous UK residence may be asked to provide further information, including the equivalent of a DBS certificate, from the relevant jurisdiction(s). The School will take into account the "DBS unusual addresses guide" in such circumstances. As per NSPCC guidance, the School will likely ask a successful applicant who has spent more than three months in the last five years outside of the UK to provide the equivalent of a DBS certificate or for further information.

If there is a delay in receiving an enhanced DBS certificate, the School will normally delay the individual's start date until all required pre-employment checks have been completed. Where permitted by statutory guidance, the School may authorise an individual to commence work before receipt of the DBS certificate following a documented risk assessment and confirmation that the required pre-employment checks and safeguards set out below have been completed:

- verification of identity;
- right to work in the UK;
- a separate Children's Barred List check, where the individual will be engaging in regulated activity;
- prohibition from teaching check, where applicable;
- Section 128 check, where applicable;
- appropriate overseas checks, where applicable;
- professional qualification checks, where applicable; and
- any other pre-employment checks required for the individual's role.

The School will also ensure that satisfactory references have been obtained and any relevant concerns arising from the recruitment and pre-employment checking process have been appropriately considered before the individual commences work, where applicable.

The individual must not undertake regulated activity where the separate Children's Barred List check indicates that they are barred from working with children.

During the initial three days of work while the DBS certificate remains outstanding:

1. the individual will be appropriately supervised around the School premises and will not be permitted to work unsupervised with students;
2. where the individual is undertaking teaching activity, teaching will take place under the supervision of an appropriate member of the Artistic or academic team, as applicable; and
3. the individual will be subject to the safeguards and controls identified in the documented risk assessment.

The People Team will monitor the progress of the DBS application and take all reasonable steps to obtain the certificate as soon as practicable.

Where the DBS certificate remains outstanding after the individual's first three days of work, the School will formally review and record the risk assessment and safeguarding arrangements. This review will take place even where no changes to the existing arrangements are considered necessary.

The review will consider whether the individual's duties, level of supervision or other safeguards should be amended while the DBS certificate remains outstanding.

The risk assessment and safeguarding arrangements will be reviewed further where there is any change in the individual's duties, access to students, safeguarding information or other circumstances relevant to their suitability to work at the School.

Once the DBS certificate is received, the School will review the outcome and take any action required in accordance with this policy.

5. PROHIBITION FROM TEACHING CHECK

A prohibition check will be undertaken on anyone employed to teach. The Department for Education manages the list against which names are checked.

The School will use the Department for Education's **Check a teacher's record** service to undertake the required prohibition, restriction and sanction checks for individuals appointed to teaching work, together with any other checks required by current statutory guidance.

The School will also verify qualified teacher status (QTS), teacher induction or probation where applicable.

In addition, the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to or are the subject of a sanction, restriction or prohibition issued by the TRA or other equivalent body in the UK.

The School carries out this check and requires associated information for roles which involve "teaching work". In doing so, the School applies the definition of "teaching work" set out in the *Teachers' Disciplinary (England) Regulations 2012*, which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for students
- delivering lessons to students
- assessing the development, progress and attainment of students
- reporting on the development, progress and attainment of students

The above activities do not amount to "teaching work" if supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously or may teach in future, the check will be undertaken, including for sports coaches.

In addition, for all appointments made on or after 5 September 2016, where an applicant has carried out teaching work outside of the UK, the School will ask the applicant whether they have ever been referred to or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the TRA Teacher Services system.

6. PROHIBITION FROM MANAGEMENT CHECK

The School must check whether any applicant for a management position is subject to a direction under section 128 of the *Education and Skills Act 2008* which prohibits, disqualifies or restricts them from being involved in managing an independent School (a section 128 direction).

The School will undertake a Section 128 check for any individual appointed to a role which involves participation in the management of the School, including relevant senior leadership, management and governance positions.

Whether a role constitutes participation in management will depend on the responsibilities of the position rather than the job title alone.

A Section 128 direction prohibits or restricts an individual from participating in the management of an independent school. The School will ensure that any individual appointed to a relevant management or governance position is not subject to a Section 128 direction.

In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education or are subject to a Section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent School.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

7. APPLICANTS WHO HAVE LIVED OR WORKED OUTSIDE THE UK

Applicants who have lived or worked outside the UK will be subject to the same pre-employment checks as other applicants, including an enhanced DBS check and children's barred list check.

A DBS check does not provide information about criminal records held overseas. Therefore, where an applicant has lived outside the UK, the School will consider whether additional checks are required to establish their suitability to work at the School. The School's policy is to request such information from each overseas country in which the applicant has lived for three months or more in the previous five years.

The School will have regard to relevant government guidance when determining the appropriate overseas check and will take into account the availability and reliability of information from the relevant country.

The School recognises that formal checks may be unavailable, significantly delayed or may not provide the information requested. In such circumstances, the School will seek alternative evidence where appropriate, which may include a reference from an employer in the relevant country or other suitable information about the applicant's conduct and suitability.

Where an applicant has previously worked as a teacher outside the UK, the School will require a letter of professional standing from the relevant regulatory authority in each country where they have worked as a teacher, where such a letter is available. This letter should confirm that no sanctions or restrictions have been imposed and that there are no known reasons why the applicant may be unsuitable to work as a teacher. The School will consider all relevant information in determining whether an applicant is suitable to work at the School.

Information obtained through overseas checks will be considered alongside the applicant's other pre-employment checks when determining their suitability for appointment.

Where an overseas check is delayed or unavailable, the School may consider an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference from that country, a satisfactory Enhanced DBS check and Barred List Check, and a thorough risk assessment is conducted. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

CONTRACTORS, AGENCY STAFF AND THOSE TRANSFERRED UNDER TUPE REGULATIONS

The School will ensure that contractors, agency staff, supply staff, self-employed individuals and other third parties working at or on behalf of the School are subject to the appropriate safeguarding and suitability checks required for their role.

Where agency or third-party staff are supplied, the School will obtain written confirmation from the agency or organisation that the appropriate checks have been completed. This will include confirmation that the required enhanced DBS certificate has been obtained and, where applicable, that children's barred list information has been obtained.

Where an agency or third-party organisation has obtained an enhanced DBS certificate which contains relevant information, the School will obtain and consider a copy of the certificate before the individual commences work, where required by statutory guidance.

The School will verify the identity of agency, contractor and third-party staff when they attend the School.

No contractor, agency worker, self-employed individual or other third party on whom the required checks have not been completed will be permitted to work unsupervised around students or undertake regulated activity, unless statutory guidance permits them to commence work subject to appropriate safeguards and a documented risk assessment. In such circumstances, the safeguards and review requirements set out in the Disclosure and Barring Service section of this policy will apply.

VISITING SPEAKERS AND PREVENT DUTY

The *Prevent Duty Guidance* requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or students, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors' protocol. This will include signing in and out at Reception, wearing a red visitor's badge at all times and being escorted by a fully vetted staff member between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable to decide whether to invite and permit a speaker to attend the School. HR will record the dates of checks for visiting speakers. Doing so, the School will always have regard to the *Prevent Duty Guidance* and the definition of "extremism" set out in KCSIE, which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations, the School does not discriminate based on protected characteristics.

VOLUNTEERS

The School recognises the valuable contribution made by volunteers and will ensure that appropriate safeguarding and suitability checks are undertaken according to the nature of the volunteer's role.

Regular or overnight volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity relating to children.

A volunteer will be engaging in regulated activity where they teach, train, instruct or supervise children frequently, on more than three days in a 30-day period, or overnight. The previous exemption for supervised volunteers no longer applies.

Where an existing volunteer becomes subject to regulated activity as a result of these changes, the School will ensure that their children's barred list status is checked before they undertake regulated activity. Where appropriate, the School may obtain a standalone children's barred list check in accordance with current DBS and DfE guidance.

Volunteers must also remain up to date with the School's safeguarding procedures, safeguarding training requirements and understand the School's own Safeguarding policies each year.

Volunteers not undertaking regulated activity

Where a volunteer is not engaging in regulated activity, the School will undertake a risk assessment and use professional judgement to determine what checks, if any, are appropriate. To do this, the School will take into account;

- the nature of the work with children;
- the frequency and duration of the volunteer's involvement;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with children.

The School's policy is that a new DBS certificate is required for volunteers who will engage in regulated activity but have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up for the DBS update service, as this permits the School to obtain up-to-date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers
- character references from the volunteer's place of work or any other relevant source
- an informal safer recruitment interview

WORK EXPERIENCE

Where the School arranges or hosts work experience placements involving children, the School will ensure that appropriate safeguarding arrangements are in place.

The School will ensure that placement providers have appropriate policies and procedures to protect children from harm.

Where an adult providing teaching, training, instruction, care or supervision to a child undertaking work experience does so frequently, on more than three days in a 30-day period, or overnight, the activity will constitute regulated activity and the appropriate safeguarding checks will be required in accordance with the role and current statutory guidance.

Individuals in a workplace who are not involved in teaching, training, instructing, caring for or supervising a child undertaking work experience will not be considered to be engaging in regulated activity solely because they work at the same location.

The School will assess the safeguarding arrangements for each placement and determine whether additional checks are appropriate in accordance with current statutory guidance.

Where the School provides work experience opportunities to young people, the School will consider the nature of the placement, the individual's duties, their access to children and the level of supervision provided when determining whether any checks are required.

RECRUITMENT OF EX-OFFENDERS

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

As the positions within the School are eligible for an enhanced DBS check, applicants will be required to disclose criminal record information which they are legally required to disclose for such roles, in accordance with the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the current DBS filtering rules.

Applicants are not required to disclose convictions or cautions which are protected and therefore filtered from standard and enhanced DBS certificates.

A failure to disclose criminal record information which an applicant is legally required to disclose may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to disciplinary action, up to and including dismissal or may also be a criminal offence.

It is unlawful for the School to employ anyone barred from working with children. It is a criminal offence for anyone barred from working with children to attempt to apply for a position at the School. The School will make a report to the police and the DBS if:

- it receives an application from a barred person
- it is provided with false information in or in support of an applicant's application
- it has serious concerns about an applicant's suitability to work with children
- it becomes aware of an ex-employee of the School becoming barred from working with children.

Assessment criteria

If relevant criminal record information is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors and conduct a risk assessment before reaching a recruitment decision. The assessment will consider:

- 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
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's standard policy to consider it a high risk to employ anyone who has been convicted, at any time, of murder, manslaughter, rape and other serious sexual offences, grievous bodily harm and other severe acts of violence, serious class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, the School's standard policy is to consider it a high risk to employ anyone convicted of drunk driving within the last ten years.

The risk assessment form will consider these criteria and must be signed by the Director of People and Operations before a position is offered.

If an applicant wishes to dispute information contained in a disclosure, they can contact the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School 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

The School's policy is to observe the guidance of the DBS and adhere to Data Protection legislation on the use of disclosure information. Such information will be stored on a database for inspection purposes, accessible only to the HR team and relevant senior leaders. The School will not retain copies of DBS certificates or associated criminal record information for longer than is necessary and, where a copy is retained, for no longer than six months unless there is a lawful reason for a longer retention period.

The School may retain a record of the fact that the check was completed, the date and type of check, the unique number issued by the DBS, the outcome and the recruitment decision taken. Such records will be retained in accordance with the School's data protection and records retention requirements.

The School will ensure that any disclosure information is destroyed by suitably secure means such as shredding.

The School prohibits the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

RETENTION OF RECORDS

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is appointed, the School will retain any relevant information provided as part of the application process on their personnel file. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. The School will retain this documentation for the duration of the successful applicant's employment with the School. Once employment has ended, the personnel file will be stored in a secure archive site and will not be destroyed in line with safeguarding advice.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The same policy applies to any information suitability obtained about volunteers involved with School activities.

REFERRALS TO THE DBS AND TEACHING REGULATION AGENCY (TRA)

This policy is primarily concerned with promoting safer recruitment and details the pre-employment checks that will be undertaken before employment is confirmed. Whilst these are pre-employment checks, the School also has a legal duty to make a referral to the DBS in prescribed circumstances, such as where an individual:

- has applied for a position at the School despite being barred from working with children,
 - has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned before being removed because they have harmed, or pose a risk of harm to, a child; or
- the School becomes aware that an ex-employee has fulfilled the above criteria.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the TRA.

QUERIES

All queries about our recruitment process should be directed to the Human Resources department at 020 7845 7046/7059 or jobs@royalballetschool.org.uk

Appendix 1 List of valid identity documents

Group 1: Primary identity documents

- Any current and valid passport: a UK passport can be expired up to a maximum of 6 months.
- e-Visa: Accessed via the 'View and Prove' service. The share code requested by the applicant should be an 'immigration status' share code (<https://www.gov.uk/evisa>).
- Biometric residence permit (BRP): a UK BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP.
- Application registration card (ARC): issued by the Home Office.
- Current driving licence photocard: full or provisional (UK, Isle of Man and Channel Islands).
- Birth certificate: issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces). Must be original certificate – certified copies are a group 2a document.
- Adoption certificate: (UK and Channel Islands).

Group 2a: Trusted government documents

- Current driving licence photocard - full or provisional. All countries outside the UK (excluding Isle of Man and Channel Islands).
- Current driving licence: full or provisional (UK, Isle of Man and Channel Islands). Paper version if issued before March 2000.
- Birth certificate: issued after time of birth (UK, Isle of Man and Channel Islands).
- Marriage/Civil partnership certificate: UK and Channel Islands.
- Immigration document, visa or work permit: Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based.
- UK HM Forces ID card or HM Armed Forces Veteran card.
- Firearms licence: (UK, Isle of Man and Channel Islands).

Group 2b: Financial and social history documents

- UK Mortgage Statement
- Bank or building society statement (UK and Channel Islands)
- Bank or building society statement (countries outside the UK)
- UK Bank or building society statement
- UK Credit card statement
- UK Financial statement
- P45 or P60 statement (UK and Channel Islands)
- Council Tax statement (UK and Channel Islands)
- Letter of sponsorship from future UK employment provider: valid only for applicants residing outside of the UK at the time of application
- UK Utility bill
- UK Benefit statement
- Central or local government, government agency, or local council document giving entitlement
- HMRC self-assessment letters or tax demand letter
- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)
- Valid EEA National ID card
- Valid Irish Passport Card
- Valid cards carrying the PASS accreditation logo
- Letter from head teacher, college principal, apprenticeship provider: UK - for 16- to 19-year-olds in full time education or on an apprenticeship