



Safe Recruitment Policy

Muswell Young Musicians strives to attract the best possible candidates to all vacancies within the organisation, and to deter, identify and reject unsuitable applicants. In order to do that *Muswell Young Musicians* will ensure:

- 1) All prospective applicants are supplied with a job description and a person specification, and are referred to the Safeguarding Policy and Safe Recruitment Policy.
- 2) All advertisements for a vacancy state that “*Muswell Young Musicians is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS disclosure.*”
- 3) At least one member of the recruitment panel will have received training in safe recruitment procedures.
- 4) References are taken up directly with the referees (one of which must be the most recent employer). These will include questions regarding the candidate’s suitability to working with children and young people and any disciplinary warnings. Where possible, references will be taken up prior to interview, so that any discrepancies can be clarified with the referee in plenty of time and probed during the selection process. A written record of any such exchanges must be made by the recruitment panel.
- 5) The selection process (which may vary depending on the nature of the post) includes a face-to-face interview. Candidates will be required to demonstrate their ability to safeguard children and young people, and give satisfactory accounts of any gaps in employment history and any discrepancies in the information available to recruiters. They will also disclose any information likely to appear on an enhanced DBS certificate.
- 6) Successful applicants provide proof of identity, certificates of qualifications and proof of eligibility to work in the UK, and complete a Declaration of Criminal Record and a confidential Health Questionnaire.
- 7) The organisation obtains enhanced DBS certificates for all post-holders.
- 8) Up-to-date, relevant safeguarding training is part of the initial induction process and of all ongoing CPD arrangements.

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Muswell Young Musicians is a trading name of Muswell Music LLP.