



RECRUITMENT AND SELECTION POLICY

INTEGR8 DANCE
September 2025

1. Purpose of this Policy

Integr8 Dance is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is a vital part of creating a safe environment for all students, staff and volunteers. This policy sets out the principles, systems and checks that ensure only suitable people work with children at Integr8 Dance.

This policy should be read alongside the Safeguarding Policy, Staff Code of Conduct and Staff Handbook.

2. Commitment to Safer Recruitment

Integr8 Dance will:

- Prioritise the safety and wellbeing of all children.
- Follow safer recruitment practices at every stage of the hiring process.
- Ensure that recruitment decisions are fair, transparent and compliant with the Equality Act 2010.
- Make sure every applicant understands our safeguarding responsibilities.
- Take all reasonable steps to prevent anyone unsuitable from working with children.

Integr8 Dance applies safer recruitment to **all roles**, including teachers, assistants, office staff, volunteers and contractors working directly with children.

3. Identifying Staffing Needs

Staffing needs will be assessed when:

- A staff member leaves
- New classes or programmes start
- Budget or operational planning takes place

New or amended roles must be agreed with the Managing Director before recruitment begins.

4. Job Descriptions and Person Specifications

Before advertising, the HR Manager will prepare an up-to-date job description and person specification. These documents will clearly state:

Job Description

- Main duties and responsibilities
- Level of contact with children

- Safeguarding responsibilities
- Whether an Enhanced DBS with Barred List check is required

Person Specification

- Required qualifications and experience
- Right to work in the UK
- Enhanced DBS requirement
- Skills and competencies
- Motivation to work with children
- Ability to maintain professional boundaries
- How each requirement will be assessed (application, interview or teaching assessment)

Every applicant must complete an Integr8 Dance Application Form. CVs will not be accepted unless specifically requested.

5. Advertising the Role

Job adverts will:

- Outline key responsibilities and expectations
- Describe the values and culture of Integr8 Dance
- State the salary or pay range
- Highlight our commitment to safeguarding and equality

Required Safer Recruitment Statement

“Integr8 Dance is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo safer recruitment checks including an enhanced DBS check. We welcome applications from all sections of the community, in line with the Equality Act 2010. Evidence of the right to work in the UK will be required.”

Roles will be advertised internally and externally as appropriate. Team referrals may be accepted under the company’s referral bonus scheme.

6. Application Stage

All applicants will receive an acknowledgement email and will be asked to complete the Integr8 Dance Application Form.

The HR Manager will review applications within 7 working days.

Applications that do not meet the minimum criteria will receive a polite decline email. Feedback may be provided where helpful.

7. Shortlisting

Shortlisting will be based on:

- Qualifications
- Experience
- Skills and competencies
- Alignment with our safeguarding responsibilities

Shortlisted applicants will be notified by email and will be asked to bring identity documents to interview. Referees may be contacted before interview.

Applicants who are not shortlisted will be informed and offered feedback where appropriate.

8. Online Search Checks (Digital Footprint)

To comply with current safer recruitment practice, Integr8 Dance will carry out online search checks on all shortlisted candidates. These checks will look at publicly available information only (e.g. Google results, news items, public social media).

The purpose is to identify:

- Possible safeguarding concerns
- Reputational risks
- Evidence of inappropriate behaviour

Only information relevant to safeguarding or suitability will be considered. Candidates will have the opportunity to discuss any findings.

9. Interviews

Interviews will be conducted by at least two staff members. Interviews may take place in person or via Zoom, but teaching assessments must be in person.

Interview Process Includes:

- Introduction to Integr8 Dance
- Discussion of job responsibilities
- Motivation for working with children
- Professional boundaries
- Emotional resilience

- Attitudes to behaviour management
- Relevant skills and experience
- Full employment history and explanation of any gaps
- Questions to assess safeguarding understanding

Teachers will also complete a **30-minute teaching assessment** within one week of interview.

Clear, objective notes will be recorded on an interview form.

Feedback will be provided within 5 working days.

10. Conditional Offer and Pre-Employment Checks

A job offer will be made by phone and followed up in writing. All offers are **conditional** until all checks are confirmed as satisfactory.

Required checks include:

10.1 References

- Two references are required.
- One must be the current or most recent employer.
- References must be received from an official organisational email where possible.
- Personal email addresses are only accepted with additional verification.
- At least one reference must comment on suitability to work with children.
- Integr8 Dance will not accept "to whom it may concern" references.

10.2 Enhanced DBS Check

- All staff require an Enhanced DBS with Barred List check.
- Integr8 Dance may use digital identity verification via an IDSP.
- Staff are encouraged to join the Update Service.
- Existing staff will renew their DBS every 3 years or be checked via the Update Service.
- If a staff member begins before DBS clearance, a documented risk assessment will be completed and they will be supervised at all times.

10.3 Right to Work in the UK

Integr8 Dance follows updated Home Office rules:

- Certain documents (e.g. Biometric Residence Permits) **must** be checked using the online service.
- Manual photocopies are only allowed where permitted by law.
- Copies of documentation will be securely stored.

10.4 Overseas Criminal Checks

Applicants who have lived overseas for 3+ months in the past 5 years may be required to provide an overseas criminal record check or certificate of good conduct.

10.5 Rehabilitation of Offenders

Conviction information disclosed via DBS will be discussed with the Managing Director. Information will be stored securely and only for as long as necessary.

11. Induction and Training

All new staff will receive a structured induction, including:

- Safeguarding training
- Child protection procedures
- Identity of the DSL and Deputy DSL
- Staff Code of Conduct
- Whistleblowing procedure
- Expectations for teaching and behaviour
- Tour of systems and processes (including Bright HR)

Personnel files are stored securely in Bright HR and include:

- Contract
- Right to work evidence
- DBS certificate
- References
- Safeguarding training
- First Aid certificate
- Qualifications

Training needs will be agreed during induction and reviewed annually.

12. Probation

All new staff complete a 3-month probation period.

Teachers will:

- Shadow experienced staff for a minimum of 6 weeks
- Receive weekly or as-needed feedback from their team leader
- Undergo observations

Progress will be reviewed regularly and confirmed in writing.

13. Ongoing Safeguarding Culture

Integr8 Dance maintains a culture where safeguarding is embedded throughout employment. This includes:

- Clear professional boundaries
- Regular safeguarding updates
- A commitment to safe working practice
- Annual declarations where required

Any concerns about a staff member's suitability will be addressed immediately.

**Safer Recruitment Checklist
Integr8 Dance
September 2025**



Activity	Currently in place Yes/No	Action
Ensure Job Descriptions and Person Specifications reflect the boundaries of roles and the responsibilities of safeguarding		
Identify and train staff who will be involved in the selection process		
Develop internal questions and selection tools in advance of recruitment taking place		
Ensure a minimum of 2 people shortlist applications using an agreed criteria and identify any gaps		
Assess candidates using a range of selection methods where possible		
Probe values and attitudes towards children as part of the interview process		
Carry out DBS checks with all staff working with children		
Take a minimum of 2 references		
Ask candidates to declare any criminal convictions or other information relevant to their work with children as part of the application process		
Check Right to Work in the UK		
New starters must provide valid form of ID		

Activity	Currently in place Yes/No	Action
All new staff to be sent staff handbook prior to start date to outline expectations of acceptable behaviour and boundaries of their role		
Ensure staff have all the relevant training they require to be safe and effective in their role		
Ensure clear policies and procedures exist and are accessible, telling staff what to do if they have any concerns about a child or the behaviour of individuals towards a child		
Respond quickly and appropriately to any allegations about the behaviour of staff towards a child		

Reference Request Form



Candidate:

Post:

Reference Criteria	Please add comments to support your		
Please state current job title. If the person has left, please indicate most recent.			
Please state dates of employment.	From		To
If the person has left your employment, please indicate reason for leaving.			
How long and in what capacity have you known the applicant?			
Has the candidate been subject to disciplinary or capability procedures?			
Do you have any reservations about the candidate's suitability to work with children or vulnerable adults? Please provide details of any concerns of a safeguarding nature			
In accordance with the Prevent Duty, do you have any concerns about the candidate being involved in extremism or showing intolerance of different faiths and values?			
Would you re-employ this candidate?	YES	NO	Comments
I would recommend the candidate for this post without reservation.	YES	NO	Comments

Please record any additional comments that you would like to make in relation to this candidate, in particular with reference to candidate's performance history and conduct, any specific concerns that are held concerning the person's suitability for this post and to work with children/vulnerable adults.

Please complete the form below as comprehensively and accurately as possible.

The candidate is able to stay calm under pressure.					
The candidate has excellent behavior management and support skills.					

Signed:

Date:

Position:

Organisation:

Please return to Natalie Foster at Integr8 Dance by email (natalie@integr8dance.com) or by post to: Integr8 Dance, Unit 12, Winnall Valley Road, Winchester, SO23 0LD.

In case of query please telephone 01962 808398.

Data Protection Notice:

Information provided will be processed under the **Data Protection Act 2018 and UK GDPR** for the purpose of safer recruitment.

Updated - September 2025

To be reviewed - September 2026