



Safer Recruitment Policy

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Agreed By	Board of Trustees
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Policy Statement

Open Theatre is committed to safeguarding and promoting the welfare of all children, young people, and adults at risk. We recognise and act upon our duty to ensure that appropriate action is taken where a child, young person or adult is experiencing harm or is at risk of harm. All staff (including employees, freelancers, volunteers, work placement students and board members) are expected to share this commitment.

Safer Recruitment is a key first step to ensuring that we protect children, young people and adults at risk from harm; and forms a vital part of Open Theatre's Safeguarding Policies and Procedures. Our Safer Recruitment policies and procedures:

- Identify and reject applicants who are unsuitable to work with children, young people and adults at risk
- Respond to concerns about the suitability of applicants during the recruitment process
- Respond to concerns about the suitability of employees and volunteers once they have begun their role
- Ensure all new staff and volunteers participate in an induction which includes child protection

- Ensure all staff and volunteers participate in ongoing regular training to enable them to confidently share in the responsibility of creating a safe and open environment for all of our participants

Aims and objectives of the Safer Recruitment Policy

The overriding aim of this Safer Recruitment policy is to help deter unsuitable applicants from applying for roles where they will have access to vulnerable groups. This includes people who might abuse children or adults at risk, or who are otherwise unsuited to working with them.

We also aim to ensure that:

- The best possible staff are recruited on the basis of their merits, abilities and suitability for the position (including that they have the appropriate attitude, values and behaviour to work with children, young people and adults at risk) measured against the job description and person specification
- All job applicants are considered equally and consistently; and that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- The recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with all relevant legislation and recommendations; including statutory guidance and that published by the Disclosure and Barring Service (DBS)
- Open Theatre meets its commitment to safeguarding and promoting the welfare of our participants by carrying out all necessary pre-employment checks
- New and existing employees (paid or voluntary) understand what is expected of them and that they feel responsible for helping to make a safer culture and empowered to speak out if they have concerns
- New and existing employees (paid or voluntary) are committed to learning and developing in our Practice, which helps to continually demonstrate their suitability for working with children, young people or adults
- Staff members (paid or voluntary) are also kept safe as well as the children, young people or adults with whom they are working

Employees involved in the recruitment and selection of staff are responsible for ensuring they follow this policy. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Scope

This policy is written in the context of the following statutory legislation and guidance:

- [‘Working Together to Safeguard Children’ \(Department for Education, 2018b\)](#)
- [The Rehabilitation of Offenders Act 1974](#)
- [Guidance about The Rehabilitation of Offenders Act 1974](#)

And in relation to Open Theatre’s:

- Equal Opportunities Policy
- Whistleblowing Policy
- Safeguarding Policies (Children and Young People / Adults at Risk)

This policy applies to all staff, volunteers, the board of trustees, freelance staff and anyone working on behalf of Open Theatre. In the context of and throughout this policy and procedure, ‘staff’ includes all of these individuals.

Creating a safer culture

Open Theatre is committed to promoting a safeguarding culture that reaches into all aspects of what we do. The following jigsaw identifies Open Theatre’s responsibilities. You can find out more information about safeguarding cultures in in **APPENDIX 1**.



We aim to be self-critical and honest when evaluating the working environment at Open Theatre and will take immediate steps to address any behaviour that undermines the type of safe culture we are striving for.

Recruitment and selection procedures

Advertising

Effective and timely advertising is crucial to ensure we attract high quality staff with the right level of experience and appropriate attitude, motives, values, and behaviour to work with children, young people and adults at risk.

Before placing the advert

We consider:

- The audience we want to reach
- Where to place the advert
- Cost implications
- Timescale of the recruitment process/start date
- If there are any genuine occupational requirements to discriminate on the grounds of a protected characteristic as specified in the Equality Act 2010
- Potential reasonable adjustments that could be made to remove disabling barriers e.g. video/audio applications

The advert itself

- Job adverts for roles at Open Theatre will include:
 - Job/role title
 - Location
 - Duration/type of post (e.g. fixed term)
 - Salary and other benefits
 - Hours
 - Role description
 - Person specification including skills and level of experience, abilities, behaviours, attitudes, motives and values, minimum levels of qualifications and/or experience, qualifications relating to good safeguarding practice

NB: Both the role description and person specification will highlight safeguarding responsibilities for any roles working with children, young people and/or adults at risk, acknowledging that safeguarding is everyone's responsibility, and an expectation that all staff should work within Open Theatre's Safeguarding policies at all times.

- Background information on Open Theatre including our work with children, young people and adults at risk
- Organisational values
- Safeguarding statement & link to Safeguarding Policies on Open Theatre's website
- Where appropriate a statement that the interview will include questions related to safeguarding and that a DBS check will be undertaken if the applicant is appointed
- Level of criminal record check required if applicable
- Diversity and Equal Opportunities Statement

- A link to an application pack, alongside a statement that only complete applications will be accepted. The applicant information pack will include: job description/role profile for volunteers/freelancers, person specification, safeguarding statement, an outline of the Safer Recruitment process (including shortlisting, interviews, verification and references, DBS checks etc.), application form, pro forma reference with consent form, information about the recruitment of ex-offenders and self-disclosure. To ensure a fair and consistent approach for all applicants, easy-read versions of the application pack will be made available and applicants will also be given the opportunity to apply in a different way (e.g. audio, video or through a support worker) if they have access needs preventing them from completing the standard application form. Most importantly, we will ensure that any application is complete and covers all the key areas to identify and mitigate risk.
- Advert terminology will provide a clear image of Open Theatre and set out its commitment to safeguarding children, young people and adults at risk; thereby encouraging applications from those suitable for the post, and deterring unsuitable applicants

Application forms

Completed application forms/application using an alternative accessible method will be obtained from candidates, including volunteers. A breakdown of the information requested in the application can be found in **APPENDIX 2**.

We will ensure that:

- All candidates have a fair and equal opportunity to provide information
- The information requested will allow Open Theatre to check for accuracy and identify gaps or anomalies

Personal details provided, such as name, address and NI number will be controlled under the relevant data protection legislation and treated as confidential.

Applications from unsuccessful candidates will be retained for one year from the closing date and securely destroyed upon reaching this date. Applications from successful candidates will be transferred to the company personnel file and retained for a period of 6 years after employment has ceased.

Self-disclosure

The Open Theatre application includes the opportunity for applicants to confidentially reveal information about any relevant criminal convictions that are either exempt or not exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales; child protection investigations or disciplinary sanctions they have on their record.

Applicants should complete a self-disclosure form before the interview and bring it in a separate, sealed envelope marked 'Confidential'.

The form will only be opened if the candidate is selected for the role and given a conditional offer of appointment. The information on the form will be considered as part of the full vetting checks (please see below). All unopened self-disclosure forms will be securely disposed of.

A copy of the forms and more information about the Rehabilitation of Offenders and self-disclosures can be found in **APPENDIX 3**.

Shortlisting

The purpose of shortlisting in the application process is to identify which candidates meet the requirements of the job description and person specification, and who therefore will be invited to interview.

Open Theatre will apply the following process for the shortlisting of applications:

- Application forms will be anonymised by an Open Theatre staff member who is not on the panel before shortlisting takes place to reduce the likelihood of them being influenced by personal information such as age, ethnicity, gender, personal feelings or assumptions, which may affect the selection process
- At least two people will be involved in shortlisting applications and their roles in the decision-making process will be clarified beforehand
- The panel will check that: forms are fully completed, information is consistent and there are no discrepancies, any gaps are identified and followed up (or if this is not possible a note is made of anything to raise at interview stage)
- The same criteria from the job description and person specification will be consistently applied to each applicant

Interviews

Interviews are a crucial part of the Safer Recruitment and selection process as they provide an opportunity to address anomalies in the candidate's application; and explore their attitudes, motives, values and behaviour in order to assess their suitability to work with children, young people and/or adults at risk.

Open Theatre will:

- Conduct face-to-face interviews (or online if circumstances prevent this) with set questions which apply to all candidates
- Ensure that at least 2 interviewers are on the panel. Wherever possible, the same shortlisting panel will conduct the interviews and will include at least 1 staff member who is Safer Recruitment trained.

- Ask candidates in their interview invitation if they require any reasonable adjustments to enable them to participate. Any reasonable adjustments made will not influence the appointment decision.
- Include exposure to practical work / include young people and/or adults at risk in the process where possible and appropriate, to observe their interaction with children and/or adults at risk, and to involve children and adults at risk in the decision-making process
- Treat volunteers and freelance staff in the same way as permanent staff. In some circumstances the process may be altered (for example if the person is being employed for a short-term project).
- Ask questions about safeguarding, to test understanding, attitudes, motives, values and behaviour
- Apply the principles of equal opportunities to ensure:
 - Interview experiences are conducted in line with these principles
 - Any questions asked are relevant to the job and selection criteria must be justifiable
 - Questions cover the same key issues and topics with all candidates
 - Any probing into a candidate's answers will only be done if it is relevant to the criteria and carried out in a non-discriminatory way
 - Marking criterion is consistently used to aid decision-making
 - Additional criterion is not added at a later date
- Ensure that interview notes are taken to provide an accurate record and will be safely destroyed in line with the recommended period of 1 year has passed.

During interview, candidates seeking to work with children and young people should demonstrate that they are able to:

- Establish and maintain professional boundaries and professional integrity
- Demonstrate self-awareness and understand how their behaviour impacts on children
- Establish and maintain appropriate positive relationships with children
- Take action to protect a child from harm
- Work openly, share information and not work in isolation
- Commit to learning about/delivering Open Theatre's Practice

Concerning answers

Some answers may cause concern about the individual's suitability to work with children or adults at risk. Open Theatre will ensure that the panel does not jump to conclusions based on a single unsatisfactory answer; but will seek to ask follow-up questions to clarify the issue. Answers that may cause concern include the following:

- The implication that children and adults are equal in every sense (ignoring differences in responsibilities, authority, maturity)
- A lack of recognition of the vulnerability of children – or that such behaviour is harmful

- An idealised view of children – views children and young people in idealised or romanticised terms
- Inadequate boundaries – lack of understanding of the appropriate boundaries that should be observed between adults and children
- Identification with children – over-identification or a use of the relationship to meet a personal emotional need
- Any suggestion that the candidate is seeking to help themselves through children, rather than help the children themselves

Offer of employment

Any offer of employment made by Open Theatre will be subject to satisfactory completion of all the relevant pre-employment checks including an appropriate DBS check (if applicable to the role) and vetting. The process will be made clear to the successful candidate.

Pre-employment checks

Before confirming an offer of employment, the following pre-employment checks will be undertaken.

Identity & eligibility to work in the UK – requested at interview

- Open Theatre will ask the candidate to confirm their identity by providing photo ID such as a passport or driving licence
- The candidate will also be asked to prove their eligibility to work in the UK by providing relevant documentation as required by the Home Office

Qualifications & professional membership – requested at interview

- Original or certified copies of relevant qualifications
- Where appropriate, check the candidate is registered with the relevant professional body

References – requested from referees upon candidate's consent being given*

**Please note, in certain circumstances references may be obtained prior to interview*

- At least 2 appropriate references will be obtained for the successful candidate. One of these references should be for the candidate's most recent role. For students, one reference should be from a senior member of staff at their place of study. If the candidate has not previously been employed, Open Theatre will request a character reference (which must not be from a relative or partner of the candidate).
- A standard reference request form will be sent via email to all referees. See **APPENDIX 4** for a copy of the questions asked on the form

Open Theatre will:

- Advise referees that they have a legal liability for references and the references should contain no material misstatement or omission

- Provide a copy of the job description/role profile and person specification for the position for which the applicant is applying
- Keep a written record of any telephone conversation and make referees aware that more detailed information may be sought in writing
- Advise referees that they may be contacted later, including by telephone, to clarify any inconsistencies or doubts in the reference about the person's suitability
- Check referees have answered all questions and there are no vague or ambiguous statements
- Compare information to that given by the applicant
- Discard unfounded allegations and will not seek further information from the referee about these

DBS checks – requested upon acceptance of conditional employment offer

Criminal record checks through the Disclosure and Barring Service (DBS) enable employers to make safer recruitment decisions and ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children and adults at risk.

Open Theatre will carry out a DBS check if applicable to the role the candidate has successfully applied for. In determining whether a DBS check is necessary and at what level, we refer to the statutory legislation (Safeguarding Vulnerable Groups Act 2006) and guidance provided by the Disclosure and Barring Service. See **APPENDIX 5** for more information.

Anyone under the age of 16 is not eligible to undertake a DBS check. However, if a volunteer/placement student will be working in school or otherwise with children/young people or adults at risk, then a thorough risk assessment will be undertaken prior to the start date. If required by the placement school, Open Theatre will obtain a letter from the Headteacher of the candidate's school confirming that they are a student there and that the Headteacher has no causes for concern with regards their suitability to work with children and young people. Placement students and volunteers are also supervised at all times when in school.

Processing a DBS check

Open Theatre DBS checks should be processed through UCheck, which is a Responsible Organisation (an organisation registered with the DBS to submit checks through a web service). Staff and volunteers are also encouraged to register with the Update Service, which enables Open Theatre to see if any relevant information has been identified about the individual since their certificate was last issued.

A DBS check has no official expiry date; any information included is accurate at the time the check was carried out. Open Theatre's policy on renewal is that a new check must be carried out every **3 years**.

Previous DBS checks

Open Theatre requests a new DBS check for every new member of staff (PAYE or freelance). In certain circumstances (e.g. for work experience students on short-term placements), we may accept previous DBS checks that have been obtained by another organisation.

In these circumstances, Open Theatre will:

- Obtain the individual's consent to see the physical certificate
- Check that the individual's identity matches the details on the certificate
- Check that the certificate is at the appropriate level for the work they are being employed to lead or take part in
- Check to see if anything has changed since the certificate was issued (if the individual has signed up for the DBS Update Service)

Procedure for dealing with concerns

Should references, vetting, self-disclosure or DBS checks reveal concerns about a candidate's history, Open Theatre will put any formal offer of appointment on hold to ensure there is time to conduct a rigorous risk assessment to assess whether or not the person is suitable to work with children, young people or adults at risk.

If necessary, Open Theatre will pass on information to the relevant authorities, such as the Disclosure and Barring Service, professional bodies, or the police.

Risk assessment procedure

Where concerns are raised, Open Theatre will make decisions relating to the employment of candidates on a case-by-case basis using the following risk assessment procedure:

- Information about the applicant's criminal record will only be shared with those who need to know. Open Theatre will notify the applicant who these people will be.
- Concerns will be discussed directly with the applicant in a sensitive and empathetic way.
- Open Theatre will take all reasonable steps to gather as much relevant information as possible.
- Discussions will take place between the applicant and 2 members of the recruitment panel. Written notes will be taken.
- The discussion will focus on the individual, their feelings and attitudes
- The reasons for the decision made will be objective, rational and easy to understand. A written record of these reasons, along with investigation notes, will be kept securely and retained for a period of no longer than 6 months. In making the decision, Open Theatre will take into account:

- Relevance, nature & seriousness
 - What behaviour did the offence represent?
 - Is it relevant to the post under consideration?
 - The relevance of the offence to other staff, volunteers, children and their families
 - How serious was it?
The severity of the sentence will often indicate how seriously the court viewed a person's behaviour. For example, a custodial sentence or community service will generally indicate that the crime was more serious than one dealt with by a fine or a caution

- Timescale
 - How long ago did it occur?
 - What age was the applicant when the offence was committed?

- Repetition
 - Whether the offence was an isolated incident or part of a pattern or history of offending
 - Was it a one-off offence or a series of offences over a short timespan, suggesting there may have been particular circumstances?
 - Or is there a history of repeated or varied offences over a period of time?

- Mitigating circumstances
 - The circumstances which led to the offence being committed and any mitigations e.g. youth, immaturity, illness or acting under the influence of someone else?

- Changes and remorse
 - Whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
 - Whether the circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
 - The level of remorse expressed by the applicant and/or any efforts to change

- Country of conviction
 - Was the offence committed abroad? If so, Open Theatre may need to check the offending behaviour more exactly – some behaviour considered a criminal offence in other countries may not be considered an offence in the UK

- Decriminalisation
 - Behaviour considered a criminal offence in the past may no longer be against the law, because the relevant legislation has been changed
- Whether the role they have applied for provides opportunities to re-offend
- Any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

Passing on concerns

- If the candidate is barred or disqualified from working with children and applies for a role working with children, this is a criminal offence and must be reported to the police.
- The candidate has supplied false information in or in support of their application - this may be a criminal offence and you should consider reporting it to the police.
- There are serious concerns about the candidate's suitability to work with children or adults at risk, which have led the organisation not to appoint the person - these should be reported to the DBS, so it can consider whether the individual should be barred from working with children and/or adults at risk.
- The candidate belongs to a professional body and you have reason to think that they are in breach of the standards/behaviours required by this body – follow reporting procedures of the respective professional body.

It is also illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list.

Storage of disclosure and barring checks

Copies of DBS certificates will not usually be stored by Open Theatre, however we do keep a record of:

- the date the check was completed
- the level and type of check
- the reference number of the certificate

In the case of a dispute about the results of a check, Open Theatre is entitled to keep a copy of the certificate for up to 6 months.

Onboarding of staff

Induction

Open Theatre is committed to ensuring that there is a robust process for the onboarding of staff. New staff and volunteers should have a full induction programme which is thoroughly planned, consistently delivered and incorporates the company's commitment to safeguarding. Open Theatre will ensure that:

- All staff and volunteers are treated fairly and receive the same information
- All staff and volunteers have regular 1-2-1 meetings on an ongoing basis
- New staff and volunteers are supported/mentored by an existing member of staff as appropriate to their role
- The induction process confirms the conduct expected of staff and volunteers and provides training and information about our policies and procedures
- Ongoing learning/development and training are accessible for all according to mandatory requirements and training needs
- Concerns about new staff and volunteers are recognised and acted upon immediately
- Returning members of staff, including freelancers, always undertake a safeguarding refresher which covers any changes
- Every individual knows who the Designated Safeguarding Officers for the company are, has read and understands our safeguarding policies and knows how to follow Open Theatre's safeguarding/reporting procedures
- All staff are given a three month probationary period and will be unable to continue in their role unless this is completed satisfactorily and signed off by the person responsible for overseeing their role. If necessary, the probationary period may be extended.

Please see **APPENDIX 6** for an outline of Open Theatre's induction responsibilities and key elements of the induction process in relation to Safer Recruitment.

Ongoing supervision and training

Open Theatre will ensure that 1-2-1s and training for all staff is regular and ongoing. This will help ensure child protection practice and safeguarding remains a priority. All staff will be kept up to date with any changes that are made to our safeguarding policies and procedures. Any practitioners joining the organisation will be required to take a period of training as an assistant before being required to lead sessions.

Managing allegations against adults in your organisation

Working together to safeguard children (2018) states that an allegation may relate to a person who works with children who has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child

- behaved towards a child or children in a way that indicated that he or she is unsuitable to work with children

Open Theatre takes allegations against adults in the company very seriously and if they meet set criteria, any allegations will be dealt with in accordance with the Whistleblowing Policy, Disciplinary and Grievance Policies. These policies will be regularly updated and communicated to all staff to ensure they know how to raise concerns.

Freelance employees working with children and adults at risk

Wherever possible, the recruitment and selection procedures above should be followed for freelance staff. However, there may be circumstances in which it is not feasible or appropriate to do so, for example when appointing freelance staff as workshop leaders for one-off or short-term projects. In those circumstances, the following procedure will be followed:

The freelancer will be provided with:

- A contract outlining: title and description of role, duration of engagement agreed fee as well as information about their conduct/responsibilities and those of Open Theatre
- Information about Open Theatre and its work with children, young people and adults at risk, including organisational values and a safeguarding statement
- Access to Open Theatre's Safeguarding policies and other relevant policies (Whistleblowing, Equal Opportunities etc.)
- Information about DBS checks (if applicable) and how to apply. No work will commence without the freelance staff member having the necessary checks in place.

Ongoing Review

Open Theatre monitors its approaches to Safer Recruitment through:

- Examining staff turnover and reasons for leaving
- Conducting exit interviews
- Showing continuous commitment to safeguarding through:
 - regular training for all staff and volunteers
 - additional specialist training as appropriate
 - regular evaluation of the effectiveness of training
 - regular review and revisions of the Safeguarding policies
 - ensuring appropriate mentoring/supervision of staff
 - monitoring behaviour and performance

APPENDICES

APPENDIX 1 – CREATING A SAFER CULTURE

Open Theatre is committed to promoting a safeguarding culture that reaches into all aspects of what we do. Our safeguarding culture is underpinned by the following:



The NSPCC outlines types of company culture that inadvertently support abuse.

Complacent culture: one that allows young people to use inappropriate or abusive language and behaviour, or allows distorted or stereotypical attitudes about gender roles, human sexuality and relationships to go unchallenged.

Sexualised culture: tolerates sexually inappropriate comments, innuendos and language towards or around children and young people. The risk of inappropriate behaviour of this kind has increased with the use of technology and the digital world in which we live.

Silent culture: one in which abuse is not an acceptable topic for discussion. Organisations need to allow abuse issues to be discussed openly. A staff or volunteer meeting to discuss the issues is an effective way to raise the profile of the subject and to engage all staff. Essential that staff and volunteers take ownership of how the policy applies to their own individual practice. Issues to discuss could include whether physical contact is appropriate at all, and if so, what the boundaries are.

'This is a good place' culture: can occur when people are not sufficiently worried about the dangers of abuse, or where staff and volunteers do not have appropriate knowledge or training to recognise actual or potential risks.

APPENDIX 2 – APPLICATION FORM/ALTERNATIVE ACCESSIBLE METHOD OF APPLICATION

The application (however completed), will ask for:

- Personal details including current and former names, current address, telephone number and NI number.
- Education, training & qualifications: academic and/or vocational qualifications obtained with details of the awarding body and date of award. Details of relevant training undertaken recently & details of professional membership.
- Employment history (full in chronological order with start/end dates), including full time, part time and voluntary roles, explanations for periods not in employment and reasons for leaving
- Personal statement – how the applicant feels they meet each of the requirements set out in the person specification
- Details of two appropriate referees, one of which should be the current or most recent employer: name, email, telephone numbers (family members or friends should not be used as referees).
- Self-disclosure: an opportunity to declare details of cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales.
- Declaration that all of the information provided is true and accurate, and that nothing relevant has been omitted. The applicant will be asked to sign a statement confirming that they know providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police. They will also be given the opportunity to disclose any relationships with Open Theatre or our staff, so as to ensure the candidate is neither disadvantaged or favoured in the recruitment process.

APPENDIX 3 – REHABILITATION OF OFFENDERS & SELF-DISCLOSURE

REHABILITATION OF OFFENDERS

There is legislation across the UK that sets out what information should be disclosed on a self-disclosure form and what information will show on criminal record checks. Open Theatre adheres to the following legislation and guidance:

- The [Rehabilitation of Offenders Act 1974](#) (which applies in England, Scotland and Wales), which sets out what employers can ask applicants about their previous cautions or convictions. Certain roles are designated as exempt from the Act, which allows employers to ask applicants for more information about their past record. A filtering system was introduced in 2013 and updated in 2020. This further limits the information employers can ask applicants to disclose.
- [Guidance about the Rehabilitation of Offenders Act 1974](#), which explains which convictions must be declared when applying for a role and what the exceptions are (Ministry of Justice, 2020).
- [Guidance about filtering](#) (Disclosure & Barring Service, 2020).

Self-disclosure

A self-disclosure is an opportunity to declare details of cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales. A copy of Open Theatre's self-disclosure forms for exempt or not exempt roles can be found below.

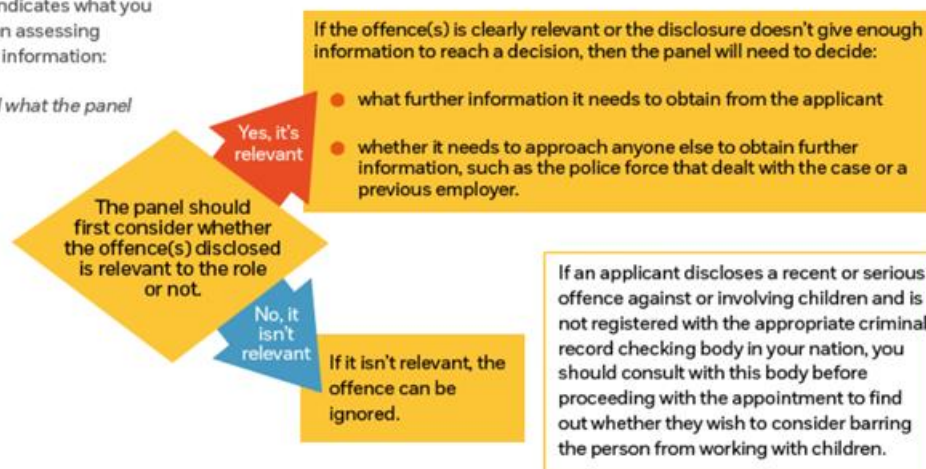
Supporting guidance provided with the Self-Disclosure form will advise the candidate:

- What information is being requested and why
- At what stage of the application this information will be requested
- That this information will only be used to inform the overall assessment of a candidate's suitability to the role
- That the candidate must return the form in a sealed envelope marked confidential, which will not be opened and read unless the candidate is successful
- That the form will be seen only by those who need to see it as part of the recruitment process
- That the information will be considered carefully and explored further with the candidate before making a final decision
- That the disclosure will be treated in strict confidence, securely stored and kept for as long as necessary

Procedure for considering self-disclosures

The diagram on the right indicates what you may need to consider when assessing criminal record disclosure information:

Select the arrows to reveal what the panel should do next.



Source: NSPCC

Self-disclosure form – roles which are exempt (i.e. not covered by the Rehabilitation of Offenders Act 1974)

Name of candidate	
Previous name(s) <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/mobile number:	
Date of Birth:	

As the role you have applied for involves contact with children/young people/adults at risk, you will be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

Have you ever been known to any Children's/Adult's Services department or Police as being a risk or potential risk to children or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide further information:	
Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children/vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children/vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide further information:	
Do you have any unspent convictions or conditional cautions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either: <ul style="list-style-type: none"> • the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales • or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? 	
Do you have any overseas convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide further information:	
Confirmation of declaration (tick boxes below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if

	information is not disclosed by me and subsequently comes to Open Theatre's attention.
<input type="checkbox"/>	In accordance with Open Theatre's procedures, if required, I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform Open Theatre within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children or vulnerable adults.
Signature of candidate/person:	
Print name:	
Date:	

Self-disclosure form – roles which are not exempt (i.e. covered by the Rehabilitation of Offenders Act 1974)

Name of candidate	
Previous name(s) <i>Please include date(s) each name was used (MM/YYYY)</i>	
Address with postcode: <i>Please include dates from and to (MM/YYYY) for each address</i>	
Telephone/mobile number:	
Date of Birth:	

As the role you have applied for involves contact with children/young people/adults at risk, you will be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and

managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

<p>Have you ever been known to any Children's/Adult's Services department or Police as being a risk or potential risk to children or vulnerable adults?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please provide further information:</p>	
<p>Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children/vulnerable adults?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please provide further information and include details of the outcome:</p>	
<p>Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children/vulnerable adults?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please provide further information:</p>	
<p>Do you have any unspent convictions in the UK or overseas?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please provide further information:</p>	
<p>Confirmation of declaration (tick boxes below)</p>	
<p><input type="checkbox"/></p>	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to Open Theatre's attention.</p>
<p><input type="checkbox"/></p>	<p>In accordance with Open Theatre's procedures, if required, I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>
<p><input type="checkbox"/></p>	<p>I agree to inform Open Theatre within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.</p>

<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children or vulnerable adults.
Signature of candidate/person:	
Print name:	
Date:	

APPENDIX 4 – REFERENCE REQUEST FORM

A Google Form requesting the following information will be sent to the referees identified by the candidate. Referees can complete an easy-read paper version of the form if preferable.

- Name of candidate
- Name of referee
- Date reference completed

If the referee is a representative of the candidate's current or previous employer, they will be asked to complete both Part A and Part B. If giving a reference in any other capacity, the referee will be asked to complete only Part B.

Referees will be sent the advertised job description and person specification for the role.

PART A

- What is the name of your organisation?
- What position do you hold?
- How long have you worked/did you work with the candidate?
- Please confirm the candidate's role and/or duties
- Please confirm the candidate's dates of employment
- If the candidate has ceased employment with you, please confirm the reason for the termination of the candidate's employment
- Has the candidate been the subject of any substantiated formal or informal disciplinary proceedings during the last 12 months of their employment? If so, please provide details of the allegation(s) against the candidate and the outcome.
- Has the candidate been the subject of any substantiated disciplinary proceedings (formal or informal, current or time expired) relating to the safety and welfare of children or young people? If so, please provide details of the allegation(s) against the candidate and the outcome.

PART B

- What is your relationship to the candidate?
- How long have you known the candidate?
- Please comment on their suitability for the role, with regards to the role as set out in the job description
- Please comment on the candidate's attitude to work, timekeeping and attendance, and working relationships
- Are you completely satisfied that the candidate is suitable to work with children and adults at risk? If, not please give specific reasons for your concerns.
- Do you have any other comments?

Referees will also be made aware that:

- Referees have a legal liability for references and the reference should contain no material misstatement or omission
- The referee may be contacted later for clarification on any part of the reference
- Under the Data Protection Act 2018, where there has been a Subject Access Request, we may not be able to guarantee confidentiality of the information contained in this reference

APPENDIX 5 – DBS CHECKS

Level and type of check

There are different kinds of checks which can be processed according to the nature of the activity the staff member or volunteer is engaged to lead or take part in. Employers can only request a DBS check on an individual when they are legally allowed to do so.

- **Basic check:** shows unspent convictions and conditional cautions
- **Standard check:** shows spent and unspent convictions, cautions, reprimands and final warnings
- **Enhanced check:** shows the same as a standard check plus any information held by local police that is considered relevant to the role
- **Enhanced check with barred lists:** shows the same as an enhanced check plus whether the applicant is on the list of people barred from working with children or adults at risk. This is required for anyone working in 'regulated activity'. Regulated activity differs according to whether the work is with children or adults. More information about what constitutes regulated activity can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf.

Where necessary, Open Theatre will use this eligibility tool to check which level of check is required: <https://www.gov.uk/find-out-dbs-check>

APPENDIX 6 – INDUCTION RESPONSIBILITIES & KEY ELEMENTS OF INDUCTION

Manager/assigned person in the organisation

- to guide and manage the new employee's first few weeks of the job
- to monitor and assist the progress of the new employee throughout the probationary period
- to make a recommendation to the Director for completion of probationary period
- to identify further training needs.

Director

- to ensure the procedure is completed for all employees in new posts
- to ensure all new employees have an understanding of the mission, values and aims of Open Theatre

Key elements of the induction process in relation to Safer Recruitment

- Acceptable standards of behaviour
- Safeguarding policies and procedures (including discussions around the use of physical touch as part of Open Theatre's Practice)
- Time for the new member of staff or volunteer to understand other important policies and procedures including; Whistleblowing, Anti-Bullying, Procedures for dealing with allegations and any other relevant documents
- New staff/volunteers to undertake relevant child protection training as/when necessary

**For any comments/corrections to this policy, please contact: Lucy Rossiter,
lucy@opentheatre.co.uk.**