TAKE 1 STUDIOS
SAFER RECRUITMENT POLICY
(Whole Organisation)

REVIEW DATE 20/08/2027

2026/27 Academic Year

Applies to:

School • Studio • Youth Projects • Dance Academy
Film/Media • Community Programmes • Off-Site Activities

1. Policy Statement

Take 1 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults across all our settings. Safer recruitment applies to **every role**, including school staff, studio staff, youth workers, tutors, mentors, contractors, volunteers, visiting professionals and project-based workers.

No individual may begin unsupervised work with pupils or young people until all required vetting checks are complete.

2. Scope

This policy applies to recruitment for:

- Take 1 Independent School
- Take 1 Studios
- Take 1 Youth Projects (16–21)
- Dance Academy
- Film, media and creative programmes
- Community outreach
- Off-site activities, trips and events
- Contractors and external agencies working with Take 1

It covers:

- Paid staff
- Volunteers
- Sessional workers
- Freelancers
- Mentors
- Visiting specialists
- Agency workers
- Contractors

3. Legal Framework

This policy aligns with:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026
- Independent School Standards
- Equality Act 2010
- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- UK GDPR & Data Protection Act 2018
- DBS Code of Practice

Take 1 Studios applies safer recruitment principles consistently across **all settings**, not only the school.

4. Recruitment Principles

We ensure:

- Safeguarding is central to all recruitment decisions
- Job adverts clearly state safeguarding responsibilities
- Shortlisting is fair and consistent
- Employment gaps are explored
- References are verified
- Candidates complete a self-disclosure form
- Interviews include safeguarding questions
- All checks are completed before appointment
- Recruitment records are stored securely

5. Advertising and Job Descriptions

All adverts include:

- Take 1's safeguarding commitment
- Requirement for enhanced DBS checks (where applicable)
- Expectation of references before appointment
- Statement that safeguarding concerns may be shared with relevant agencies

Job descriptions outline:

- Safeguarding duties
- Responsibilities relating to children/young people
- Expectations for professional conduct
- Whether the role is regulated activity

6. Application Process

Applicants must complete:

- Take 1 Application Form
- Self-Disclosure Form

CVs alone are **not accepted**.

Applications are screened for:

- Safeguarding concerns
- Unexplained gaps
- Inconsistencies
- Suitability for working with children/young people

7. Shortlisting

Shortlisting uses Take 1's **Shortlisting Matrix**, ensuring:

- Fair scoring
- Consistent criteria
- No discrimination
- Safeguarding concerns flagged

8. References

Two references are required:

- One from the most recent employer
- One from a role involving children/young people (where applicable)

References must:

- Be verified
- Include safeguarding questions
- Confirm suitability
- Address disciplinary history

Open references or character references are **not accepted**.

9. Interviews

Interviews include:

- Safeguarding scenario questions
- Professional conduct questions
- Exploration of employment gaps
- Questions about past experience with children/young people

At least one panel member must be safer-recruitment trained.

10. Pre-Employment Checks

Before starting work, the following must be completed:

- Enhanced DBS check (where applicable)
- Barred List check (regulated activity roles)
- Identity verification
- Right-to-work check
- Qualifications check
- Overseas police checks (if applicable)
- Section 128 check (management roles)
- Prohibition from teaching check (school roles)
- Reference verification
- Self-disclosure review

No staff member may begin unsupervised work until checks are complete.

11. Single Central Record (SCR)

Take 1 Studios maintains a compliant SCR for:

- School staff
- Studio staff
- Youth workers
- Volunteers
- Contractors (where applicable)
- Visiting professionals

The SCR includes:

- Identity
- DBS
- Barred list
- Right-to-work
- Qualifications
- Section 128
- Prohibition checks
- References
- Date checks completed
- Who verified each check

12. Volunteers, Contractors & External Agencies

Volunteers:

- Must complete safeguarding checks
- May require DBS depending on role
- Must be supervised until checks are complete

Contractors:

- Must provide evidence of DBS
- Must be supervised if not DBS-checked
- Must follow Take 1 safeguarding rules

External agencies:

- Must provide written assurance of vetting
- Must comply with Take 1 safeguarding expectations

13. Safeguarding Concerns During Recruitment

Any safeguarding concern arising during recruitment:

- Is reviewed by the DSL
- May be shared with external agencies
- May result in withdrawal of the offer

14. Conditional Offers

All offers are **conditional** on:

- Satisfactory references
- DBS clearance
- Identity verification
- Right-to-work
- Safeguarding checks

15. Induction

All new staff complete:

- Safeguarding induction
- KCSIE Part 1 (school roles)
- Code of conduct
- Whistleblowing
- Behaviour policy
- Online safety
- Reporting concerns procedures

Induction is recorded on the **Induction Checklist**.

16. Record Keeping

Recruitment files include:

- Application
- References
- Interview notes
- Self-disclosure
- Conditional offer
- Identity documents
- DBS certificate number
- Induction checklist
- Final approval form

Files are stored securely and retained in line with data-protection requirements.

17. Monitoring and Review

This policy is reviewed annually or sooner if:

- Legislation changes
- KCSIE updates
- Safeguarding concerns arise
- Recruitment processes change