



## STAFF: RECRUITMENT, TRAINING & ALLEGATIONS AGAINST RET STAFF

RET recognises that anyone may have the potential to abuse children / adults at risk in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children / vulnerable adults. The same procedures will be adopted for all staff, whether paid or voluntary, that will have contact with children or adults at risk whilst representing RET.

### 1. SAFE RECRUITMENT

#### 1.1 Pre-selection checks

RET's stance on safeguarding should be clear in information provided to applicants working with children and adults at risk and new staff. All volunteers/staff should submit the following information before commencing work with the company:

- Name, address and National Insurance number.
- Relevant experience, qualifications and training undertaken.
- Details of previous employment.
- Names of at least two people (not relatives) willing to provide references.
- Consent to a Disclosure and Barring Service (DBS) Check being undertaken if relevant to their post (e.g. working on regulated activity with children and adults at risk)
- For roles involving regulated activity, an overseas criminal record check will be required from employees who have lived abroad for over three months within the last five years. Where evidence cannot be obtained, a risk assessment will be completed with the employee prior to their start date.

#### 1.2 Interview and Induction

It is always best practice to carry out an interview when employing new staff or volunteers. In exceptional cases where interviews are not possible or relevant, for example when a performer is hired through an audition process, DBS checks should be undertaken for anyone working with children or adults at risk.

All employees and volunteers should receive a full induction, during which:

- All personal information given during pre-selection is checked.
- The job requirements and responsibilities should be clarified.
- Safeguarding policy and procedures are explained and training given.
- The declaration is signed electronically via SAGE HR if a permanent or fixed term member of staff or signed and returned in person, and not by a third party, if a freelancer or volunteer (Appendix A Safeguarding Policy)
- Any training needs are identified.

### 1.3 References

If applying for a position that will involve working with children or adults at risk, a minimum of two references should be taken up and at least one should speak of the applicant's ability to work with children or adults at risk. If an applicant has no experience of working with children, training is strongly recommended.

### 1.4 Self disclosure & employment of ex-offenders

In line with the provisions of the Rehabilitation of Offenders Act (UK wide) (1974) (Exceptions) (Amendments) Order 1986 (UK wide) it is a legal requirement that adults intending to work with children should declare all convictions, including spent convictions. RET requires applicants for posts involving contact with children to declare past convictions on offer of a position. Having a criminal record will not necessarily bar an applicant from working with the company, but this will depend on the nature of the position and the circumstances and background of any offences. A risk assessment will be conducted.

If a conviction is not disclosed but appears on the DBS a formal investigatory meeting will take place to understand why a self-disclosure was not given. This could lead to the job offer being revoked or probation not being passed.

### 1.5 Disclosure and Barring Service Checks

In accordance with the Protection of Children Act 1999, RET is required by law to check all company representatives that will work with children in Regulated Activity under the age of 18 for history of a criminal record. All DSOs, Board member with Safeguarding responsibility, Engagement staff and staff, freelancers or volunteers delivering Regulated Activity will undergo Enhanced DBS checks.

All RET staff subject to a DBS will be paid for by RET and enrolled onto the update service.

Freelance practitioners will be required to cover the costs of this check if they are not already on the Update Service. For freelance staff, consent is required for the company to fulfil this obligation. For regular practitioners RET will encourage the use of the DBS Update Service. RET must see a valid DBS certificate in order for the Practitioner to represent the company and deliver Regulated Activity.

Definitions:

'DBS' is the Disclosure and Barring Service. A DBS check is for those working in Regulated Activity with Children or Vulnerable Adults

'DBS Regulated activity' which will require DBS checks:

1. Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being.
2. Work for a limited range of establishments (specified places), with opportunity for contact, for example schools, children's homes
3. Activity done regularly: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight)



This could include Young Company, Elders Company, Engagement projects, productions with non-professional or child actors

'DBS Non regulated activity' which wouldn't require a DBS check

1. If staff work under a reasonable level of supervision: reasonable in all the circumstances for the purpose of protecting the children concerned & carried out by someone who is in regulated activity (e.g. teacher).
2. If work in specified places consists of occasional or temporary services
3. If it doesn't meet the frequency test: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight)

This could include one-off workshops and events, visits and tours, hires, individual and group audiences with children and adults at risk.

A DSO will carry out an assessment to determine Regulated or Non-Regulated activity. Please refer to DBS Protocol document for more information.

## 2. TRAINING

All RET existing and new members of staff will be required to undergo training in Safeguarding, appropriate conduct and good practice when working with children and vulnerable adults. They will be required to sign a declaration that they have read the Safeguarding Policy and agree to abide by the procedures outlined within it. (See Appendix A Safeguarding Policy).

All staff employed at the RET will be required to attend to a basic awareness training in Safeguarding as part of their induction. All staff will be required to attend a refresher training every two years in-line with the new Safeguarding Policy.

Such training will be reviewed annually.

## 3. ALLEGATIONS MADE AGAINST RET STAFF

It is highly advisable to follow the good practice guidelines at all times to avoid allegations of abuse. All allegations or concerns should be directed to a DSO, Safeguarding Lead or Board member responsible for Safeguarding who will seek advice and work together to follow the procedures in this policy.

If the allegation made against a member of staff, freelancer or volunteer meets any of the following criteria RET will contact the MCC Designated Officer (formerly known as the LADO)

- Behaved in a way that has harmed or may harm a child / adult
- Possibly committed a criminal offence against, or related to a child / adult
- Behaved towards a child (ren) / adult(s) in a way that indicates s/he is unsuitable to work with children / adult at risk

The MCC Designated Officer is responsible for:  
Providing advice and liaison



Monitoring the progress of each case  
Ensuring that cases are dealt with as quickly as possible  
Ensuring the process is fair and thorough

The MCC Designated Officer will also advise RET on what, if anything, may be shared with the person who is subject to an allegation. They should decide, in consultation with the police or other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.

Where there is a complaint against a member of staff there may be up to three types of investigation, dependent on the nature of the concern:

1. A criminal investigation by the police
2. A child protection investigation by Children's Services
3. A disciplinary or misconduct investigation by RET

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, and all available information will be used to reach a decision. Disciplinary and appeals procedures are outlined in the Company Handbook.