

# Inspiring Music Safer Recruitment and Operational Practices policy

## Introduction:

Inspiring Music places the safeguarding and well-being of all children and young people at the heart of its activities and opportunities. When recruiting posts to Inspiring Music the service will do so in accordance with the Council's Recruitment Policy. The workforce of Inspiring Music is made of staff directly employed by the Council as well as Self-Employed Visiting Music Tutors involved in the regular delivery of musical activities to children, young people and the community of Central Bedfordshire. As a result, Inspiring Music will either work with the Council's HR Recruitment Team to hire staff to be employed by the Council or independently for Self Employed Visiting Music Tutors.

Inspiring Music follows the processes outlined below when employing staff

- Ensure that at least one member of the interview panel has received appropriate Local Authority Safer Recruitment Practice training
- Scrutinise proposed candidate's employment history and request additional information from candidates where gaps in employment or other concerns are identified.
- Take up two references from previous employers with at least one being from the present/last employer.
- Undertake pre-employment medical clearance checks for all permanently contracted staff in line with Central Bedfordshire Council's recruitment policy
- Check all candidates' eligibility to live and work in the UK in line with Local Authority policy
- Undertake an enhanced DBS check in accordance with Central Bedfordshire Council's DBS Policy.
- Overseas Police Check if candidate has lived or worked abroad within the last 10 years.
- Undertake Prohibition Order Checks in accordance with the Keeping Children Safe in Education Statutory Guidance.
- Ensure that staff receive and sign for copies of the Service's Child Safeguarding Policy and Guidance, including [Part 1 of the Keeping Children Safe in Education Statutory Guidance Document 2023](#) as part of their induction and on a regular basis thereafter, including updates to the statutory guidance as appropriate.
- Ensure that staff have undertaken appropriate Child Protection and Safeguarding training.

## Sharing information

In line with Ofsted requirements, Inspiring Music will aim to provide schools with the recommended safeguarding information for all staff deployed to work at each school it serves. Additionally, the Service will endeavour to provide updated DBS information to schools should there be a change in staffing during the academic year.

## Continuous service

Following guidance from the Central Bedfordshire HR team, if an employee or Self-Employed Visiting Music Tutor has a break in service in excess of three months, other than maternity/paternity leave Inspiring Music will:

- Either renew the individual's DBS clearance before again placing them with children and young people; or if they are a subscriber to the [DBS Online Update Service](#) undertake a DBS Update Service check.
- Consider the case to see if there is any alternative if the placement is urgent, for example undertaking a risk assessment and application for DBS dispensation, taking into consideration any other DBS certificate that the employee or freelance professional has alongside their previous DBS certificate.
- Obtain references from current/previous engagement.

## Duty of care responsibilities

When organising extracurricular activities/opportunities, projects concerts and events for children and young people, Inspiring Music staff will:

- Always clarify in writing with all parties involved - parents/carers, schools, youth and community groups - who will be responsible for the duty of care of the children and young people involved
- Undertake and action a risk assessment

Additionally, when Inspiring Music holds duty of care responsibilities for such activities, the Service will:

- Provide parents/carers with sufficient information about the activity, including date, start and end times, venue and transport arrangements in good time
- Seek consent in writing from all parents/carers in good time
- Seek emergency contact, medical and, where applicable, dietary information for all participants in good time
- When organising residential trips, visits and tours, follow the Local Authority policy and guidance for such activities, including acquiring appropriate insurance cover

Always ensure that appropriate pupil to staff ratios are maintained at all times as outlined in the Inspiring Music Safeguarding Policy ensuring that the lead professional in any setting is always able to call upon at least one other colleague for support in emergency situations.

### Central Bedfordshire Council

Flitwick Library,  
Coniston Road  
Flitwick MK45 1QJ

**Telephone** 0300 300 6604

**Email** [Inspiring.music@centralbedfordshire.gov.uk](mailto:Inspiring.music@centralbedfordshire.gov.uk)

**Website:** [www.inspiringmusic.co.uk](http://www.inspiringmusic.co.uk)

Policy last review: July 2023  
Next Review date: July 2024 or upon changes to statutory regulations or guidance  
Reviewers: Music Director/CBC HR team

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