

Safe Recruitment Policy

We take safety very seriously at Refresh Dance and Fitness and have therefore compiled this Safe Recruitment Policy in order to ensure all staff are following the same procedure. As a new addition to the team (either as staff or as a volunteer) we have a thorough induction procedure where all new starters are asked to:

- Meet with Steph Ashworth
- Undergo a Disclosure Barring Service (DBS) check
- Read, understand and agree to the Code of Conduct
- Read all appropriate policies
- Complete training as and when required

All of these steps are explained in more detail below.

Meeting

The first point of contact is with the business owner Steph Ashworth. Steph will decide whether a person should be recruited and then the rest of this policy will commence.

DBS Check

When someone is appointed to work at Refresh the first thing we do before they start is to have them complete a DBS check (Disclosure and Barring Service Check). This enables us to see whether the person has a criminal record and if so what their crimes were. Once we have received the DBS Check and are happy with the results the person can commence employment at Refresh. We also ask for a DBS Check to be completed for our volunteers who are over 18.

Code of Conduct

At the same time as gaining a DBS Check we also ask that all employees and volunteers read through our Code of Conduct and complete it. This can be viewed on our website.

Policies

We will give a copy of all the relevant policies to any members of the team. We ask them to read them and sign to say that they have read them - this includes the Safeguarding Policy.

Training

All members of the team will be asked to complete Safeguarding training at a level appropriate to the work they are undertaking. Some staff may also be asked to complete a First Aid course.

Renewal

Team members will be asked to go through the code of conduct on an annual basis and re-sign. We also re-train our staff and volunteers on a regular basis and hand out new copies of our policies and procedures.

This policy will be reviewed annually.

Date of last review **08/04/2021**

Signed.....**S. Ashworth**..... (Designated Safeguarding Lead)