



Safer recruitment at Open Up Music

What is safer recruitment?

Safer recruitment is a way to help make sure the people we employ are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

Open Up Music is committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices;
- identifying and rejecting applicants who are unsuitable to work with children and young people;
- responding to concerns about the suitability of applicants during the recruitment process;
- responding to concerns about the suitability of employees and volunteers once they have begun their role;
- ensuring all new staff and volunteers participate in an induction which includes child protection.

Interview

Because this role involves working directly with children, if you are invited to interview, we will ask you to attend in person. We will also ask you to bring ID with you on the day to verify your identity - ideally a photographic document like a passport or driving licence.

Self-disclosure form

Because this role involves working directly with children, we need you to fill out a self-disclosure form if you are invited to interview. This will give you a chance to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions on your record.

We will only ask for the information we are entitled to know about as a potential employer.



If you are invited to interview, you should bring your filled out form in a sealed envelope marked with your name and 'Confidential'. This will only be opened if you are selected for the role. If you are not selected, your envelope will be destroyed, unopened.

References

We will need you to give us the details of at least two referees. One of these needs to be from the most recent place you have worked or volunteered. If we offer you the job, we will contact your referees. One of the things we will ask them about is your suitability to work with children and young people, including your knowledge and understanding of child protection and safeguarding.

Criminal records checks

We will need you to have a criminal record check, carried out by the Disclosure and Barring Service (DBS).

Because this role involves working directly with children, you will need an 'Enhanced' check. Depending on the role, we may also need to include a 'barred list' check.

If you need these forms in a different format or want to discuss alternative ways of giving us the information we're asking for, please email Demi at demi@openupmusic.org or call or text them on 07862 242486.