

### Policy Statement

Merton Music Foundation is committed to the safeguarding of its learning community. MMF seeks to uphold the highest standards of best practice in relation to the appointment of staff to promote a positive organisational culture focused on the needs and wellbeing of children and young people.

### Policy Aim

This policy has been put in place to ensure that staff and tutors are recruited in line with the best safeguarding practice.

### Recruitment Process

- based on an assessment of MMF's need for the post
- discussed with SLT
- fair and equitable to all candidates

### Interview Process

- Candidates receive information about the role and responsibilities ahead of the interview
- Candidates must be interviewed by two members of staff, one of whom would normally be the CEO or another member of the SLT
- Questions or tasks must be relevant to the post applied for

### Vetting Process for Staff

An offer of employment or self-employment requires:

- Receipt of two satisfactory references (one of which must be the current or most recent employer)
- Proof of qualifications (original copies)
- Evidence of the right to work in the UK
- Disclosure and barring service (DBS) check suitable for the role which includes Child Barred List information (DBS will be considered valid if issued within the last 3 years or subject to the Update Service)
- Proof of Identity (passport, drivers license, full birth certificate)
- Two proofs of address such as a current utility bill, council tax bill, bank statement (dated in the last three months)
- Colour passport photo
- National Insurance number
- Self-employed Tax Reference number (if issued)
- An overseas police check, if required (overseas police checks will be required of all applicants that have lived abroad for a period of more than 3 months in the last 5 years)
- Online searches

## Training and Certification

All people engaged to work or volunteer with MMF will be subject to / required to provide:

- An Enhanced Disclosure and Barring Service Check which includes Children's Barred List information. DBS checks will be considered to be valid for 3 years from the date of issue or indefinitely if on the Update Service.
- Certification of attendance for Level 2 or higher Safeguarding & Child Protection training. Safeguarding training is to be updated annually.
- Confirmation that the individual has read and will abide by MMF's Safeguarding policies
- Confirmation that the individual is aware of and has read the relevant sections from the latest update to Keeping Children Safe in Education (KCSiE).

## Physical and Mental Capacity

Candidates are asked relevant questions at interview and as part of MMF's onboarding process to verify that they have appropriate physical and mental capacity for the role. MMF does not routinely require medical examinations of its staff.

## Appointment To Contract

Candidates cannot be appointed until all checks have taken place and a contract has been issued and signed.

## Policy Review

This policy must be reviewed annually by the SLT and as required in response to any significant changes to relevant statutory guidance.

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