

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. This document aims to help ensure that staff and tutors are recruited in line with the best safeguarding practice.

Summary Document

This document outlines the key information our full Safeguarding Policy in relation to Safer Recruitment.

Recruitment Process

- Based on an assessment of MMF's need for the post ensuring fairness and equity to all candidates
- Conducted with due regard to the safeguarding and wellbeing of children and young people

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. At least one interviewer will have completed Safer Recruitment training.
- Candidates are asked to declare if they have a criminal history, are on the barred list or prohibited from teaching

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, where an applicant has worked in a school/education context previously, a reference will be sought from the headteacher of that setting)
- Proof of any relevant 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
- Proof of Identity and confirmation of personal details including any previous names
- Two proofs of address such as a current utility bill, bank statement (dated in the last three months), council tax bill (dated within the last 12 months)
- Full employment and education history from the age of 18
- Colour passport photo
- National Insurance number
- Confirmation the candidate has a Self-employed Tax Reference number (if applicable)
- 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, including the Code of Conduct (Staff, Tutors & Volunteers).
- Confirmation that the individual is aware of and has read the relevant sections from the latest update to Keeping Children Safe in Education (KCSiE).
- A declaration that the individual is aware of their responsibilities under the Prevent Duty.

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.

Linked Policies

- MMF Recruitment Process
- Child Protection and Safeguarding Policy

www.mmf.org.uk/policies

Policy Review

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

Updated: September 2025