



SAFER RECRUITMENT POLICY

FEBRUARY 2025



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1.0 Introduction

1.1 Organisational Overview:

MovementWorks® is the trading name of Educational Dance Provision Services, a Charitable Incorporated Organisation ('**MovementWorks®**').

1.2 Purpose and Commitment:

MovementWorks® has been established to provide and promote inclusive high-quality movement education, with particular emphasis on meeting the developmental needs of the young, individuals with learning difficulties and/or disabilities, their carers, educators and the wider community.

The charity aims to reach those who may not otherwise have access to movement-based experiential learning and to promote and foster the global benefits of dance movement for physical, cognitive, social and emotional development.

1.3 Scope of Our Work:

MovementWorks® Developmental Dance Movement® and Autism Movement Therapy® Workshops (the '**Workshops**') are designed to address developmental needs and deficits in order to optimise learning potential for children, young people and older individuals including those with learning difficulties and/or disabilities.

2.0 Policy Statement

2.1 Commitment to Safer Recruitment:

At MovementWorks® we understand and respect the importance of safeguarding the vulnerable people that we work with and as part of our duty of care we ensure to appoint staff who are the most suitable.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice; we use Ofsted guidance on obtaining staff references and Enhanced Disclosure and Barring Service checks (DBS) for all staff and volunteers.

MovementWorks® is committed to **safe, fair, and transparent** recruitment practices to protect the participants in our care:

- For the interview, at least one member of the recruitment panel will have formal Safer Recruitment training in line with guidance.
- Our recruitment process aligns with **Ofsted guidance on safer recruitment**, including **robust background checks, reference verification, and DBS checks** (Ofsted guidance).
- We follow all relevant **employment and safeguarding legislation**, including the **Children Act 1989 & 2004**, the **Safeguarding Vulnerable Groups Act 2006**, and the **Equality Act 2010**.

3.0 Safer Recruitment Procedures

3.1 Recruitment Process:

We implement a robust recruitment policy, which includes an interview, obtaining two written references and an Enhanced DBS check.



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- 3.1.1 All roles within the organisation have a defined job description, which is made available to all applicants prior to completing an application form.
 - 3.1.2 Whilst a CV is a useful tool in assessing suitability, a full application form must also be submitted prior to interview.
 - 3.1.3 Verbal references may be sought as preliminary assessment prior to interview, or after the candidate has been asked back for a second interview or a supervised stay and play session. However, written references will be obtained before hiring once the candidate is successful in their application.
 - 3.1.4 All gaps in employment history will be scrutinised and rigorously explored.
 - 3.1.5 To assess suitability, candidates will be asked values-based questions in order to best judge their views and opinions. In addition, role-specific questions will also be asked of the candidate.
 - 3.1.6 All interviews and assessments will be carried out by a minimum of two members of the management team.
 - 3.1.7 All prospective and current staff are informed that they must disclose, **before** and **during** employment, any criminal convictions or cautions in line with guidance from the Ministry of Justice.
 - 3.1.8 Confidential staff records are securely maintained including identity checks, eligibility to work, qualification and DBS status.
 - 3.1.9 All potential employees will be seen at least two to three times prior to taking up a position with MovementWorks®.
 - 3.1.10 All new employees are observed within their roles for at least the first month by MovementWorks® Safeguarding Lead, Ali Golding.
 - 3.1.11 All staff are employed on a six-month probation period to ensure they maintain high standards of care and support to our clients.
 - 3.1.12 We provide staff induction training in the first week of engagement. This induction includes our Health and Safety policy and Safeguarding procedures.

4.0 Ongoing Safeguarding Training

4.1 Mandatory Training:

We provide regular NSPCC Accredited Safeguarding training that all of our staff, interns and associates are required to attend.

- 4.1.1 New staff/ engagements are expected to attend Safeguarding training within their six-month probation period unless they can provide valid Safeguarding certification dated within two years.
- 4.1.2 All existing staff, interns and associates are required to renew their Safeguarding training at least every two years to maintain their knowledge up to date with the latest legal guidance and best practice.

5.0 Policy Availability

This policy is publicly available on our website and can be provided in a PDF format upon request.



POLICY REVIEWED: FEBRUARY 2025

NEXT REVIEW DATE: FEBRUARY 2026

Note: MovementWorks® policies, procedures and supporting documents are reviewed annually or more frequently if there are changes to legislation, guidance or good practice guidelines.

LEGISLATION AND GUIDANCE

For compliance, our Safer Recruitment Policy aligns with:

- **Children Act 1989 & 2004** – Legislation
- **Safeguarding Vulnerable Groups Act 2006** – Legislation
- **Keeping Children Safe in Education (KCSIE) 2023** – DfE Guidance
- **Ofsted Guidance on Safer Recruitment** – Ofsted Guidance
- **Equality Act 2010** – Legislation
- **Rehabilitation of Offenders Act 1974** – Legislation
- **Data Protection Act 2018 & UK GDPR** – Legislation



A MovementWorks® Policy

MovementWorks®
The Basement Studio, 86 Adelaide Avenue,
Brockley, London. SE4 1YR
www.movementworks.org
020 7477 2255 | info@movementworks.org
A Registered Charity No. 1176176

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