

GUILDFORD SHAKESPEARE COMPANY (GSC) – SAFER RECRUITMENT

The purpose of this policy is to ensure that the Guildford Shakespeare Company (GSC) recruits staff who are suitable to work with children and vulnerable adults and to create a safe and supportive environment. The policy aims to reduce the risk of harm by ensuring that recruitment practices are thorough and adhere to safeguarding guidelines.

This policy applies to all staff, and contractors of GSC, particularly those in roles involving direct interaction with children or vulnerable adults. This includes facilitators, actors, directors, administrative staff, production staff, and any other relevant personnel.

GSC's Recruitment Procedures

- **Job Description and Person Specification:** Clear job descriptions and person specifications should be provided for all roles. These should include specific safeguarding and suitability criteria for roles that involve working with children or vulnerable adults.
- **Job Advertisements:** We will ensure job advertisements explicitly state that the organisation is committed to safeguarding and safer recruitment. It will also be clear that the recruitment process involves background checks.

Application Process:

- Applicants must submit a CV. The application will include questions that allow the company to assess their suitability for the role, particularly focusing on their experience with children or vulnerable adults.
- We will include a statement regarding the applicant's understanding of safeguarding and require references that speak to their character and suitability for working in sensitive roles.

Safeguarding Training

- All staff will undergo basic safeguarding training before starting their role and be regularly updated on best practices for safeguarding children and vulnerable adults.

Background Checks

- **Enhanced Disclosure and Barring Service (DBS) Checks:**
 - For all roles where staff will have regular and unsupervised access to children or vulnerable adults, an enhanced DBS check will be conducted before an offer of employment is made.
 - Staff members will be rechecked regularly to ensure continued suitability for their roles.
- **References:**
 - At least two references will be sought, one of which must be from the applicant's most recent employer or a relevant professional referee.

Interview and Selection

- Interviews will include questions that assess an applicant's understanding of safeguarding and their ability to handle situations involving children or vulnerable adults.
- We will structure interviews where the same set of questions is asked to all candidates to ensure consistency and fairness in the process.
- During the interview, candidates will be asked to demonstrate how they would respond to potential safeguarding issues, and their responses should be assessed based on best practices.

Induction and Ongoing Support

- Once hired, employees will undergo an induction process that includes safeguarding policies and procedures, roles and responsibilities in maintaining a safe environment, and how to report any concerns.
- Ensure that staff have ongoing access to safeguarding resources and support.

Ongoing Monitoring and Support

- After recruitment, there will be an ongoing review of staff performance, including their ability to safeguard vulnerable individuals.
- Staff will have regular supervision or support sessions where any concerns can be raised and addressed.

Reporting Concerns

- Clear procedures will be in place for reporting safeguarding concerns, and all staff will be made aware of how to report a concern, either internally or to external authorities.

Confidentiality

- All personal information collected during the recruitment process must be handled confidentially and stored securely.
- Information related to DBS checks and safeguarding will only be shared with relevant parties and in compliance with data protection laws.

Review and Evaluation

- This policy will be reviewed regularly to ensure that it remains effective and in line with current legislation and best practices.
- Feedback from staff and stakeholders will be considered when making updates or improvements to the policy.

Updated 10/02/2025