

## **Safe Recruitment Procedure for Volunteers.**

KT Dance Academy recognises that young people and vulnerable adults have a fundamental right to be protected from harm and exploitation. KT Dance Academy is committed to ensuring that best practice is adopted when working with all young people and vulnerable adults, offering them support and protection, and accepts that it has a legal and moral responsibility to implement procedures, to provide a duty of care to young people, to safeguard their wellbeing and to protect them from abuse. Clear, well managed arrangements for safeguarding are important this Procedure therefore supports all students enrolled at the KT dance academy and applies to all volunteers and others who work in direct contact with the children and/or vulnerable adults enrolled in the academy.

Disclosure Barring Service (DBS) definition of a volunteer is *“Any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative”*

Vulnerable adult (adult at risk) is defined by the DBS as *“A person aged 18 or over, who receives or may need community care services because of a disability, age or illness, and who is or may be unable to take care of themselves or protect himself or herself against significant harm or exploitation”*.

Child is defined by the DBS as *“A child is a person under the age of 18”*.

Safeguarding and promoting the welfare of children is everyone’s responsibility and is defined for the purposes of this procedure as: protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

It is vital that KT Dance Academy continues to create a culture of safe recruitment and, as part of that, adopt recruitment procedures for volunteer positions that help deter, reject or identify people who might abuse children. KT Dance academy is therefore committed to adhering to statutory responsibilities to ensure that volunteers, who work with children, are safe to do so by undertaking proportionate checks. The level of DBS certificate required, and whether a prohibition check is required, depends on the role and duties of staff and volunteers.

Volunteering opportunities at KT Dance academy include but are not limited to:

- Chaperoning groups between dance sessions and activities
- Supporting the delivery of dance classes and workshops
- Travelling with groups on coaches or public transport
- Stewarding the public
- Backstage support for the performances
- Handing out programmes or flyers to the public
- Supporting the set up of spaces for activities such as seminars

Organisations must carry out an assessment to identify if the volunteer role should be subject to a DBS check. This assessment should make sure that the role meets the requirements for a standard or enhanced DBS check and if the role is defined as regulated activity. It has been determined, via the interactive eligibility tool on the DBS website (<https://www.gov.uk/find-out-dbs-check/y?utf8=%E2%9C%93>), that KT Dance Academy is to require volunteers to undertake an Enhanced Disclosure without a barred list check.

An Enhanced Disclosure Check provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974 plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed;

In order to apply for a Volunteer DBS check, a person must not:

- Benefit directly from the position for which the DBS application is being submitted
- Receive any payment (with the exception of travel and approved out-of-pocket expenses)
- Be on a work placement
- Be on a course that requires them to do this job
- Be in a trainee position that will lead to a full-time role or qualification

The minimum age at which someone can be asked to apply for a criminal record check is 16 years old.

Once the checks are complete, the DBS (or other registered body) will send a certificate (the DBS certificate) to the volunteer. The volunteer must show the original DBS certificate to KT Dance Academy before they take up post or as soon as practicable afterwards. Where checks are carried out on volunteers, KT Dance Academy shall record necessary details on their single central record. The information that must be recorded is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained. KT Dance Academy will not keep copies of DBS certificates.

If a volunteer already has a current Enhanced DBS certificate, which was completed within the last 3 years, then please provide all relevant details to Katy Bradbury (proprietor of KT Dance Academy)

If a volunteer does not have a current Enhanced DBS certificate; the relevant checks will need to be undertaken. Access to the DBS checking service is only available to registered employers who are entitled by law to ask an individual to reveal their full criminal history (other than protected cautions and convictions), including spent convictions. An individual cannot therefore apply for a volunteer DBS check for themselves, only an organisation or charity that person is voluntarily working for can apply for a check.

Organisations can either register with DBS if they do more than 99 checks per year, or use an organisation offering umbrella body services to apply for DBS checks. An umbrella body is a registered body that gives other non-registered organisations access to DBS checks.

As a small independent organisation – KT Dance is registered with Due Diligence Checking Ltd (a registered body recommended by the IDTA). Due Diligence Checking Ltd charge £12 (including VAT) for a Volunteer DBS Disclosure. The price of the application for a Volunteer check is free from the DBS (CRB), however this charge is an administration fee for processing the application on the KT Dance Academy's behalf and is to be paid for by the volunteer.

Due Diligence Checking Ltd uses an online application portal that is easy to use.

**January 2018.**