



Jubacana Safer Recruitment of Staff & Volunteers Policy

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Jubacana is committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices, including the selection of: project staff, volunteers, and guest artists covering rehearsals, workshops and performances.

Jubacana operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection and providing effective management for staff and volunteering through supervision, support and training (**see child protection policy**).

Jubacana employs youth leaders who have emerged through working with the organisation, or adult practitioners who are known in our network. It is very rare that we employ anyone who is not already known to us/our network or who has a strong track record in working safely with young people. We regularly employ freelance artists who members of our team have worked with previously. In the event that a new freelance artist is to work with our group, we:

- Make enquiries with professionals in our existing network for recommendations for newer/specialist tutors not already known to Jubacana. These enquiries initially act as informal references to check for a potential tutor's suitability in working with children and young people.
- Strive to represent diversity amongst our tutor team in all senses of the definition to offer young people a varied and rich tuition team.
- Ensure all staff (regular or freelance) hold a valid DBS certificate and show this to the project director and safeguarding lead. (see also DBS and Self-disclosure below)
- Ensure a 'known' member of the team is also present to give confidence to young people in a new tutor's care.
- Ensure our regular team also hold valid DBS certificates. (see also DBS and Self-disclosure below)
- Ensure that the person being employed has relevant experience, passion, energy, and skill in working with young people.
- Ensure the artist/facilitator being employed has been clearly briefed about the activities required of them, and has been briefed about the young people in the group (for example an explanation of the age range, additional needs, and/or personal and emotional needs of all young people they will be working with). We provide detailed information about group activities and expectations for sessions being delivered.
- Young people in Jubacana are consulted about the artists they would like to work with (where appropriate), particularly where repeat/follow up sessions are to be offered.
- Jubacana will respond to any concerns about the suitability of applicants during the recruitment process and ongoing assessment of staff and volunteers throughout their time in the project by consulting other team members, parents/carers and any concerns raised by the young people themselves (see whistleblowing policy).

DBS Checks

All staff are required to have a DBS check and uphold an in-date certificate. Each year, all staff (including emerging youth leaders) are asked if they require a new certificate, and Jubacana processes these. Staff are asked to contribute £10 towards the cost of their DBS certificates where possible, and Jubacana pays the remaining £42 to help keep insurance documents financially accessible for all staff. All leaders aged 18+ who lead sessions for younger group members possess a valid DBS certificate, either issued by Jubacana or other organisations they are working with. These are seen by the director and safeguarding lead, Holly Prest.

Self-disclosure

Upon recruiting staff, we will offer a self-disclosure form to give candidates the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

We will only ask for the information we are entitled to know about as a potential employer. What we ask with be appropriate to the role they will be doing.

Applicants should complete a self-disclosure form before any interview and bring it in a separate, sealed envelope marked 'Confidential'.

Jubacana will only open the self-disclosure forms of candidates who have been selected for the role, and review the information inside as part of our vetting checks, applying a risk assessment process if information has been disclosed.

All unopened self-disclosure forms will be securely disposed of.

The self-disclosure form does not replace the need for a criminal records check. Criminal records checks will always be carried out as appropriate to the role (see DBS Checks).