

DRAMART PRODUCTIONS LTD.

CHILD PROTECTION POLICY STATEMENT

APRIL 2007

PRE-APPOINTMENT CHECKS

Dramart Productions realises the importance of making thorough checks on anybody who will be working in a school, private teaching project or further education institution, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession.

Dramart Productions follows the advice from The Department for Education and Skills which advises that the following checks should be made on all people (including volunteers) who seek appointment to positions which will bring them into contact with children. This includes any person who is about to undertake a position as Course Leader or Tutor on a Dramart Productions project.

IDENTITY

It is important to be sure that the person is who he or she claims to be. In some cases the candidate will be known to Dramart Productions, the school or further education institution or will be employed by the local education authority or a neighbouring establishment. If not, Dramart Productions will ask to see proof of identity such as a birth certificate, driving licence, or passport. If a teacher or worker is provided to Dramart Productions by a third party, such as an employment business or agency, Dramart Productions will check that the person who comes to them is the person referred by the employment business or agency.

All Dramart Staff will be issued with a photographic ID Card which will be worn at all times whilst working on a Dramart Productions project.

ACADEMIC QUALIFICATIONS

Dramart productions will always verify that the candidate has actually obtained any academic or professional qualifications claimed in their application by asking to see the relevant certificate or diploma, or a letter of confirmation from the awarding institution. If original documents are not available, we will ask to see a properly certified copy.

PROFESSIONAL AND CHARACTER REFERENCES

References will always be taken up, and will be obtained directly from the referee. We will not rely solely on references or testimonials provided by the candidate. We will always attempt to obtain a reference from the current or most recent employer.

PREVIOUS EMPLOYMENT HISTORY

Dramart Productions will always ask for information about previous employment and obtain satisfactory explanations for any gaps in employment. If a candidate for a post is not currently employed as a teacher, we will check with the school, further education institution or local education authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. The General Teaching Council for England (GTC) may also be approached to confirm details of a registered teacher's previous employment history.

CRIMINAL RECORD CHECK

All applicants for positions with Dramart Productions which are excepted from the provisions of the Rehabilitations of Offenders Act 1974 will be asked to declare any convictions, cautions or bind-overs which they have incurred, including any that would be regarded as 'spent' under the Act in other circumstances.

If a person who is, or who has been, resident in the UK is subsequently selected for appointment, Dramart Productions will ask them to apply to the CRB for a Disclosure to verify their declaration.

For the purposes of working with children, the exceptions to the Rehabilitation of Offenders Act 1974 are the positions detailed in section 36 of the Criminal Justice and Court Services Act 2000 and any work involving regular contact with children in a further education institution. The positions include:

List 99

List 99 is a confidential document, maintained by the Department of Education and Skills, which contains the names, dates of birth, national insurance numbers and teacher reference numbers of people whose employment in relevant employment has been barred or restricted by the Secretary of State. Employers are required by the Education (Restriction of Employment) Regulations 2000 to check the List to ensure that they do not appoint someone to a post from which they have been barred. A person whose employment has been restricted by the Secretary of State may only work in a post which does not contravene the terms of the restriction.

When a person applies for a Standard or Enhanced Disclosure to verify their suitability to work with children, the Disclosure will contain details of whether they are included on List 99 and/or the Protection of Children Act (PoCA) List which is maintained by the Department of Health.

Health

Anyone appointed to a post involving regular contact with children or young people should be medically fit (see The Education (Teachers' Qualifications and Health Standards) (England) Regulations 1999). Further information is given in DfEE Circular 4/99, Physical and Mental Fitness to Teach of Teachers and of Entrants to Initial Teacher Training.

Overseas Teachers

Similar pre-appointment checks will be made by Dramart Productions on overseas teachers. However, if an applicant has never previously lived in the UK, no purpose will be served by seeking a Disclosure through the CRB on their arrival in this country. The person will not have a criminal record in this country, nor will he or she appear on List 99 or the PoCA List.

Dramart Productions insists then that staff from other countries apply to their home police force for a certificate of good conduct. The level of information contained in these certificates varies from country to country: some are complete extracts from the criminal record; others are partial.

Where an applicant is from a country where criminal record checks cannot be made for child protection purposes, Dramart Productions will take extra care in taking up references and carrying out other checks on a person's background.

What should Dramart Productions do if a candidate's application is found to be fraudulent or contain false information?

Serious, deliberate fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases Dramart Productions will consider reporting the matter to the police. The case will also be reported to the Secretary of State.

Standard Disclosures

Dramart Productions applies for Standard Disclosures for all applicants which show spent and unspent convictions and cautions. These Disclosures are only available to applicants seeking paid or voluntary work or training in an occupation which is exempt from the Rehabilitation of Offenders Act 1974. This includes paid or voluntary work with children under 18 years of age.

How does Dramart Productions decide whether a person's criminal record is relevant?

An applicant's suitability will be judged in the light of the results of all the relevant pre-appointment checks carried out on him or her. The fact that a person has a criminal record does not automatically make him or her unsuitable for work with children. Employers, in conjunction with the registered body or person authorised to receive Disclosure information, must make a judgement about suitability, taking into account only those offences which may be relevant to the particular job or situation in question.

When must a report be made to the Secretary of State?

Employers have a duty, under the Education (Restriction of Employment) Regulations 2000, to make a report to the Department when a person is dismissed from relevant employment on grounds of misconduct or resigns in circumstances which would have led to their dismissal, or consideration of their dismissal, on those grounds, if they had not resigned.