

Safer Recruitment Policy

Candidates applying for a position with Sheffield Music Hub must provide a full work history without gaps (or with explained gaps in employment) and appropriate references, including one from a recent or current employer. The recruitment process is rigorous in order to ensure the safety of Sheffield children. Schools are discouraged from employing private instrumental tutors on the basis of a recommendation from another school unless they plan to carry out a safe recruitment process. This protection is one reason why it is a good idea for schools to use Music Hub Music Leaders or Accredited Teachers.

All Music Hub employees have completed a satisfactory Disqualification by Association declaration where appropriate.

Disclosure and Barring Services (DBS- Formally known as CRB Checks)

It is a mandatory for all staff working in schools and after-school centres to have an enhanced DBS check. These checks are carried out before a member of staff begins work and they are renewed every three years.

Schools are likely to ask Music Hub staff for their disclosure number, which is clearly displayed on the back of their identity badge. Some schools may wish to photocopy the badge. Schools are not required to check a DBS clearance for a member of Music Hub staff themselves. This process is carried out by the Music Hub only and cleared through HR Connect.

[Sheffield City Council Recruitment and Selection Policy](#)