



## DBS RECRUITMENT POLICY STATEMENT

Canford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School does not distinguish between its pupils on grounds of age, in that it does not consider that its child protection responsibilities should end once a pupil attains the age of 18. As such, any reference to a "child" in this policy or any others includes any child who is a pupil of the School and includes any pupil aged 18 years and over.

It is also important to note that Canford applies its child protection policies to young people visiting the School, for example those who are attending the School on a short course or taster day and not only to our full time pupils.

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Canford School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

The school undertakes DBS Disclosures for all staff recruited. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Due to the Disclosure requirements, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

You should be aware that any position working at Canford School is exempt from the Rehabilitation of Offenders Act 1974 and therefore **all** convictions, cautions, reprimands and warnings (spent and unspent) must be declared.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or dismissal if employment has commenced.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

### WARNING

Where a candidate is:

- found to be on DCSF List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or

- found to have provided false information or failed to disclose information; or
- the subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the DCSF Children's Safeguarding Operation Unit.

### Prohibition from teaching

From April 2012 anyone carrying out “teaching work” must have a prohibition from teaching check through the National College of Teaching and Leadership (NCTL) on behalf of the Secretary of State. “Teaching work” is defined as planning, preparing and delivering lessons for pupils, which includes distance learning and learning through computer aided techniques, and assessing and reporting on pupils’ development, attainment and progress.

### Prohibition from management (“section 128 directions”)

From 12<sup>th</sup> August 2015, school must check whether staff appointed to management positions after that date are subject to a s.128 direction. For staff in regulated activity, the check is done via the DBS check and would show on the DBS barred list check.

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