

# DBS DISCLOSURE AND RECRUITMENT POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

This Policy has been reviewed and approved by: Robin Greenwood

Review date: 27/01/2019

Version: v1.2

Policy actioned from: 27/01/2019 – 26/01/2020

Next review date: 01/12/2019

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

Chatsworth Schools is committed to safeguarding and promoting the welfare of children and young people within its School and expects all staff<sup>1</sup> and volunteers to share this commitment.

The Recruitment Policy and Procedures are based on and conform to statutory and non-statutory guidance contained in 'Keeping Children Safe in Education 2018', 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings March 2009' and the ISI Regulatory Handbook February 2016. This policy also has due regard for Prevent Duty Guidance: for England and Wales (March 2015 supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015)).

- Chatsworth Schools is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation, or offending background.
- Chatsworth Schools actively promotes equality of opportunity for all with the right mix of talent, skills, and potential, and welcomes applications from a wide range of candidates.
- Candidates will be selected for interview based on their skills, qualifications and experience, as assessed from the information provided by the applicant when completing the application form.
- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for employment, Chatsworth Schools complies fully with the DBS Code of Practice. It undertakes to treat all applicants for positions fairly and will not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Chatsworth Schools is required to obtain a Disclosure for all appointments. 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.
- Chatsworth Schools is required to ask questions about the applicant's entire criminal record, including "spent" convictions as defined in the Rehabilitation of Offenders Act 1974 when recruiting to any position within an educational establishment.
- Chatsworth Schools ensures that all those who are involved in the recruitment of staff and volunteers have been suitably trained to identify and assess the relevance and circumstances of offences. Chatsworth Schools also ensures that they have received appropriate guidance and training in the relevant legislation and statutory guidance relating to the employment of ex-offenders.
- At interview, or in a separate discussion, Chatsworth Schools ensures that an open and measured discussion takes place on the subject of any offences or other matter 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.
- All applicants will be made aware of the existence of the DBS Code of Practice and a copy made available on request.

<sup>1</sup> The School follows ISI and Ofsted's definition of "staff", which is set out as follows:  
"Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer".  
(ISI Integrated Handbook – Regulatory Requirements October 2016, Part 4 para 211)

- The DBS will be completed before an appointee starts work but not earlier than three months before. Although not a legal requirement, CS completes new DBS checks every three years. See also Disqualification by Association requirements in Appendix F of the Safeguarding Policy.
- Chatsworth Schools undertakes 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 an applicant from working with Chatsworth Schools. This will depend on the nature of the position and the circumstances and background of the applicant's offences. The decision will be made by the Principal or their Deputy unless the applicant is for a post on the SLT in which case the decision will be made by the Chair of the Board of Governors.
- If the applicant is turned down for a position because of his/ her criminal record, he/she may appeal to the Chair of the Governors. This will follow the same procedure as found in the Complaints Policy.

## Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies in all Schools and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11541475.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

