

ST BARTHOLOMEW'S SCHOOL

RECRUITMENT OF EX-OFFENDERS

Statement Autumn 2022

1. Under the [Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#) all positions within the School are exempt. Therefore, the School is entitled to carry out Enhanced Disclosure checks for all staff and volunteers once a conditional offer is made. The School will make this clear on the application form, job advert and any other information provided about the post.
2. It is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
3. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.
4. The School will report the matter to the Police and/or the DBS if:
 - the School receives an application from a disqualified person;
 - is provided with false information in, or in support of an applicant's application; or
 - the School has serious concerns about an applicant's suitability to work with children.
5. All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.
6. Failure to reveal information at application and interview could lead to withdrawal of an offer of employment or the offer of voluntary work.
7. If an individual has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in the School's Positive Disclosure Risk Assessment.
8. The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions based on skills, qualifications and experience.
9. Prior to interview, all shortlisted candidates will be asked to declare any previous convictions and cautions that are not filtered, in line with current [DBS Filtering Guidance](#), whether

current or spent on a Self-Declaration Form. This information will be accessed by the interview panel at the interview stage and the candidate will be given the opportunity to present their view of the situation surrounding the conviction. At interview with the panel (and/or, in a separate discussion with the Headteacher/Human Resources Manager, as required), the School will ensure that open and measured discussions can take place on the subject of offences. Notes will be taken and used to complete the School's Positive Disclosure Risk Assessment prior to the offer of appointment.

10. The School will ensure that all staff involved in the recruitment interview process of staff and volunteers are aware of this document and have completed the relevant NSPCC's Safer Recruitment in Education training.
11. The School will make this Statement available to any applicant or volunteer who enquires about a post within the School.

Further information

The School uses Access Personal Checking Services (APCS) Ltd, to complete DBS checks:
<https://www.onlinecrbcheck.co.uk/policies.aspx>

The DBS [code of practice](#)

Data Protection

The Governing Body respects your right to privacy and has put in place adequate policies and safeguards to protect your information and comply with the General Data Protection Regulations (GDPR) 2016 and the School's Data Protection Policy. Full details of how we use your information can be found on the Staff Privacy Notice on the School's website. If you require more information, please contact the Data Protection Officer, Email: DPO@stbarts.co.uk

Review

This statement will be updated in line with any relevant changes made to KCSIE guidelines.

This statement will be reviewed in the Autumn Term 2024.

Signed:

A handwritten signature in black ink, appearing to be 'D. White', written over a horizontal line.

Dated: 7 November 2022