



## **Safer Recruitment Policy**

### **Introduction**

It is a legal requirement for all registered bodies and prospective employers not to discriminate applicants who are required to undertake a Disclosure Barring Scheme (DBS) where the DBS check reveals a conviction or other information. There is an obligation on Schools who provide Regulated Activity (as defined by the Protection of Freedom Act 2012) to have a written policy on the recruitment of ex-offenders, a copy of which will be given to applicants required to undergo a DBS check at the outset of the recruitment process.

This policy statement should be read alongside our Equalities Policy.

### **Policy Statement**

- As an organisation using the DBS checking service to assess applicants' suitability for positions of trust, Park Lane Learning Trust (PLLT) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- PLLT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- As a Regulated Activity Provider (RAP) all paid employees at PLLT are in regulated activity and therefore subject to checks with the DBS.
- For those positions where a DBS check is required (see Appendix 1), all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.
- 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 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.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.
- In relation to volunteers and contractors, we only deem a DBS check relevant after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

## Review Framework

This policy will be reviewed every three years.

## Procedure for Disclosure and Barring Service (DBS)

### Checks

1. Existing staff will no longer be checked on a 3\* yearly basis **unless** they have had a significant break in service (more than 3 months) or the school may have other concerns.
2. All staff will sign a code of conduct which will clearly state that it is the responsibility of the staff member to advise the school of any incidents or convictions which will affect the current status of their DBS check.
3. All new staff members and volunteers will be subject to an initial DBS check when commencing at the school.
4. It will be the responsibility of the staff member to register their certificate with the DBS update service if they wish to do so. The school will not reimburse employees for the annual subscription fee for this service (currently £13). Volunteers can subscribe to the service free of charge.
5. The school will accept new employees under the new DBS checking system providing the status of the certificate can be checked and the school has no concerns once this has been done. ([www.gov.uk/dbs](http://www.gov.uk/dbs)).

*(A Status Check allows organisations to see if any relevant information has been identified about the individual since their certificate was last issued. This reduces the need to ask individuals to apply for multiple certificates if they move from one role to another in the same workforce.)*

6. The DBS will no longer issue a copy of the certificate to the registered body. All employees being checked under the new service have to provide a copy of their certificate to the school. This will then be entered onto the school's central record.

*\*The three year rolling programme for all staff is a myth. There has never been a requirement for a rolling programme of three-yearly checks for staff who have unbroken service (more than 3 months). The only reference to three-year checks in 'Safeguarding children and safer recruitment in education' is in appendix 11 where it is recommended for agency staff.*

*Ofsted will consider such routine re-checks to be excessive. They will not be considered evidence of good practice, and may be considered to represent a poor use of resources.'*