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**DISCLOSURE & BARRING SERVICE POLICY**

Rosewood Free School is a day school for pupils aged 2-19 years with profound and multiple learning difficulties (PMLD). In order to fulfil its responsibility to protect children and vulnerable adults from harm, the school ask all staff, volunteers and students **who meet the eligibility criteria** to undertake a Disclosure & Barring Check.

The aim of the Disclosure is to check that an individual has not yet committed offences that disbar them from working with children. You will be asked to complete the DBS application online should you be invited to interview.

The level of check required will be pre-determined and indicated on the Job Description. The following levels of check will apply depending on the role:

* **Standard DBS check**

Standard checks contain details of an individual’s convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions. These are shown on a criminal records check.

* **Enhanced DBS check**

An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

* **Enhanced DBS & barred list check (child)**

An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act regulations, for example prospective adoptive parents.

* **Enhanced DBS & barred list check (adult)**

An enhanced check with information from the DBS’s adults barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act regulations.

* **Enhanced DBS & barred list check (child and adult)**

An enhanced check with information from the DBS’s children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children and a small number of posts as listed in the Police Act regulations.

The decision to confirm an appointment offer is reserved until all checks and references have been received. In the event that it is the Rosewood Free School’s decision not to confirm the offer, it may not be possible to inform the candidate of the reasons for the decision.

**RECRUITMENT OF EX OFFENDERS**

As an organisation using the Disclosure & Barring service to assess applicants’ suitability for positions of trust, Rosewood Free School, complies with the Disclosure & Barring 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.

All posts offered for work at Rosewood Free School are exempt from the Rehabilitation of Offenders Act as the work is classed as regulated.

Rosewood Free School is not permitted within its service contracts to engage a person in any of its services, who has been convicted of an offence relating to theft, dishonesty, violence, offences under the sexual offences act, pornography, arson, misuse/use and/or supply of drugs, or conspiracy to commit any of the before mentioned offences, or any other offence which may deem the individual as unsuitable to be employed with children and vulnerable adults. In some circumstances, Rosewood Free School will be able to gain written permission of the local authority if the offence was minor or occurred some years previously.

In other areas of Rosewood Free School’s work, an assessment of the applicant’s criminal record will be made in relation to the tasks they will be required to perform and the circumstances in which the work is carried out. Factors considered in this assessment will be as follows:

* Does the post involve one to one contact with children and other vulnerable groups such as employees, customers and clients.
* What level of supervision the post holder will receive.
* Does the post involve any direct responsibility for finance or items of value.
* Does the post involve direct contact with the public.
* Will the nature of the job present any opportunities for the post holder to re-offend in the place of work.

We encourage 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 or handed into the school under separate, confidential cover, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

At interviews, 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 undertake to discuss matters 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 position and the circumstances and background of your offences.