



## ***Broadoak College – Disclosure Policy – Jan 2019 Appendix 1 Policy Statement on Recruitment of Ex-Offenders***

Broadoak Mathematics and Computing College is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children and vulnerable adults.

People with criminal records applying for positions (paid or unpaid) with the College should be treated according to their merits and to the nature or special criteria of the position (e.g. access to children or responsibility for budgets).

The College and the College's Registered Body will ensure that they observe the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued by the College that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the College's policy to ask applicants questions about 'unfiltered' criminal records and whether they have been barred from working with children and/or vulnerable adults whenever they will be undertaking 'regulated activity' or working regularly in College with access to children. At the short-listing stage applicants will be required to provide this information through the completion of a DBS Disclosure Application and a self-disclosure of criminal record. Where the applicant is applying for a position involving 'regulated activity' they will also be required to declare whether they have been listed on any Disclosure and Barring Service list of people considered unsuitable to work with children and vulnerable adults.

It is also the College's Policy to disqualification check relevant applicants using the self-disclosure form. Please see the self-disclosure form for information on who is required to be disqualification checked.

Having an 'unfiltered' criminal record in itself will not necessarily prevent a person from being appointed unless the offence statutorily debar the person or renders the person unsuitable to work with children. If an applicant reveals an 'unfiltered' criminal record and/or other information which could render the applicant potentially unsuitable then the Headteacher will arrange to discuss the disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of the employment/non-employment arrangement.