



NOTE TO APPLICANTS APPLYING FOR POSTS WORKING WITH CHILDREN OR VULNERABLE ADULTS

DISCLOSURE AND BARRING SERVICE CHECKS

If you are applying for a post which involves you working with either children or vulnerable adults, it will be covered by the Rehabilitation of offenders (Exceptions) Act 1975 and will be a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held prior to any final appointment decision being made by the Authority. (You will be required to arrange a suitable time to visit School to provide the appropriate documents and complete this check online.)

The Disclosure and Barring Service will then undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
- Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.



Note to applicants for social care posts

Disqualification for Caring for Children Regulations (DCCR) 2002

Please note that should you be offered a social care post, any offer will be subject to you providing a written declaration regarding whether or not you have ever been disqualified as a foster carer within the private or public sector under the terms of the above regulations.

However, please note that any previous disqualification will not automatically debar you from working in a social care post. But before appointment can be confirmed, there may be a need to make a referral to the National Care Standards Commission.



**An Equal Opportunities
Employer welcoming
applications from all sections
of the community**

EQUAL OPPORTUNITIES AT WORK

Why do we need the Policy?

- Parklands High School – An Academy is striving to be an Equal Opportunities Employer.
- The Academy also recognises that in the past certain groups of people have been disadvantaged in gaining employment and is tacking action to overcome such disadvantage.
- We are committed to ensuring all employees have equal treatment in the workplace and to ending any under-representation of groups in our workforce.

In seeking to implement this Policy the Academy:

- Distributes information widely on its job vacancies and encourages job applications from under-represented groups.
- Has a complaints Procedure which can be used by any employee or job applicant who feels he/she has been treated unfairly.
- Provides a variety of training courses for its staff on equal opportunity issues including recruitment and selection.
- Monitors and reviews its policy.
- Has implemented a package of flexible working arrangements.

Equal Opportunity employment Arrangements for women and men from all communities.

- Provision of job/career opportunities.
- Flexible working (Flexitime) in many locations.
- Voluntary Reduced Hours, Job Share and Career Break Schemes.
- Maternity/Maternity Support and Adoption Leave Schemes.
- Childcare Provision/Information.
- Compassionate/Special Leave arrangements.
- A recognition of religious and cultural needs in the workplace.
- A policy to deal with sexual or racial harassment and bullying issues.

Positive action for people with disabilities

- We interview all disabled job applicants who meet the essential requirements advertised for a vacancy.
- We have allocated a special budget to improve access to Academy work bases.
- We seek to retain employees and make any reasonable adjustments if they become disabled.
- We seek to assist applicants obtain employment including any necessary adjustments to the selection process.

For further details of these Policy arrangements telephone **(01772) 533490**





Punjabi

ਲੰਕਾਸ਼ਾਇਰ ਕਾਉਂਟੀ ਕੌਂਸਲ

ਠੋਕਰੀਆਂ ਵਿੱਚ ਬਰਾਬਰ ਮੌਕੇ ਦੇਣ ਵਾਲੀ ਇਕ ਇਮਪਲੋਇਅਰ (ਠੋਕਰੀਆਂ ਦੇਣ ਵਾਲੀ) ਜਿਹੜੀ ਕਿ ਕਮਿਊਨਿਟੀ ਦੇ ਹਰ ਹਿੱਸੇ ਤੋਂ ਠੋਕਰੀਆਂ ਲਈ ਅਰਜ਼ੀਆਂ ਦਾ ਸਵਾਗਤ ਕਰਦੀ ਹੈ। ਜੇ ਤੁਸੀਂ ਇਸ ਠੀਕੀ ਜਾਂ ਠੋਕਰੀਆਂ ਲਈ ਮਾਲੀ ਬਾਵਾਂ ਬਾਰੇ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਉਪਰ ਦਿਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Urdu

لنڪا سائز ڪاؤنٽي ڪونسل

لنڪا سائز ڪاؤنٽي ڪونسل روزگار ڪے لے مساوی حقوق مہیا کرتی ہے اور تمام کیمپنی کی طرف سے روزگار کی درخواستوں کو خوش آمدید کہتی ہے۔ اگر آپ اس پالیسی کے متعلق یا روزگار کے لے جانا چاہتے ہیں تو اوپر دیئے ہوئے ٹیلی فون نمبر پر رابطہ قائم کریں۔

Gujarati

લેન્કેશાયર કાઉન્ટી કાઉન્સલ

ਸਮਾਨ ਤੜੋਨਾ ਐਮਪਲੋਯਰ (ਕਾਮੇਰਾਮਨਾਰ) ਕਮਿਊਨਿਟੀਨਾ ਅਥਾ ਵਿਠਾਗੀਆਂਈ ਅਰਫ਼ਾਮੀ ਆਵਕਾਏ ਏ. ਜੀ ਨਮਨੇ ਆ ਨੀਤਿ ਅਥਵਾ ਨੀਕਰੀਨੀ ਆਈ ਜਾਥਾਮੀ ਵਿਖੇ ਵਧੁ ਮਾਭਿਨੀ ਜੀਠਨੀ ਭੀਯ ਨੀ ਉਪਰਨਾ ਟੈਲਿਫੋਨ ਨੰਬਰ ਉਪਰ ਅਮਾਰੀ ਸੰਪਰਕ ਸਾਥੀ.

Bengali

ল্যাংকাশায়ার কাউন্টি কাউন্সিল

ਸਕਲੇਰ ਭਨੁ ਸਮਾਨ ਸੁਯੋਗ ਪ੍ਰਦਾਨਕਾਰੀ ਚਾਕਰੀ ਦਾਤ। ਕਮਿਊਨਿਟਿਰ ਸਕਲ ਵਿਭਾਗ ਹੁੰਦੇ ਆਵੇਦਨ ਆਹਵਾਨ ਕਰਾ ਯਾਹਿਤੇਛੇ। ਆਪਨਿ ਯਦਿ ਐਹਿ ਨੀਤਿ ਓ ਖਾਲਿ ਪਦਗੁਲਿਰ ਵਿਸਯੇ ਆਰਓ ਕਿਸ਼ਾਰਿਤ ਭਾਨਿਤੇ ਚਾਨ ਤਾਹ ਹੁੰਦੇ ਉਪਰੇਰ ਟੈਲਿਫੋਨ ਨੰਬਰੇ ਯੋਗਾਯੋਗ ਕਰਨ।

Vacancies are also advertised in the local press, Job Centres, Libraries, Information Centres and Careers Offices.



REHABILITATION OF OFFENDERS ACT 1974

Note of Guidance for Applicants

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

	Aged 17 or over on conviction	Aged under 17 on conviction
Prison (immediate or suspended sentence) or young offender institution: more than 6 months but less than 2.5 years	10 years	5 years
Prison (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3.5 years
Fine or community service order	5 years	2.5 years
Absolute discharge	6 months	6 months
Probation, supervision, care order, conditional discharge or bind-over	1 year or until order expires (whichever is longer)	
Attendance Centre Order	1 year after the order expires	
Hospital Order (with or without restriction order)	5 years, or 2 years after the order expires (whichever is longer)	

If you have been sentenced for any offence and the above periods of time have not passed you must declare the offence. If the period of time has passed you do not need to mention it on your application form.

There nevertheless, remains certain job categories and classes of employment which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.

Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults.

Accordingly, if you are applying for a position which falls into one of these categories, you must declare any convictions you have had, regardless of whether or not any time limit has elapsed. It does not mean that you cannot apply for the position. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you will be subject to a Disclosure and Barring Service check for posts working with children or vulnerable adults.



RIGHT TO WORK

If your application is successful it will be necessary under statutory provision for you to provide evidence of your right to work in the United Kingdom. This can be provided by documentary evidence of your National Insurance Number. Such documentation can be a P45, a pay slip, a P60, NINO card or via a letter issued by one of the Government bodies concerned. If you do not have a National Insurance Number please contact the School and Agency Services Personnel Team for further advice as soon as possible. (Tel: 01772 532115).

Please note that the evidence of your right to work must be provided before a letter of appointment can be issued.