



## **NOTICE TO APPLICANTS**

### **Policy Statement**

#### **EQUAL OPPORTUNITIES**

St John's School aims to promote equality of opportunity for all with the right mix of relevant qualifications and abilities, talent, personal qualities, skills and potential. St John's welcomes applications from candidates of diverse backgrounds and personal circumstances.

#### **CHILD PROTECTION**

All employees of St John's School have a responsibility for the welfare and safeguarding of children in accordance with the School's Safeguarding Policy.

#### **DISCLOSURE OF CRIMINAL BACKGROUND**

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

As St John's School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Check for Regulated Activity from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

You will appreciate that the School must be particularly careful to enquire into the character and background of applications for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders 1974 (Exceptions) order 1975 and the Re-habilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you from consideration for this appointment.

You are required, therefore, in your application, if you have ever been convicted of a criminal offence to give details of all criminal record information, including details of 'spent' convictions, reprimands and final warnings. Other relevant non-conviction information, such as police enquiries and pending prosecutions should also be supplied. If you wish, these written details may be enclosed in a separate, sealed envelope marked 'Confidential' for the attention of the Headmaster' and attached to the application.

Please include any information which may improve understanding and fair decision-making. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the School.

P.T.O.

- Where relevant, 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 person subject to a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Acceptance of an offer of appointment will be deemed to be acceptance that disclosure information will be sought by the School from the Disclosure and Barring Service. Applicants are informed that providing false information is a disciplinary matter and may result in withdrawal of an offer or summary dismissal.

A copy of this notice will be sent to your referees.

### **NOTICE TO REFEREES**

The above Notice has been given to the applicant who has given your name as a Referee. The effect of the exemption mentioned in the notice is to make it possible for you to reveal any information you may have concerning convictions which would otherwise be considered as 'spent', in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.

Relevant factual material that does not fall under this heading may be discussed with the applicant without identifying you as the source unless you specifically request us not to do so. We may telephone you to clarify anything about which we are not clear.

In the interests of child protection, please be aware that you have a responsibility to ensure that your reference is accurate and does not contain any material misstatement or omission.