



DISCLOSURE AND BARRING SERVICE (DBS) **DISCLOSURE CLEARANCE**

INFORMATION TO JOB APPLICANTS

The DCFS has issued guidance to employers, 'Safeguarding Children & Safer Recruitment in Education'. This guidance details the pre-employment checks that should be made on all people who have contact with children and young persons and came into force on 1 January 2007.

The successful candidate to this post will be appointed subject to an enhanced criminal record check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed. **Please note, no appointments will be confirmed until a satisfactory criminal record check is received from the DBS.**

The successful candidate will receive with the letter of appointment a DBS Application Form together with practical "Notes on the Completion of a CRB Disclosure Application".

Please note that having a Criminal Conviction will not necessarily bar you from employment with the School.

A copy of the DBS Code of Practice and further information about the Bureau and the disclosure service can be found on its website at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Alternatively, the DBS can be contacted by post or telephone. The bureau's address is PO Box 110, Liverpool L69 3EF. The information line number is: 0870 90 90 811.

Disclosure and Barring Service:

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Disclosure and Barring (DBS) service to assess applicants' suitability for positions of trust, in the interests of preventing unsuitable people from working with children and young persons in the education service, King James's School complies fully with the DBS 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.
- **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY BAR YOU FROM WORKING WITH US.** This will depend on the nature of the position and the circumstances and background of your offences.
- King James's School is committed to the fair treatment of its staff, potential staff or users of its service, regardless of their race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process, for posts where the successful applicant will be an employee, volunteer or school governor.
- We actively promote equality of opportunity with the right mix of talents, 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.
- Where a disclosure is to form part of the recruitment process, 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 information is sent under separate, confidential cover, to the HR Manager at the school and we guarantee this information is only seen by those who need to see it as part of the recruitment process.
- We ensure that all those in King James's 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 and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in 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 that 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 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. At any such meeting the successful candidate (subject to disclosure clearance) will have the right to Trade Union representation or person of their choice