



DBS – Enhanced Disclosure and Statutory Safeguarding Checks

Date of Review: July 2018
Approved by: Trust Board
Next Review Date: September 2019

1. The Rodillian Multi Academy Trust (RMAT) is committed to using the Disclosure and Barring Service (DBS) along with the Regulatory System to assess applicants' suitability for all positions of trust, we comply fully with the DBS Code of Practice to undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We have checked all qualified teachers against the Prohibition from Teaching List (DfE Secretary of State requirement September 2013), including those who may not be employed as a teacher in a student facing role where applicable. We undertake checks for management positions (including the Chair of the Trust and Chair of Governors) in line with the Prohibition from Management List (Section 128) to ensure staff/Trustees/Governors are suitable for management positions. We also undertake the European Economic Area (EEA) Teacher Sanctions and Restrictions checks for individuals who may have either lived or worked outside the UK.
3. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. A written statement, on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process on the RMAT application form.
5. We actively promote equality of opportunity for all with the right mix of talent, 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.
6. An Enhanced DBS Disclosure is always undertaken for Trustees, Staff, Supply staff, Student trainees, Contractors, Governors and Regular volunteers who work or support within the RMAT.
7. The Prohibition Order, Section 128 and EEA check are requested in line with statutory requirements if relevant to the position concerned. For those positions where these checks are required job adverts and recruitment packs will contain a statement that these checks will be requested in the event of the individual being offered the position. For any other individuals where this is a requirement they will be informed prior to working/supporting within the RMAT.

8. All job applicants are asked to detail any criminal convictions which are not “spent” under the terms of the Rehabilitation of Offenders Act (1974), prior to interview in writing in a sealed envelope.
9. Candidates will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position with a member of the HR team. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.
10. Potential employees are asked not to withhold information about convictions which are defined as “spent” under the provisions of the Rehabilitation of Offenders Act (1974). All convictions, cautions, reprimands and final written warnings on your criminal record need to be disclosed. As all our appointments are subject to an Enhanced Disclosure candidates should also provide details of any police enquiries undertaken following allegations against them which may have a bearing on their suitability for this post.
11. Additionally, ALL employees have a duty to advise their Head of School and the Director of HR of any Police enquiries regarding any concerns/allegations which have been made against them at the point which they are made aware. This is referenced within the Personal and Professional Conduct of Staff Policy.
12. Where a candidate/employee/adult has committed an offence, received a caution, or be the subject of a Police investigation, following a discussion, a risk assessment is undertaken by HR to determine whether or not their actions pose a risk to children, young people or the RMAT as a whole. Once a decision has been made the individual and the Head of School will be informed of the outcome. A written copy of the risk assessment, where applicable, is held confidentially on file.
13. Trustees, Staff, Student trainees, Supply Staff, Contractors, Governors and Regular volunteers who work or support within the RMAT, are made aware of the existence of the DBS Code of Practice, Working Together to Safeguard Children, Keeping Children Safe in Education statutory guidance and their statutory responsibilities within them.
14. All staff employed by the RMAT are made aware of the policies and procedures in line with their responsibilities to support their work with Children and Young People across the Trust eg. Personal and Professional Conduct of Staff and Safe Working Practice Policies.
15. For any supply staff, contractors on site and/or other agency workers who may attend our academies we will ensure that an Enhanced DBS check have been carried out and record an identity check plus ensure we have written confirmation from their organisation that demonstrates they have undertaken the relevant checks and obtained the appropriate certificates and the date they were received.
16. We undertake to ensure that any matter revealed in a DBS Disclosure or Prohibition Order is discussed with the person seeking the position and risk assessed before withdrawing a conditional offer of employment.
17. Having a criminal record will not necessarily bar candidates from working with us. This will depend on the nature of the position and the circumstances and background of your offences.