



## **SAFER RECRUITMENT POLICY**

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Values Academy 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 a conviction or other information revealed.

Values Academy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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.

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 this information is sent under separate, confidential cover, to a designated person within Values Academy and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in Values Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances to 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 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 subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and will 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.

All references are requested prior to interview stage with the permission of the candidate. Once an offer of employment is made the employee is required to complete a medical questionnaire within four weeks of the starting date.

As part of our recruitment process additional checks are made relating to the

Prohibition of Teachers and Section 128 check is carried out on all management appointments.

Our Policy is to be read in conjunction with our main safeguarding policy that adheres to Keeping Children Safe in Education guidelines.

### **Overseas Checks**

In conjunction with the Keeping Children Safe in Education guidelines, the Academy will ensure that additional checks are made on Teachers who have lived or worked abroad in respect of any teacher sanctions or restrictions that an EEA (European Economic area) professional regarding authority has imposed.

Next Review; September 2021