



All staff at The Archbishop Lanfranc Academy - Coloma Trust complete a DBS (Disclosure and Barring Service) check prior to their appointment. If the DBS check is not 'clear' the Executive Principal and Principal will discuss any disclosures on the DBS and, depending on their nature, decide if the appointment should be confirmed. Their decision, and the reasons for it, will be recorded in writing.

The Archbishop Lanfranc Academy complies with the Disclosure and Barring Service Code of Practice on the recruitment of ex-offenders, which states that:

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We 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 competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record on their application form and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- 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 job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the Academy who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
- The DBS (Disclosure and Barring Service) Code of Practice requires Academies to make available a copy of its Policy Statement on Safer Recruitment to all job applicants.
- The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

Policy Review

The effective date of this policy is 1 September 2015.

The policy was approved by the Governing Body on 6 July 2017.