

Headteacher: Mrs Lucy Miles

## **SAFEGUARDING CHILDREN**

The Governing Body of The Highfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.

### **Equal Opportunities Statement**

The school is committed to equality of opportunity for all members of the school community.

We have a concern for the well-being and development of all students and staff. It is in this context that we should see it as part of our professional concern to address those issues which impinge upon the quality of educational provision and assess our response to ethnic differences, ability, disability or impairment, gender and socio-economic factors (class).

Specifically we should aim to:

- meet the needs of all students and staff
- develop an informed appreciation of, and response to, the multi-cultural nature of society as it affects all members of our school community
- combat all forms of prejudice however expressed.

The school's commitment to these principals is outlined in its policies on Equal Opportunities and Diversity.

### **Child Protection Statement**

It is our aim at The Highfield School to promote the general progress and well-being of students and to safeguard their health and safety. All staff at the school must be aware of the procedures for dealing with a disclosure of abuse and must also know what to do if they suspect that there is a possible case of abuse.

The safety of every child in the school is everyone's concern. Every child is entitled to be free from fear.

There is a named Child Protection Officer who will follow through any disclosures and take any necessary action.

The school has a detailed Child Protection Policy

### **Recruitment of Ex-Offenders**

In accordance with the Disclosure & Barring Service policy this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full DBS policy is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

Headteacher: Mrs Lucy Miles

- As an organisation which uses the Disclosure & Barring Service (DBS), the Governing Body of the school complies fully with the DBS policy and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- The Governing Body meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure & Barring Service before the appointment 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.
- The Governing Body are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities of dependents, age, physical/mental disability or offending background.
- The Governing Body promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applicants from a wide range of candidates, including those with criminal records. The Governing Body selects all candidates for interview based on their skills, qualifications and experience.
- A Disclosure will only be requested from the DBS for those positions where a Disclosure is required. All applications forms and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being short listed.
- The Governing Body requires all applicants called for interview to have completed a DBS form. This information should be sent prior to the interview or brought to the interview, under separate, confidential cover. 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, the Governing Body ensures 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.
- The Governing Body undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- The Governing Body ensures that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. The Governing Body also ensures that they

Headteacher: Mrs Lucy Miles

have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessary bar you from working at the school.** This will depend on the nature of the position and the circumstances and background of your offences.

## **DISCLOSURE & BARRING SERVICE (DBS) REQUIREMENTS**

### CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

You will appreciate that the Governors of The Highfield School must be particularly careful to inquire into the character and background of applicants 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 provision of the Section 4(2) of the Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders 1974 (exceptions) Order 1975, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999 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 for consideration for this appointment.

You must, therefore, answer the question on the application form: "Have you ever been convicted of a criminal offence?" (please answer "yes" or "no"). If the answer is "yes" you must give details which may, if you wish, be enclosed in a separate sealed envelope marked "confidential" and attached to the application. 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 your integrity but it is necessary to protect the public and School.

In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with children will be the subject of a request to the Disclosure & Barring Service (DBS) which provides details of a person's criminal records including convictions, cautions, reprimands and warning held on the Police National Computer (PNC).

The Disclosure will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES). An Enhanced Disclosure may also contain information held by local police forces.

Headteacher: Mrs Lucy Miles

Short listed candidates must complete the DBS application form and forward it to the School with the appropriate documentation, as outlined in the application form. 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 Local Education Authority.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.