

KING JAMES'S SCHOOL

A SPECIALIST SCIENCE COLLEGE



DBS Information for Job Applicants

The King James's Way
At King James's School we <u>value</u> :
K indness and Compassion
I nclusion and Tolerance
N urture and Innovation
G reatness and Aspiration
and we make a <u>commitment</u> to be a community which promotes:
J oining together and helping each other
A cademic challenge and opportunities
M utual respect and shared responsibility
E ngaging and enriching curriculum
S afe and secure learning environment
S trong belief in the well-being of everyone in school

Review Date: June 2021

Committee responsible for reviewing: Staffing

Staff member responsible: CL

Next Review Date: June 2022

Disclosure and Barring Service (DBS)- Information for Job Applicants

We are committed to promoting the welfare of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance.

For most roles, we are required to request a DBS check as part of the recruitment process. This check may also include barred list information held on the DBS barred list, as well as any information held by the police which is relevant to the role applied for. Please refer to the Recruitment Policy for more information.

All successful candidates will be appointed subject to an enhanced criminal record check (Disclosure) from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Successful candidates will receive a link via email to a secure online application form which they must complete. This information will be verified against original documentation provided by the candidates.

Please note that having a criminal conviction will not necessarily bar you from employment with us.

A copy of the DBS Code of Practice and further information about the 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:

DBS customer services
PO Box 3961
Royal Wootton Bassett
SN4 4HF

The information line number is 03000 200 190.

Recruitment of ex-offenders statement

We are required to send a copy of our policy on the recruitment of ex-offenders to all job applicants which outlines the following:

- the Governing Body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed
- all applicants are subject to a DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position
- we are committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background
- we promote equal opportunity and welcome applicants from a wide range of backgrounds, including those with criminal records
- candidates are selected for interviews based on their skills, qualifications and expertise
- all application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered

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- all applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover
- all applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request
- we are committed to ensuring all disclosure information will only be seen by those who require access as part of their duties
- we will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment
- at the interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences
- failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made
- legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences

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