



Sandwell
Academy

Disclosure and
Barring Statement

Policy Title:	Disclosure and Barring Statement
Policy Reference:	SA / Quality and Review
Description:	This document sets out the Academy's commitment to the Disclosure and Barring service as part of its recruitment practice.
Status:	Statutory
Category:	Academy
Contact:	Name: Mrs Clair Drummond Title: Head's PA Email : cdrummond@sandwellacademy.com
Version:	V1.3 – May 2014
Other relevant SA polices:	Safeguarding and Child Protection
Adopted by the Governing Board on:	January 2007
Date for Review:	June 2016 or as and when legal guidelines are updated or amended.

Sandwell Academy is mindful of its commitment in the following areas:

1. Our over-riding responsibility is the safety of the young people in our care.
2. We actively promote equality of opportunity for all, with the right of mix of talent, skills and potential. We welcome applications from a wide range of candidates.
3. We select candidates for interview based on their skills, qualifications and experience.
4. We are committed to the fair treatment of staff, regardless of ethnicity, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability and undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Taking into points 1-4 into account, the following guidelines apply:

- All posts at Sandwell Academy require an Enhanced DBS Disclosure as all personnel may, at some time in the course of their duties, have access to students.
- All recruitment material, including application forms and job advertisements will state that an Enhanced Disclosure will be required in the event of the individual being offered the position.
- We strongly encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, addressed to the Head and we guarantee that this information will only be seen by those members of staff for whom it forms an essential part of the recruitment process.
- Any prior conviction in regard to abuse of children will automatically bar a candidate from appointment to Sandwell Academy, regardless of the time elapsed since the relevant conviction.
- Any drugs or alcohol related conviction or conviction for any violence-related offence within the last 10 years will, under most circumstances, bar a candidate from appointment to Sandwell Academy.

- Any conviction relating to fraud, embezzlement or misappropriation of public money will bar a candidate from appointment to a Senior or Financial post, regardless of the time elapsed since the relevant conviction. Any such conviction within the last 10 years will, under most circumstances bar a candidate from appointment to Sandwell Academy.
- In regard to all other offences, the Head will take a decision about the relevance of the conviction to the position sought at Sandwell Academy and the time elapsed since the conviction.
- Where candidates draw our attention to prior convictions, an interview or an open and measured discussion can 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 an offer of employment.
- Sandwell Academy undertakes to discuss any matter subsequently revealed in a disclosure with the person before withdrawing a conditional offer of employment.
- A successful candidate will not be able to commence employment at the Academy until a clear, enhanced disclosure has been received from the Disclosure and Barring Service.