



Policy status	Statutory
Adopted	6 th July 2026
Review date	July 2029

Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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Version	Date	Author	Description of change
May 2025	03.05.23	WH	Initial policy adopted
July 2026	06.07.26	WH	Reviewed to reflect current statutory guidance, including <i>Keeping Children Safe in Education</i> and the DBS Code of Practice. Updated terminology relating to protected convictions, regulated activity and safeguarding checks. New Section 3 - Clarified responsibilities, modernised recruitment and disclosure procedures, strengthened confidentiality and data handling arrangements, and updated links to related safeguarding and recruitment policies.

1. Introduction

Beatrice Tate School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As a school undertaking regulated activity with children, Beatrice Tate School is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. Applicants for posts involving regulated activity are therefore required to disclose relevant criminal convictions and cautions, except those which are protected under current legislation.

All appointments are made in accordance with statutory safeguarding requirements, including *Keeping Children Safe in Education* and the Disclosure and Barring Service (DBS) Code of Practice. Successful applicants will be subject to the appropriate pre-employment safeguarding checks, including an Enhanced DBS check with Children's Barred List check where required.

Having a criminal record will not necessarily prevent an individual from working at the school. Each disclosure will be considered fairly, consistently and on its individual merits, taking account of the nature of the role and the circumstances surrounding any offence.

The school is committed to:

- safeguarding and promoting the welfare of children;
- complying with the DBS Code of Practice;
- treating all applicants fairly and consistently;
- promoting equality of opportunity throughout the recruitment process.

2. Protected convictions and cautions

Certain criminal convictions and cautions are classed as "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Protected convictions and cautions do not need to be disclosed by applicants and will not be taken into account during recruitment.

However, specified offences, including certain serious violent, sexual and safeguarding related offences, will always be disclosed on a DBS certificate where relevant and must be declared by applicants where required.

Applicants are encouraged to refer to current Government guidance regarding criminal record filtering and whether a conviction or caution must be disclosed before completing the school's self declaration form.

It is a criminal offence for any individual who is barred from working with children to apply for a role involving regulated activity. Where the school becomes aware that an applicant is barred from working with children, appropriate referrals will be made to the Disclosure and Barring Service and, where necessary, the Police.

3. Responsibilities

Headteacher

The Headteacher will ensure that:

- this policy is implemented fairly and consistently;

- recruitment documentation clearly explains disclosure requirements;
- appropriate safeguarding checks are undertaken in accordance with statutory guidance;
- staff involved in recruitment receive appropriate safer recruitment training and understand their responsibilities when assessing criminal record information.

Staff involved in recruitment

Staff participating in recruitment will:

- treat all applicants fairly and without discrimination;
- maintain appropriate confidentiality regarding criminal record information;
- ensure self declaration information is only considered after shortlisting;
- discuss relevant disclosures with applicants before any recruitment decision is made;
- seek HR advice where appropriate.

Applicants

Applicants are expected to:

- disclose all convictions and cautions that are legally required;
- complete self-declaration forms honestly and accurately;
- participate openly in any discussion regarding relevant disclosures.

4. Recruitment of ex-offenders

- 4.1. Beatrice Tate School is committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions in the School, Central
- 4.2. Beatrice Tate School complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.
- 4.3. All shortlisted applicants will be required to complete a confidential criminal self declaration form before interview.
- 4.4. Criminal record information will not be considered during the shortlisting process and will only be reviewed by those directly involved in recruitment.
- 4.5. Where an applicant discloses relevant criminal history, this will be discussed sensitively during the recruitment process, either as part of the interview or in a separate confidential meeting where appropriate.
- 4.6. Failure to disclose information that an applicant is legally required to declare may result in an application being withdrawn or, where employment has commenced, disciplinary action which may include dismissal.
- 4.7. All offers of employment are conditional upon satisfactory completion of the school's safeguarding checks, including an Enhanced DBS check where required.
- 4.8. Beatrice Tate School complies fully with the DBS Code of Practice and will make a copy available to applicants upon request.

- 4.9. Where safeguarding checks identify that an applicant is barred from working with children, prohibited from teaching, or otherwise legally prevented from undertaking the role, the recruitment process will cease immediately.
- 4.10. Where false information is knowingly provided during the recruitment process, or relevant information is deliberately withheld, the school may withdraw an offer of employment and, where appropriate, make referrals to the Disclosure and Barring Service, Teaching Regulation Agency, Police or other relevant authorities.
- 4.11. Section 128 checks will also be undertaken where required for leadership and management posts in accordance with statutory guidance.

5. Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the school's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:

- against children or adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

In reaching a decision, the school will also consider whether:

- the applicant accepted responsibility for the offence;
- there is evidence of rehabilitation;
- there are any ongoing safeguarding concerns;
- additional advice should be sought from the school's HR provider before a final decision is made.

6. Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will document this information on a Positive DBS – Record on a Recruitment Decision form which must be signed by the Headteacher once the individual has started their employment at the school.

Where appropriate, the school will compare information disclosed during the self declaration process with the outcome of DBS and other safeguarding checks. Any discrepancies will be discussed with the applicant before a final recruitment decision is made.

All criminal record information will be handled confidentially and processed in accordance with the school's Data Protection Policy and records retention procedures.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

7. Monitoring & Review

This policy will be reviewed by the Headteacher every three years, or sooner where changes in legislation, statutory guidance or local procedures require.

8. Links to other policies/guidance

This policy is linked to the:

- Recruitment and Selection Policy and Procedures
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Equality Policy
- Staff Code of Conduct