



THE **BOURNE** ACADEMY

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**APPLICATION AND RECRUITMENT PROCESS**  
**EXPLANATORY NOTE**

Application

- Applications will **ONLY** be accepted from candidates submitting a covering letter and completing an Application Form.
- Candidates should be aware that the post involves some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a Disclosure from the Disclosures and Barring Service at the appropriate level for the post.
- We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph or a passport or a full birth certificate
- a utility bill or financial statement showing the candidates current name and address
- where appropriate any documentation evidencing a change of name

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Please note that under the Academy's data protection policy, any copies of personal documents that are no longer required will be destroyed.**

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received)
- confirmation of identity and qualifications
- a satisfactory DBS Disclosure
- a check at DfE List 99 and the Protection of Children Act List as appropriate
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the Academy may require in accordance with statutory guidance.
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Appointments will be confirmed following completion of a satisfactory probationary period.

### **WARNING**

Where a candidate is:

- found to be on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information or failed to disclose information; or
- the subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

### **CHILD PROTECTION POLICY**

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

Our Child Protection Policy applies to all staff, governors and volunteers working in the Academy.

### **EQUAL OPPORTUNITIES POLICY**

The Academy is opposed to any form of discrimination, harassment or victimisation against any staff or potential staff on the grounds of their race, colour, nationality, ethnic or national origins, sex or marital status, disability, sexual orientation, age, or religious beliefs and practices.

### **The Bourne Academy DBS for Recruitment Policy Statement**

We actively 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 skills, qualifications and experience.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, The Bourne Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Academy undertakes DBS Disclosures for all staff recruited. All application forms, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Due to the Disclosure requirements, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Academy and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Academy to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, although the DBS disclosure will advise the Academy of all convictions spent as well as unspent

We ensure that all those in The Bourne Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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 position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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

Should you require any further information please contact the HR department in the first instance at [hr@thebourneacademy.com](mailto:hr@thebourneacademy.com)

## **Policy on the Recruitment of Ex-Offenders & Security of Disclosure Information**

**EPM will provide CRB checks for the Bourne Academy for this post**

### **1. The Requirement for Criminal Record Checks by EPM**

EPM is a Registered Umbrella Body with the Criminal Records Bureau for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. It is of fundamental importance to The Academy to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for The Academy to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. EPM considers it also essential that the confidential and personal Disclosure information from the Criminal Records Bureau is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the Academy. Candidates are selected for interview based on their skills, qualifications and experience: The Bourne Academy actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

### **2. Reason for Requiring Disclosure**

A Disclosure will be requested for all staff. All application forms, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

### **3. Types of Disclosure**

There are two types of Disclosure that may be requested depending on the nature of the position:

- (i) **Standard Disclosure** - for positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for occupations which involve positions of trust.  
The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer.
- (ii) **Enhanced Disclosure** - for posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people. In addition to the information above for Standard Disclosure, the Enhanced Disclosure may also contain information that is held locally by the police.

### **4. Application Procedure**

Successful applicants will be required to provide proof of their identity to the Academy in person including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll or for other reasons (e.g. marriage, adoption) the Academy will require

evidence of this change of name. The CRB Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the Academy.

Where a Disclosure is to form part of the recruitment process, we encourage all Applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Bourne Academy. This information will only be seen by those who need to see it as part of the recruitment process.

## **5. Consideration of Disclosure Information by the Academy**

On receipt of Disclosure from the Criminal Records Bureau the Academy shall consider the following:

- (i) Whether the conviction or other information disclosed is relevant to the position in question.
- (ii) The seriousness of the offence or other matter revealed.
- (iii) The length of time since the offence or other matter occurred.
- (iv) Whether the applicant has a pattern of offending behaviour or other relevant matters.
- (v) Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- (vi) The circumstances surrounding the offence and the explanations offered by the convicted person.

We ensure that all those in the Academy who are involved in the recruitment process have received guidance in identifying and assessing 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.

## **6. Criminal Records Bureau Code of Practice**

The Academy agrees to comply with the provisions of the Criminal Records Bureau Code of Practice, a copy of which is attached to this Policy.

## **7. Security of Disclosure Information**

Given the confidential nature of the Disclosure information, the Academy will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in the recruitment. Once a recruitment decision has been made, the Academy will not retain the Disclosure information for any longer than necessary, which shall normally be 6 months or until after our next CSCI inspection. All disclosure information will be destroyed by secure methods (such as shredding or burning). For further details, please refer to the Academy's "Security Policy for Handling Disclosure Information".

## **8. Consequences of failure to reveal information**

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of the employment if it has commenced.