



**Extend Learning**  
Academies Network

## Disclosure Policy

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## 1. Introduction

1.1 The Extend Learning Academies Network (ELAN) is committed to safeguarding and promoting the welfare of children and young people and expect all employees, trustees and volunteers to share this commitment. ELAN recognises that the best way to protect against the abuse of children and vulnerable adults is through the adoption of nationally recommended safeguarding children practices, implementation of safer recruitment practices and observance of other practices designed to maintain a safe culture.

## 2. Aims

2.1 This policy sets out ELAN's approach to disclosure and applies to all schools and ELAN locations within the trust and all employees within this (including fixed term, temporary or casual employees, as well as trustees and volunteers). These people are referred to as school workers within this policy.

2.2 Disclosure for these purposes includes:

- criminal records checks – Disclosure and Barring Service (DBS) disclosure checks
- DBS and Children Barred List checks
- the disqualification check under the Childcare Act 2006 and the Childcare (Disqualifications) Regulations 2009
- administrative arrangements to ensure that these checks are carried out in accordance with relevant legislation and DBS requirements
- Any other employment checks as defined in Keeping Children Safe in Education

For further information, including information on the other pre-employment checks required, please see the DfE's statutory Keeping Children Safe in Education guidance.

## 3. Equal opportunities

3.1 ELAN's commitment to equality of opportunity extends to applicants with a criminal record. Please refer to the ELAN Recruiting of ex-offenders for further details.

## 4. Responsibilities

4.1 ELAN is responsible for maintaining fair, consistent and objective procedures for matters relating to disclosure, and taking appropriate actions when these are not met.

4.2 Headteachers and senior leaders in other ELAN locations, are responsible for ensuring that:

- the requirements to undertake DBS Disclosure, DBS barred list and qualifications checks are stringently met
- all other pre-employment checks are carried out appropriately including online checks
- no-one unsuitable to work with children is knowingly permitted to do so
- they follow the procedure set out in part 4 of keeping Children Safe in Education 'Allegations of abuse made against teachers and other staff' when **anyone** in the

school is alleged to have behaved inappropriately towards children. Where the allegation relates to the Headteacher, the CEO will manage the case

- they follow the Disciplinary procedure where appropriate in such cases
- contacting the LADO – when a referral to the DBS may be appropriate. For guidance on when schools have a duty to refer, see Keeping Children Safe in Education
- they implement a clear procedure for managing disclosure which is drawn to the attention of all colleagues.

#### 4.3 All school workers are required to:

- Annually complete criminal records declarations stating that there have been no changes since their most recent DBS that could impact on their suitability to work with children
- inform the headteacher or line manager immediately if they are subject to police arrest, a criminal conviction, caution, ban, disqualification from working with children, police enquiry or are pending prosecution. Failure to do so may lead to disciplinary action being taken
- ensure that any inappropriate behavior within school towards children is reported immediately to the headteacher, designated safeguarding lead or where the concern relates to any of these individuals, to the Chief Executive Officer (CEO).
- Uphold the safeguarding culture within the school at all times and challenge (where appropriate) and report to the senior leadership team any concerns they may have about a colleague.
- All disclosures or low-level concerns will be recorded confidentially and acted upon in line with policy.

## 5. Review

5.1 This policy will be reviewed every two years or sooner if necessary subject to changes in legislation or government guidance.