



Hazelwood Schools is committed to the fair treatment of its staff, workers, potential staff/workers and users of its services regardless of race, colour, nationality, ethnic or national origins, religion or belief, age, disability, gender, gender reassignment, sexual orientation, social, marital or civil status, pregnancy or maternity reasons, having responsibility for dependants, Trade Union involvement or any other grounds irrelevant to the role or service in question. Similarly, the school will not treat unfairly, or discriminate against, anyone with a criminal record. Having a criminal record does not mean that an individual will automatically be prevented from obtaining employment or working in this school.

Hazelwood Schools has a 'Policy Statement on the Recruitment of Ex-Offenders' which is available on request. The school also adheres to the principles of the Disclosure and Barring Service Code of Practice. Applicants are made aware of the Code, which is also available on request.

Hazelwood Schools ensures that all relevant pre-employment checks are carried out on **employees and workers engaged directly**. In particular, the following specific safeguarding checks are carried out:

- All employees/workers appointed/engaged prior to March 2002 (and with no subsequent change to their employment arrangement requiring a further check) have been subject to a **check against List 99**; additionally, those appointed between 1989 and March 2002 would have been subject to a **satisfactory police check**
- All employees/workers appointed/engaged since March 2002 have been subject to a **satisfactory Enhanced Criminal Records Bureau (CRB) check**. This check included a check against List 99
- All employees/workers appointed/engaged since 12th October 2009 have been subject to a **satisfactory Enhanced CRB check, including a check against List 99/Independent Safeguarding Authority (ISA) Barred List**
- All employees/workers appointed/engaged since 1st December 2012 have been subject to a **satisfactory Enhanced with Barred List check through the Disclosure and Barring Service (DBS)**

Hazelwood Schools also ensures that **relevant employees, and workers engaged directly** are not disqualified under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 from:

- **Early Years provision** – providing any care (inc. education) for a child up to and including reception age (from birth to 1st September following the child's 5th birthday)
- **Later Years provision** – working in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8
- **Management** of any of the above provision

Such employees and workers are required to sign an annual declaration to confirm that there has been no change to their criminal record and that they are not disqualified under the Childcare Disqualification Regulations.

Unsupervised, regular volunteers are also subject to the above safeguarding checks

Supervised, regular volunteers are subject to the above safeguarding checks, with the current exception of the Children's Barred List check

All school staff and workers engaged directly are issued with photographic School ID

As appropriate, **visitors to the school** are asked to provide Photographic ID wherever possible

Third party organisations deploying staff or workers to the school are required to provide confirmation that pre-employment and safeguarding checks relevant to the role have been carried out