



# SELF DISCLOSURE POLICY

**UPDATED: AUTUMN 2015**

**RATIFIED Thurs 24<sup>th</sup> Sept. 2015 BY FGB**

Acting Headteacher Nicola Pierce	Sign		Date	
Chair of Governing Body Susan Thurston	Sign		Date	

**Date for review Autumn 2017 (or earlier if this is considered necessary)**



## **St Augustine's CE (VA) Junior School**

### **SELF DISCLOSURE POLICY**

The Governors of St Augustine's CE (VA) Junior School have a duty of care to protect the well being of the children and adults in its care who are considered to be especially vulnerable or at risk. Pre employment checks and other safe employment practices are a requirement to ensure that people who may pose a threat to children and vulnerable adults are not given positions of trust where they could exploit those entrusted to their care.

Where a post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (for example, posts involving work with children or vulnerable adults) both spent and unspent convictions must be declared on application forms.

Failure to disclose convictions on application forms and/or with the line manager may result in disciplinary action.

Following appointment, employees have a responsibility to report any relevant changes of circumstance to their employer. These include any criminal investigations, convictions or warnings they may become the subject of, or any other relevant information which a reasonable employer might consider to impact on their employment.

Any existing employee may be asked to undertake a DBS re-check. Refusing to comply with such a request may result in the employee being subject to formal disciplinary action for 'deliberate and/or unreasonable refusal to carry out lawful and safe instructions issued by an appropriate manager/supervisor, and/or to comply with a contractual agreement.

Confidentiality cannot be guaranteed where concerns arise about the welfare or safety of children or vulnerable adults but any information sharing will be in accordance with relevant legislation and policy and only as is necessary in the circumstances.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and vulnerable adults, so that appropriate support can be provided or action taken.

If, in accordance with the School's Self Disclosure policy, a member of staff self discloses a concern which is considered to impact on their suitability to work with vulnerable groups, a risk assessment should be undertaken to determine any future action. The pro forma for the risk assessment is attached to this document.

It is important to note that the self disclosure would not necessarily result in any formal action then being taken in respect of the employee. Depending on the information disclosed it may result in recommendations for whatever supportive additional measures would be necessary in order to safeguard the member of staff and/or the vulnerable group with whom they come into contact. Any action will only follow a thorough risk assessment of the circumstances.

Signed:

Date Ratified: 24<sup>th</sup> September 2015

Date of review: Autumn term 2017 or earlier if considered necessary.