



DISCLOSURE & BARRING SERVICE POLICY

SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION

GENERAL PRINCIPLES

As an organisation using the Disclosure & Barring Service (DBS) to assess suitability of applicants for position of trust, the School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

STORAGE AND ACCESS

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, not portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

HANDLING

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

USAGE

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

RETENTION

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

DISPOSAL

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of the issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. We will take all reasonable steps to ensure that our employees can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy.

USE OF THE DISCLOSURE & BARRING SERVICE (DBS)

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for position of trust, the School 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 on conviction or other information revealed.
- The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 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.
- A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 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 School and we guarantee that this information is seen only by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the School to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the School 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.

DISCLOSURE AND RELEVANT OFFENCES

(Information sent to applicants in relation to posts within the school)

The Post for which you are applying involves **regular** contact with children or vulnerable adults and therefore the School is entitled to access relevant information for applicants successful at interview. This process is called Disclosure and is managed by the Disclosure & Barring Service (DBS).

The School complies with the DBS's Code of Practice, a copy of which is available on request.

For this post an **enhanced** disclosure will be required for the successful applicant.

This means that you will be requested to give details of any convictions (spent and unspent). The DBS will check details held on the police national computer and government department lists held by DoH and DfE. Information received will be kept in strict confidence in accordance with the handling and secure storage of disclosure information policy.

The post is exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bind-overs. The information you give will be treated in confidence and will only be taken into account in relation to the post you are applying for.

Any information revealed in a disclosure will be seen only by those people who are involved in the recruitment process for the post and have a legitimate reason for seeing the information. The applicant will receive a copy of the disclosure provided by the DBS. It will be kept on the member of staff's personal file for six months in case of dispute.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the conviction renders you unsuitable for appointment. In making this decision the School will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the School's published Equal Opportunities Statement.

Failure to reveal information directly relevant to the position will lead to the withdrawal of the offer of employment.