



DISCLOSURE AND BARRING SERVICE (DBS) POLICY

1 POLICY STATEMENT

1.1 The safety of children and young people is paramount, and this school is committed to implementing the Disclosure and Barring (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and National Care Standards guidance regarding the correct handling, use, storage, retention and disposal of Certificates.

1.2 The DBS (formerly the CRB Agency) was set up by the Home Office to improve access to criminal record checks for employment related purposes and to help organisations make safer recruitment decisions; this applies to staff with access to children under 18 years of age, vulnerable adults or other positions of trust that fall within the Rehabilitation of Offenders Act 1974. The DBS and the Independent Safeguarding Authority (ISA) both became part of the Disclosure and Barring Service (DBS) in December 2012.

1.3 The DBS Code of Practice requires the school to have a written policy and procedure on the recruitment of people with a criminal record and to ensure anyone applying for a job at the school receives a copy. The School is committed to the principle of equal opportunities and, subject to the overriding consideration of protecting children, we will endeavour to prevent unfair discrimination against those with a criminal record.

2 PROCEDURE

2.1 There are two different levels of Certificate:

2.2 Standard Certificates contain details of all convictions on record (including spent convictions plus details of any cautions, reprimands or warnings. Information obtained on the government lists is of people considered unsuitable to work, or gain access to sensitive information relating to children/young people.

2.3 Enhanced Certificates involve an extra level of check with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Children, Schools and Families and Department of Health, where appropriate. The government's safer recruitment initiative stipulates that all staff in an educational establishment must have an enhanced Certificate.

3 RECRUITMENT OF STAFF

3.1 Job applicants will be asked to state any convictions on their application form. Those invited to attend an interview will be advised in writing that relevant criminal convictions will be discussed at the interview in order to assess job-related risks. Applicants are encouraged to submit written details, dates and any other relevant information, in confidence, to the



bursar, who will ensure the security of this sensitive information.

3.2 To speed up the recruitment process, applicants invited to attend an interview will be asked to bring a current DBS and requested to bring the relevant ID with them to be verified by the interviewing staff.

3.3 The School will ask successful applicants to apply online. The information obtained will be used to help establish whether that person has a background that might make him/her unsuitable for the job or voluntary position in question. The School will not apply to the DBS Certificate to run a check without the knowledge and consent of the person concerned.

3.4 If a DBS Certificate reveals any convictions, the person concerned will be invited to attend an interview with the bursar to discuss the conviction(s) and circumstances. Having a criminal record will not necessarily bar applicants from working at the School. This will depend on the nature, circumstances and background of the offence, and the time elapsed since the offence. However, failure to reveal information directly relevant to the position sought could lead to the withdrawal of any offer of employment.

4 CHECK ON STAFF RECRUITED FROM ABROAD

4.1 If an applicant has not previously lived in the UK, no purpose will be served by seeking a DBS check on arrival. The person will not have a criminal record in this country, nor will he/she appear on List 99 or the Protection of Children's Act List.

5 RENEWAL OF DBS CERTIFICATES

5.1 The DBS Certificate does not recommend a specific renewal interval for DBS checks. However, following the National Care Standards' recommendation, it is the School's policy to renew all DBS Certificate every three years.

6 STORAGE AND ACCESS

6.1 DBS Certificate information will be kept in a locked cabinet with access strictly limited to those who are entitled to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

7 USAGE

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

8 RETENTION

8.1 Once a recruitment (or other relevant) decision has been made, we retain DBS Certificate information generally for a period of up to six months. This is to allow time to consider and resolve any disputes or complaints. If, in exceptional circumstances, it is considered necessary to keep the



information for longer, we will consult the DBS, taking data protection and human rights issues into consideration.

9 DISPOSAL

9.1 Once the retention period has elapsed, any Certificate information will be destroyed by secure means, i.e. by shredding, pulping or burning. We will not keep a copy of the Certificate or record its contents. We may, however, keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, and the position for which it was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

Executive Head Teacher.....Date.....

Chair of Governors.....Date.....School.....

Review date.....